

**1. ROLL CALL**

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Jane Gamber (4/4), Rod Calhoun (4/4), Darryl Peterson (2/4) Jon Richardson (4/4), Dave Inskeep (3/3), Robert Hickman (3/4) and Jackson Swearer (4/4) (Chair). Logan Leuenberger (3/4) and Valerie Roberts-Ropp (1/4) were absent.

Planning Staff present were Ryan Hvitløk, Director of Planning & Development; Amy Allison, Senior Planner; and Charlene Mosier, Planning Tech. Izzy Rivera, Building Official, was also in attendance.

**2. APPROVAL OF MINUTES**

The minutes of the March 9, 2021 meeting were approved on a motion by Richardson, seconded by Hickman, passed unanimously.

**3. CORRESPONDENCE & STAFF REPORTS**

The documents and staff reports were accepted into the official record on a motion by Calhoun, seconded by Gamber, passed unanimously.

**4. PUBLIC HEARING**

a. None.

**5. NEW BUSINESS**

**a. Study Session – Minimum Dwelling Size for Multi-Unit Living**

Hvitløk explained a request was made by Interfaith Housing & Community Services to review the City's dwelling unit size minimums for multi-family units. They are considering converting a home into apartments. The Zoning Ordinance requires a minimum dwelling unit size of 600 square feet, except for economy homes and Accessory Dwelling Units, which require a minimum dwelling size of 400 square feet.

Residential density can be regulated by minimum building size, lot coverage, lot sizes and the number of units per acre. Regulating density by building size is a practice more cities are moving away from. Our peer cities are regulating dwelling size via the building code or density controls. Staff believes a reduction of the minimum dwelling size for multi-unit living is appropriate for the following reasons:

- Multi-unit living units also include common space such as hallway, mail areas, and laundry rooms. These common areas add to the usable space for residents.

- Residents of multi-unit living units have an expectation and understanding that they will be living in a denser environment.
- The ordinance requires a Special Use Permit for any multi-unit living use that exceeds 4 units, which provides the opportunity for staff, the Board of Zoning Appeals, and the neighborhood to examine the impacts on the surrounding environment.
- The Comprehensive Plan has a goal of increasing the variety of quality housing across the City as well as encouraging infill development.

Staff proposes revising the definition for dwelling unit to add multi-unit living as an exception to the minimum 600 square foot area (Section 27-202) and allowing the minimum dwelling unit size for multi-unit living to be 300 square feet (Section 27-406.A.8).

Hickman asked about units per acre and why 300 square feet. Hvitløk said with acre requirements it allows developers more flexibility in building layout and design. He said dwelling units less than 300 sq ft are difficult to construct due to building code requirements. This serves as a check and balance. A typical studio apartment is 300 square feet.

The question was asked how many units could be on a quarter acre or 10,000 sq ft. and will this strain our water and sewer systems currently in place. Hvitløk said with our current design requirements such as parking, this proposal would not significantly increase the number of units in most cases. Added units may increase strain on utilities but we do have other checks and balances in place to ensure projects don't over tax our utilities. Swearer had concerns about off street parking for such a small unit. Building codes need about 300 square ft to get everything needed for plumbing codes. Rivera said in New York units can be 280 sq ft. but he would not recommend less than 300 sq ft.

A public hearing is scheduled for April 13 and City Council review on May 4.

**b. Commercial Overlay committee – Nomination of third member**

A third Planning Commission member is needed to serve on the Commercial Overlay District Committee. Allison explained this is for older commercial corridors in the city. A map of the area was shown. This would be an overlay district rather than a new district. The district will provide opportunities to reduce or increase some regulations for these areas. Staff hopes to bring this item to the Planning Commission in May, to the public in June, and to City Council in August.

Hickman volunteered to serve on the committee.

**6. UPCOMING CASES**

**a. April 13, 2021**

1. **ZV21-000001** – Separation Requirement for Salvage Use
2. **CUP21-000001** – Salvage Use
3. **ZA21-000001** – Retail Sales of Ammunition/Firearms/Gunsmiths
4. **ZA21-000002** – Minimum Dwelling Unit Size for Multi-Unit Living

There was discussion on future meetings being held in person, on zoom or as a combination.

**7. ADMINISTRATIVE CASES**

- a. SIT20-000007 – Multi-Unit Living (12 Duplexes) (Pending)
- b. SDP21-000001 – Minor Plat Lot Consolidation & Platted Setback (Approved)
- c. SDF21-000001 – Minor Plat Lot Consolidation & Platted Setback (Approved)
- d. SIT21-000001 – Industrial Building Expansion (Pending)
- e. WCF21-000002 – Antenna Replacement (Pending)
- f. WCF21-000003 – Equipment Replacement (Pending)
- g. WCF21-000004 – Antenna and Equipment Replacement (Pending)

**8. COUNCIL ACTION ON CASES**

- a. None.

**9. OPEN COMMENTS FROM THE AUDIENCE**

- a. None.

**10. ANNOUNCEMENTS**

- a. None.

**11. ADJOURNMENT** - The meeting adjourned at 6:04 p.m.

Respectfully Submitted,

Charlene Mosier  
Planning Technician

Approved this 13th day of April 2021

Attest:   
\_\_\_\_\_  
Ryan Hvitlök, AICP, CFM  
Director of Planning & Development