



# City of Columbia, Missouri

## Meeting Minutes

### Planning and Zoning Commission

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Thursday, December 6, 2018

5:30 PM

Work Session

Conference Room 1-B

Columbia City Hall

701 E. Broadway

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#### I. CALL TO ORDER

**Present:** 7 - Tootie Burns, Dan Harder, Sara Loe, Joy Rushing, Anthony Stanton, Rusty Strodman and Michael MacMann

**Excused:** 2 - Lee Russell and Brian Toohey

#### II. INTRODUCTIONS

#### III. APPROVAL OF AGENDA

December 6, 2018 agenda approved without modifications

#### IV. APPROVAL OF MINUTES

##### November 8, 2018 Work Session

November 8, 2018 work session minutes approved without modification.

**Adopt work session minutes as presented**

#### V. NEW BUSINESS

##### A. October 2018 Building Permit Report

Mr. Zenner provided the October report and explained the new report format. He noted that new format was due to the conversion to the EnerGov software and that the ability to produce a 3-year calendar year to date comparison reports was no longer an option. There was general Commission discussion about the limitation on the new reporting format. Concern was expressed that without the comparison report the information presented would be less useful since the Commission relied on that report to observe trends. Mr. Zenner noted that as additional data were collected it may be possible to manually prepare a report and further stated that the prior comparison report data was still available on-line.

There was also a question asked if the prior report data could be modified to take out the permit spike and associated revenue from the increased student housing construction beginning around 2010. Mr. Zenner indicated he was not fully clear with the question being asked and suggested that BSD staff may be the best individuals to ask if such a report and comparison could be produced.

##### B. Proposed Text Change - Accessory Dwelling Unit (ADU) Parking and Driveways

Mr. Zenner introduced the topic and provided a brief background on how the text change came into being. He noted that the staff was asked to process the

amendment as quickly as possible by Council. In response to that request, Mr. Zenner noted that a public hearing on the text change was scheduled for the December 20 meeting.

Mr. Zenner explained that the proposed amendment would revise the parking requirements associated with ADU's based on the number of bedrooms within the unit and provide opportunity to use a gravel driveway (existing or new) to access the unit provided it met fire code requirements. Mr. Teddy explained that in essence the amendment would eliminate the provision of providing a parking space for ADU's containing fewer than 3 bedrooms and would reduce the required parking for an ADU with more than 3 bedrooms from two spaces to just one space. Mr. Teddy further provided an explanation on how the amendment would address driveway access through the use of a gravel surface.

There was general Commission discussion regarding the proposed provisions. Questions regarding the original intent of the ADU ordinance relating to occupancy of the principal structure and ADU were discussed. It was suggested that this issue be readdressed as the proposed text changes were being considered. Mr. Zenner indicated that such an action was not likely appropriate given the narrow focus requested by City Council for the proposed amendment and the existing issues it was attempting to address. Mr. Teddy suggested that if the Commission felt strongly about readdressing the tenancy issue that could be included within their comments about the proposed changes and Council could direct the Commission to take them up as a separate text change.

There were also questions asked regarding the reduction of parking based on the number of bedrooms. Concerns were expressed that eliminating parking could create issues within neighborhoods where parking was already an issue and that introduction of gravel surfaces as a driveway option may create unintended consequences. Mr. Teddy acknowledged that he was aware of these issues and would welcome Commission suggestions on how to potentially address the concerns. It was further questioned how many three or more bedroom ADU's, where extra parking would be required, would really be constructed given their already limited size.

Mr. Zenner thanked the Commission for its comments and reminded them that the text change was scheduled for a public hearing and vote on December 20.

## **VI. OLD BUSINESS**

### **A. Rock Quarry Road Stakeholder Group Report - Follow-up Discussion**

Mr. Zenner gave an introduction and provided a recapped of what discussion the Commission had previously occurred on this topic. He also indicated that Richard Stone and Julie Youmans were present to provide additional information as well as stated that Vicki Riback-Wilson had planned on attending the meeting, but due to a conflict and was unable to make it. Mr. Zenner noted that Mrs. Riback-Wilson had contact him yesterday to discuss the meeting tonight and asked that he communicate the importance of the provisions within Section VI (Enforcement) of

the report. Mr. Zenner indicated that Mrs. Riback-Wilson stated that without effective implementation of the enforcement provisions the rest of the Report's recommendation were generally unnecessary since she believed there would be nothing left to protect within the SR-O.

Mr. Zenner provided the Commission several options as they considered the Report's recommendations. He stated that the Report, while not a land use plan, did contain many of the required content areas articulated within the SR-O enabling legislation that directed the Report be prepared. He referenced the supplemental memo that was produced by staff following its detailed analysis of the Report's contents and suggested based this analysis the Commission could make comments in support of or suggestions for additional public vetting about particular Stakeholder Group recommendations to the City Council. He noted the Report could be given acknowledgement in a manner similar to that given to the Business Loop 70 Corridor Plan.

Mr. Zenner provided additional context as it related to the Report's contents and was asked how it and the 2002 Special Area Plan's recommendations were integrated and were used by staff. Mr. Zenner indicated that the two documents would be used as guidance as it related to future development activities. He noted; however, that since most development occurring within the SR-O did not required specific land use plan evaluation since the existing zoning permits virtually all on-going development, the Area Plan is a relatively an unused document to inform development outcomes. The SR-O regulations; however, are evaluated and applied to all new development projects. Mr. Zenner noted that if specific land use outcomes or recommendations of the Stakeholder Group Report are desired to be implemented as regulatory provisions they need to be incorporated into the SR-O for Rock Quarry Road specifically. This is an action that would require Council action following review and recommendation by the Commission.

Mrs. Youmans was asked what the Stakeholder Group saw as the connection between the two documents. She responded that enforcement of the standards for preservation was the most significant aspect that the Stakeholder Group had discussed. She noted that without enforcement the assets of the scenic corridor would be lost. She provided several references to activities (past and present) that have impacted the corridor negatively. Chairman Loe acknowledged Janet Hammon, a Stakeholder Group member, who provided additional context as it related to the time in which the Report was being prepared.

Mrs. Hammon indicated that the Report was being produced at the same time the amendments to the SR-O were being processed. Mr. Zenner provided clarification regarding Mrs. Hammon statement and noted that prior to the Stakeholder Group being formed the amendments to the SR-O were implemented. The revised SR-O provisions provided more strict guidelines on several activities that could occur within the SR-O corridor such as requiring a public hearing process for changes to the corridor outside "routine maintenance" and consultation with the Stakeholder Group prior to changes being implemented. The SR-O changes were adopted in

2013 and were simply carried over into the new UDC in March 2017.

There was discussion amongst the Commissioners regarding how they should proceed with consideration of the Report. Commissioner Stanton, a member of the Stakeholder Group, felt that the Report should not be set aside due to the amount of effort put into the document. Mr. Stone indicated that while there were items within the Report that were not supportable by the Public Works Department, the Report represented the Stakeholder Group's efforts and consensus. He noted the majority of the items within the Report were acceptable and did provide additional guidance on how future work within the corridor should be approached. He noted that implementation of the Report's ideas was a Council decision.

Given the discussion, Mr. Zenner suggested that it may be of value to further consider the contents of the report at a future work session. Commissioners agreed that this was most appropriate and that additional discussion could now be guided better since the objectives of the Stakeholder Group have been shared. Mr. Zenner suggested that one approach to identifying what recommendations or comments would be appropriate regarding the Report would be to compare its contents to what is in the SR-O regulations already and then to decide on what remaining issues should be provided a specific recommendation. Commissioners liked this idea. Mr. Zenner indicated that he would attempt to identify the already covered recommendations prior to the next discussion session, likely at the first meeting in January 2019, and the group could move on from there.

### **B. Short-term Rentals Information/Input Meeting Feedback - Discussion**

Mr. Zenner provided a brief summary of the comments and concerns expressed during the November 20 and 29 information/input sessions. He indicated that the meetings had yielded several useful comments and recommendation for ordinance changes. Mr. Zenner indicated that he and the staff would be revising the November 12 draft to address as many changes as possible prior to the PZC's December 20 input/listening session. Mrs. Bacon noted that minutes from the November 20 and 29 meetings were being compiled and that they would be posted as soon as possible.

Mr. Zenner asked if the Commission had a preference on staff producing a full revision to the draft regulations or if they desired for staff to wait till after the December 20 meeting. Commissioners did not express a preference. Mr. Zenner reminded the Commissioners that a final public hearing could not be held on at their January 10 meeting do to advertising constraints. The earliest the text change could be voted on would therefore be January 24, 2019.

### **C. 5-year Comprehensive Plan Update - Implementation Table Adjustments**

Due to time constraints this topic was not discussed. Topic will be carried forward to the December 20 work session agenda.

**VII. NEXT MEETING DATE - December 20, 2018 @ 5:30 pm (tentative)**

**VIII. ADJOURNMENT**

Meeting adjourned approximately 7:02 p.m.

**Motion to adjourn**