

**Planning and Zoning Commission Work Session Minutes**  
**March 9, 2023**  
**Conference Room 1A & 1B - 1<sup>st</sup> Floor City Hall**

**Call to Order**

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

**Introductions**

**Approval of Agenda**

Meeting agenda adopted unanimously

**Approval of Minutes**

February 23, 2023 work session minutes adopted as presented.

**Old Business**

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

Mr. Zenner gave an overview of the proposed R-C District text change to date. He covered the proposed cottage definitions and highlighted the form-based standards that were attached with the staff memo. In relation to proposed form-based standards, he reiterated that the intent of the district is to provide housing that is affordable, not cute and picturesque. Requiring additional architectural elements, while well-intended, could increase costs and ultimately undermine the purpose of the district.

He worked through the UDC and noted where the code would be amended regarding mention of cottages, including removing the Board of Adjustment procedures for cottage standards. Of note to other revisions was removing the provision that stated no more than 1-acre could be replatted to permit “cottage” lots without being within a “cottage” subdivision. This provision had been discussed at a few cottage standard development applications and had been interpreted to be applied to replats/resubdivisions. However, “cottage subdivisions” or “cottage” lots were never previously defined in the UDC.

Mr. Zenner explained proposed dimensional standard boundaries for cottage-style development so that there would be assurance that the desired style of development (i.e. small footprint detached single-family housing) was all that could occur on an R-C lot. The most substantial change was a proposed maximum lot area so that cottage-sized lots are guaranteed within the R-C zoning district.

The topic of sub-standard lots was brought up from previous work sessions. The Commission and staff discussed factors such as utilities, driveways, and parking requirements and how these factors impact minimum criteria for dimensional standards. Continued discussion of how to best enable sub-standard lots to be used without replatting or resubdividing existing lots.

He noted that he would prepare a more complete text change relating to this topic for a future work session. He stated that future work sessions may be postponed given the current staffing issues and lack of capacity to work on additional assignments outside of development applications.

**ADJOURNMENT**

Meeting adjourned at approximately 6:59 pm

**ACTION(S) TAKEN:**

Motion made by Commissioner MacMann, seconded by Commissioner Stanton, to approve the agenda as proposed. Motion passed unanimously. Motion made by Commissioner MacMann, seconded by Commissioner Stanton, to approve the February 9 work session minutes as presented. Motion passed unanimously with two abstentions.