

**Planning and Zoning Commission Work Session Minutes
November 10, 2022
Conference Room 1A & 1B - 1st Floor City Hall**

Call to Order

Commissioners Present – Burns, Carroll, Geuea-Jones, Kimbell, Loe, MacMann, Stanton, and Placier
Commissioners Absent – Wilson
Staff Present –Zenner, Thompson, and Kelley

Introductions

Approval of Agenda

Meeting agenda adopted unanimously

Approval of Minutes

October 20, 2022 work session minutes adopted as presented.

Old Business

A. Draft Regulations – Short-term Rental Update

Mr. Zenner provided public comments to the Commission containing questions from property owners and Short-term Rental (STR) operators. Staff requested direction from the Commission as to how they would like to proceed with these comments and noted that some of the authors of the comments were in attendance for the work session as guests. He also noted that the City Manager had directed staff to present this topic to Council before the end of the calendar year. The Commission responded that the comments cannot be addressed yet as they were still drafting and revising technical matters. Public comments should be addressed during the public hearing stage of this process. Halting work on the ordinance now to address comments would be inappropriate and may delay the work effort.

Mr. Zenner presented the list of supplemental use-specific standards that would be voted on. The Commission requested that it is clear in the record which tiers the standards would apply to. The following were discussed and subsequently voted upon. Vote totals are shown within **(parenthesis)**.

B(1) Licensure and Registration [Tiers 1, 2, and 3]. (Approved 7-0)

B(2) Limits on Licensure. [Motion made for Tiers 1, 2, and 3 followed by discussion]

Mr. Zenner noted that staff will need to be allowed administrative authority for licensure functions and that two other chapters of City Code will be amended as part of this process. Commissioners and staff discussed the language of ‘owner’ and ‘entity’ as it pertained to the ordinance’s definitions.

Commissioners discussed multi-family or condo arrangements and how that related to tenants and owner’s ability to lease STRs in Tier 1. Generally, owners would self-regulate this by deciding if they want to grant that right to their tenants or not. Commissioners did not believe B(2) “Limits on Licensure” applied to Tier 1. Legal staff would need to review how and if licensures could be treated differently.

The motion on the floor was re-read and the Commission discussed amending this motion to vote on it tier by tier. Some commissioners requested to amend the motion. The request to amend the motion was denied. **(Denied 2-6)**

The Commission requested to switch discussion to Accessory Dwelling Units (ADUs). Mr. Zenner recapped ADU discussion from the staff memo. He noted it had been added to the potential list of use-specific standards under B(13). Some Commissioners believed ADUs were less impactful than STRs. The Commission agreed with Mr. Zenner's proposed language.

B(13) Accessory Dwelling Unit (ADU) usage (Approved 8-0)

Mr. Zenner informed the Commission that special work sessions will be required to meet deadlines as requested by City leadership. He also informed the Commission that the text amendment regarding "Drive-throughs" had been remanded back to the Commission by City Council but noted that it wouldn't be brought back as an agenda item until after January due to the importance of the Short-term Rental ordinance. A Commissioner requested guidance on how to most appropriately make public comments at City Council meetings in the context of being both a member of the public and a member of the Commission.

ADJOURNMENT

Meeting adjourned at approximately 7:02 pm

ACTION(S) TAKEN:

Motion made by Commissioner MacMann, seconded by Commissioner Kimbell, to approve the agenda as proposed. Motion passed unanimously. Motion made by Commissioner MacMann, seconded by Commissioner Kimbell, to approve the October 20, 2022 work session minutes as presented. Motion passed unanimously.