

**Planning and Zoning Commission Work Session Minutes  
October 23, 2025  
Conference Room 1A & 1B - 1<sup>st</sup> Floor City Hall**

**Call to Order**

Commissioners Present – Brodsky, Darr, Geuea Jones, Gray, Ortiz, Stanton, Stockton, and Walters  
Commissioners Absent – Wilson  
Staff Present – Craig, Halligan, Kunz, Orendorff, Zenner

**Introductions**

None

**Approval of Agenda**

Meeting agenda adopted unanimously, as amended, following the addition of a discussion on “small lot” standards example tour to the beginning of the agenda.

**Approval of Minutes**

The October 9, 2025 work session minutes were approved.

**New Business**

**A. Small Lot standards Development Tour**

Mr. Zenner distributed a handout to the Commissioner that contained a series of development sites throughout Boone County that Commissioner Walters had put together that he believed may be beneficial for the Commissioners to visit to get a sense of how some of the use-specific standards relating to “small lot” integration appear in “real-life” scenarios. Mr. Zenner noted that Mr. Walters had also prepared an electronic Google map tour of the project sites and that he would send the link for the tour to all Commissioners following the work session.

Mr. Zenner turned the meeting over to Mr. Walters to explain each of the project sites and why he had chosen them. There was general Commission discussion regarding the tour’s developments and the specific elements that were possibly of interest at each. Commissioners were encouraged to personally visit the sites, but also reminded that if they chose to make a “field trip” out of the tour that they could not have more than 3 Commissioners together otherwise the gathering would be considered a meeting and possibly a violation of the open meeting requirements that the Commission is subject to. Commissioners and staff thanked Commissioner Walters for his efforts and noted they were aware of the caution on conducting a meeting without proper notice being given.

**B. Accessory Dwelling Units – Requested UDC Revisions**

Mr. Zenner introduced the topic and explained its origins. He noted that Council was seeking Commission input and possible availability on when, if at all, they would be able to consider the proposed amendments that were contained request that was attached to this agenda item. Mr. Zenner noted that based on the Commission’s discussion at the work session on this matter, a report would sent back to the Council such that the request for evaluation would be considered “addressed”.

Mr. Zenner explained each of the requested revisions and their possible impacts within and between other UDC provisions. He noted that many of the proposed changes were not significantly complex or possibly controversial and that several had been previously discussed and generally supported. There was general Commission discussion that the amendments were worthwhile to consider; however, concern was expressed that deviating from completing the Commission’s current projects and amendments to take on ADU amendments would further delay completion of its current work. Commissioners noted that the current work on “small lots” and the definition of “family” would, once completed, would have a greater impact within the community than diverting its efforts to focus its attention on the ADU revisions.

Commissioners noted that prior to having staff begin research and preparation of text amendments addressing ADUs that they needed to complete the “small lot” integration text and distribute it to industry professionals for comment and finalize the public engagement process on the revised definition of “family”. Given these open projects were completed, Commissioners agreed that the amendments sought for ADUs could be taken up for discussion and public comment. Mr. Zenner noted that given the volume of STR requests and the processing

associated with them that staff's ability to work on the open projects has been significantly impacted. He noted that optimistically the open projects would be completed by early 2026 after which research and text preparation on the ADU amendments could begin. Commissioners further noted that they will need to ensure time for their review of the Complete Streets Policy revisions as well as the updating of the Comprehensive Plan.

Mr. Zenner sought clarity from the Commission with respect to this discussion and the report that would be prepared for Council on it. The Commission confirmed that they **were** interested in considering the amendments presented; however, believe doing so **should only occur** following completion of the distribution of the "small lot" standards for industry comments and completion of the revisions to the definition of "family". Mr. Zenner thanked the commission for their clarification and noted a report would be prepared for the Council's consideration.

## **Old Business**

### **A. Small Lots – Proposed UDC Revisions Art. 5 & Appendix A**

Due to time constraints this matter was not discussed. Further discussion on this topic will occur at the November 20 work session.

## **Adjournment**

Meeting adjourned at 6:45 pm.

## **Actions taken:**

A motion made to approve the agenda, as amended, submitted by Commissioner Brodsky and seconded by Commissioner Gray. The agenda was approved, as amended, unanimously. A motion made to approve the October 9, 2025 minutes by Commissioner Gray and seconded by Commissioner Walters. The minutes were approved unanimously.