



1. ROLL CALL

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Rod Calhoun (8/8), Jon Richardson (8/8), Logan Leuenberger (7/8), Robert Hickman (7/8), Dave Inskeep (6/7), Jane Gamber (7/8) and Jackson Swearer (8/8) (Chair). Darryl Peterson (3/8) and Valerie Roberts-Ropp (1/8) 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 May 11, 2021 meeting were approved on a motion by Inskeep, seconded by Hickman, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

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

4. PUBLIC HEARINGS – None.

5. NEW BUSINESS

a. Study Session: Language Amendment

Hvitløk said in the future, text amendments will be considered twice a year. This will give staff preparation time and allow combining of legal notices which are added costs due to public hearing requirements. Hvitløk reviewed the Planning Commission study session for proposed text changes to allow for accessory structures in front of a principal structure with design requirements.

The Board of Zoning Appeals has heard two recent variance requests to allow for an accessory structure to be in front of the principal structure on a property. The Board denied one variance request and a second one is pending. The Board asked staff to study the issue of permitting accessory structures in front of the principal structure.

The intent of accessory structures is that they are subordinate to the principal building on a parcel. Currently Section 27-503 of the Zoning Ordinance allows placing accessory structures associated with resident development in front of the principal building with an

Administrative Adjustment and the following requirements:

- Property is at least 3 acres in area
- Meets the minimum setbacks of the zoning district
- Constructed of wood or other elements typically associated with residential construction.

An administrative adjustment allows comments from neighbors on the proposed project and the requirements of the administrative adjustment furthers the intent that an accessory structure should not be the dominant feature of a property. Staff recommends removing the 3-acre requirement, which would allow for an accessory structure in front of the principal structure if the accessory structure meets all the required setbacks, including front yard setback and is constructed of materials typically associated with residential construction. This proposal would allow properties residential accessory structure location that have a home not build to the front setback line to have an accessory structure between the plane of the front wall and the front setback line.

The Commission discussed the proposal and the consensus was that this would be a good compromise.

Staff recommends proceeding with amendments to the regulations pertaining to the allowance of accessory structure in front of a principal structure with design requirements.

Motion by Calhoun, seconded by Inskip to direct staff to proceed with amendments to the Zoning Regulations pertaining to the location of accessory structures.

A public hearing would be held June 22, 2021 and the City Council will hear the case on July 6, 2021.

b. Study Session: Gravel Parking and Drive Aisles in Commercial Zoning Districts

Request for Planning Commission study session to discuss changing the parking pavement requirements.

The Board of Zoning Appeals heard a recent variance request to gravel expanded drive aisles on a commercially zoned property that currently has gravel parking. The Board denied the variance request and asked staff to study the issue of allowing for gravel parking for commercially zoned properties that already have gravel parking.

Gravel parking has been prohibited for commercial zoned properties since 2011. The intent behind prohibiting gravel in commercial areas is an aesthetic and maintenance issue. Gravel can be dusty and tracked out onto the City's right-of-way. Gravel can be an issue in winter weather where the material is difficult to clear off ice and snow. In 2019 the ordinance was amended to allow for existing businesses with gravel or unpaved areas to be allowed to pave with millings and slurry seal rather than concrete or asphalt as required for new construction. Staff would be opposed to any expansion of gravel parking in commercial zones.

The Commission agreed the current regulations are more lenient than prior to 2011 and the goal is to keep improving properties, even if a little at a time. They recommended keeping the regulations as they currently are for paving requirements.

Motion by Richardson, seconded by Calhoun, to direct staff to not proceed with amendments to the Zoning Regulations pertaining to paving standards for commercial parking lots.

6. UPCOMING CASES

a. June 8, 2021

1. Potential Study Session: Language Amendments

Hvitlok asked the commission about the options of placing storage containers in the downtown area. They are not currently allowed in the C-5 zone and there has been a request to locate one downtown. Storage containers are considered an accessory structure if permanently placed on the property. Izzy Rivera pointed out that the structure has to meet building codes and must be anchored to a foundation. This may vary depending on how the structure is used.

The Commission thought storage containers could be utilized in some areas and possibly reviewing using them as an option with a special use permit. Staff will look at this further and bring back at a future meeting.

7. ADMINISTRATIVE CASES

- a. SIT21-000001 – Industrial Building Expansion (Pending)
- b. SIT21-000002 – Self-Service Storage Buildings (Pending)
- c. SIT21-000003 – Self-Service Storage Building (Pending)

8. COUNCIL ACTION ON CASES

- a. SDF21-000002 – SW Bricktown No 1 Addition (Approved)
- b. SDF21-000003 – Meadowlark Dunes Addition (Approved)

9. OPEN COMMENTS FROM THE AUDIENCE

- a. None.

10. ANNOUNCEMENTS

- a. Hvitlok said City issued I-pads can be updated and if any member needs use of one, let staff know.

11. ADJOURNMENT - The meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Charlene Mosier
Planning Technician

Approved this 22nd day of June 2021

Attest:  _____

Ryan Hvitlök, AICP, CFM
Director of Planning & Development