

**Planning and Zoning Commission Work Session Minutes
October 19, 2023
Conference Room 1A & 1B - 1st Floor City Hall**

Call to Order

Commissioners Present – Carroll, Dunn, Ford, Geuea Jones, MacMann, Loe, Placier, Stanton, Wilson
Commissioners Absent – None
Staff Present –Ahamed, Kunz, Palmer, Teddy, Thompson, Zenner

Introductions

Approval of Agenda

Meeting agenda adopted unanimously

Approval of Minutes

The October 5 work session minutes were approved unanimously with Commissioners Dunn and Loe abstaining.

Old Business

A. UDC Text Amendment – RC (Residential Cottage) District

Mr. Zenner provided an overview of the purpose of the evening’s discussion, provided some background as it related to the topic given pending text changes recently processed by the Commission, and clarified the intent of why the revision was sought. He began discussion by seeking the Commission’s input on the use of the current “cottage” lot dimensional standards as the basis of the new district. Mr. Zenner noted that the current standards would permit a reduction in required front and rear yards, but not the side yards when compared to the existing R-1 and R-2 district.

There was general Commission discussion on this matter which was focused on the use of the new district in “greenfield” situations. There was acknowledgment that the new district may not resolve all dimensional issues with respect to infill properties; however, it was agreed to address that situation separately after further existing condition analysis. After lengthy discussion and a round of voting by the Commissioners it was agreed that the current dimensional standards for “cottage” be carried forward into the RC district. There was also discussion to leave blank the option to address “lot coverage” pending additional existing conditions analysis in the RC dimensional standards table.

Mr. Zenner also provided a summary of the existing “substandard lot” analysis spreadsheet prepared by Commissioner Loe and expanded by staff. He described the work that staff had undertaken to expand the spreadsheet. He noting staff added several columns of data based off actual aerial analysis of several blocks of substandard lots with the intent of trying to capture what the actual developed pattern showed with respect to lot coverage. Based on staff’s limited analysis, it appeared that the existing built environment generally showed that approximately 30% lot coverage was normal which was significantly less than the permitted building envelope of a typical lot after deducting required setbacks.

As a result of this finding, Mr. Zenner sought clarification of the Commission’s intent with the new RC district. He asked if Commissioners were desiring to replicate what was already established in the built environment or if the RC district was intended to create something entirely new with greater density and lot coverage. There was general discussion on this topic. Commissioners noted that the new RC district was intended to create an environment where smaller lots were permitted, greater affordability would be possible, and the housing could potentially offer options for “transitioning” from one stage of life to another (i.e. entry-level to retirement). They also noted that adjustments to the standard lot cover found in the built

environment may need to be adjusted to account for changes in desired housing amenities such as larger kitchens, baths, and bedrooms.

It was suggested that additional analysis be performed to determine what the lot coverage adjustments may need to be. Commissioners noted that the current lot size requirements should be reviewed and better understood to ensure that the new district was actually going to provide the housing results that were desired. There was discussion that the RC district should fit into some pattern of lot area progression and that additional lot sizes may be needed to be examined.

Mr. Zenner noted that to ensure new RC developments were not being sought simply as a means of just increasing development density that some type of “use-specific standards” would need to be applied. He explained that after conferring with Ms. Thompson that if a site plan were required as part of seeking a zoning change to the new district it really become more like a PD plan or a conditional use. The idea with the new district was to make it “defined” so the uncertainty and the multiple regulatory layers currently required were peeled away. He noted that approval of a future RC request would really be more about its land use compatibility with adjoining zoning and the intent of the district as described in Article 2 of the UDC.

There was discussion relating to this point. Commissioner understood the difference that was being explained and offer recommendations for what should be included within the intent statement of the new RC district. Mr. Zenner noted that while rezoning actions would be evaluated against this new intent statement, land use compatibility, and other Comprehensive Plan goals and objectives there would be use-specific standards applied to the development of “cottage” subdivisions. He offered standards such as open space and architectural variety as examples of what could be considered. He also noted that the previously prepared “form-based” standards for detached single-family that were not adopted as part of the UDC could be used as a starting point when developing the final “use-specific standards” that would be considered at the time of subdivision plat review/approval.

Given time was running short, Mr. Zenner summarized the next steps and direction that he understood staff was being provided. He noted that for the upcoming work session staff would prepare 1) a proposed intent statement for the new RC district, 2) a dimensional standards summary table for the new RC district, 3) a table analyzing the current zoning classifications to determine lot area and coverage spreads, and 4) continue its work on the substandard lot list prepared by Commissioner Loe to further assess lot coverages within the build environment.

Commissioners indicated that those were the principal takeaways from the meeting. Mr. Zenner thank the Commission for their participation and noted staff would begin assembling the documents that were desired.

ADJOURNMENT

Meeting adjourned at 6:55 pm.

ACTION(S) TAKEN:

Motion made by Commissioner Dunn, seconded by Commissioner Loe to approve the agenda. Motion made by Commissioner Carroll, seconded by Commissioner Loe to approve the October 5, 2023 work session minutes with Commissioner Dunn and Loe abstaining.