

Planning and Zoning Commission Work Session Minutes  
October 10, 2013  
5:30 pm to 6:50 pm  
Conference Room 1-B - City Hall

**ATTENDANCE:**

Commission Members Present: Lee, Loe, Puri, Reichlin, Stanton, Strodman, Tillotson, Wheeler, Vander Tuig

Commission Members Absent: None

Staff: Avis, MacIntyre, Teddy, Zenner

Guest: Adrienne Stolwky

**ADJUSTMENTS TO AGENDA:**

None

**TOPICS DISCUSSED – New Business:**

- **Comprehensive Plan Adoption**

Mr. Teddy gave an overview of Council's adoption of the plan. He noted that the Council accepted the editor's and other recommended changes to it and that they understood what the changes meant to the final draft.

He noted that staff would begin to revise the document to incorporate the changes into the plan prior to a final printing. Mr. Teddy also noted that the staff reports would likely reflect concepts from the plan in future reports as a means of helping direct land use decisions.

- **Accessory Dwelling Units (ADU) Lot Analysis**

Mr. MacIntyre gave overview of the analysis. He indicated that there were more lots than previously identified less than 60 feet in width, but above the 5000 square foot minimum lot area. His presentation covered the details of what the lot distributions were (5000-6000 sq.ft) throughout the City. The presentation also addressed where lots between 50-60 feet were located.

Case studies were done for the West Ash area and in East Columbia. The case studies concluded that there was great potential to use lots less than 60 feet wide and greater than 5000 sq.ft for ADUs. 50 foot wide lots containing no less than 5000 sq.ft. were the recommended minimum standard that a lot would have to have if an ADU were to be placed on it.

There was general discussion regarding the presented materials. Comments were made relating to the need to look at setbacks from the primary dwelling and adjacent property lines/structures on the sides and rear. It was agreed that a minimum separation between the primary dwelling and ADU of 10 feet be written into the regulations. This would reduce the need for fire-rating of the wall assemblies for the ADU. The issue of side and rear setbacks was discussed as well.

This discussion focused on current zoning provisions and the need for fire access. The Commission and staff agreed that the Fire Department needed to be consulted on the appropriate setbacks and the maximum distance that would be allowed from a fire hydrant to the ADU. The staff indicated it would meet with staff from the Fire Marshall's office and come back with results at the next work session.

- **Accessory Dwelling Units (ADU) text amendment**

Building upon the discussion of the case studies, Mr. MacIntyre began his presentation by summing up where the Commission left off at the end of the last meeting. The text document was brought up on the “big screen” for editing “on the fly”. The issue of setbacks was agreed to be delayed pending the outcome of the meeting with the Fire Marshall’s office and the focus of the attention shifted to parking and possible ADU size.

Commissioner Strodman asked a question about the parking spaces and the location of the home on a standard lot. Mr. MacIntyre provided clarification of what staff’s thinking was with the proposed parking standards. It was noted that the current regulations based parking on the bedroom mixture.

There was general discussion on the parking standards and how they should be applied. The concern expressed dealt with how an ADU would be classified and if its total bedrooms would be added to the bedrooms within the primary structure. If so the total parking required could be significantly increased over what was proposed within the regulations.

Mr. MacIntyre suggested a revision the existing parking requirements that added ADUs to the list of uses that only required 2 parking spaces. It was agreed that such a revision would clarify that an ADU was considered a “single-family” type of dwelling and not a multi-family use. However, the Commissioners also believed the standards should be further refined to look for incentives to reduce required parking. A suggestion was offered to possibly look at eliminating parking if the ADU was smaller than 650 sq.ft. Mr. Zenner cautioned the Commission that reducing the parking requirements could create unintended consequences; however, staff would investigate the opportunity.

Due to time constraints the final review of the text changes were not completed. Discussion will need to be carried over to the next work session.

- **Other Topics**

Mr. Zenner noted that the information for the Smart Growth Conference had just become available. The conference will be held February 13-15, 2014, in Denver. He indicated that he would distribute to the conference information to the Commissioner’s via e-mail after tonight’s meeting to start giving them opportunity to consideration if they would what to go. Additional discussion of the conference would be scheduled for a future work session meeting.

## **OLD BUSINESS**

- **Temporary Abeyance- Council Tracker #2853 was not discussed**
- **Steep Slopes was not discussed**

**ACTION(S) TAKEN:** September 19 minutes were approved, subject to revising references to **Mrs.** Loe being changed to **Ms.** Loe. Staff was asked to continue to work on the ADU ordinance in advance of the next work session. No other motions were made or taken. Meeting adjourned approximately 6:50 p.m.