

Pleasant Hill Planning and Zoning
Regular Session
May 6, 2019

1. CALL TO ORDER/ROLL CALL

Pleasant Hill Planning & Zoning Regular Session was called to order at 5:30pm on May 6, 2019 at the City Council Chambers by Vice-Chair Williamson. Present: Jan Higgins, Jake Jacob, Tim Mallicoat, Pam Mollenhauer, Kate Sand, and Keith Williamson. Tim Mallicoat left at 7:10pm. Absent: Mark Ackelson.

2. APPROVAL OF AGENDA

MALLICOAT/MOLLENHAUER moved to approve the agenda. Ayes: Unanimous. Motion carried.

3. APPROVAL OF MINUTES APRIL 1, 2019 REGULAR SESSION

JACOB/HIGGINS moved to approve the April 1, 2019 Regular Session minutes. Ayes: Unanimous. Motion carried.

4. TIME TO ADDRESS THE COMMISSION

None.

5. BUSINESS ITEMS

A. ZONING CODE UPDATES –

Commissioners, Confluence Consultant Chris Shires, City Attorney Brad Skinner, and City Staff discussed proposed updates to the Zoning Code. In addition to minor typographical errors and reference numbers reflective of finalized chapter and section labels, discussions included:

i. CHAPTERS 165 TITLE, PURPOSE, AND GENERAL PROVISIONS –

Modernization of definitions; goal of standalone zoning code to streamline items into one reference spot; accessory dwelling logistics and permitting; zoning district changes, simplification of residential districts, creation of town center, and replacement of I-1 with commerce park district; simplification of accessory structure limitations and applicability; clarification of vision triangle; fence height measuring and Ag district exceptions; small dish, antenna, and tower location requirements; and zoning code violation notification, enforcement procedure, and average timeline of events from first notice to court order.

ii. CHAPTER 166 PROCEDURES, AMENDMENTS, ENFORCEMENT, AND NONCONFORMITIES –

Updated definitions; Site Plan vs Sketch Plan, Major vs Minor Site Plan, and applicability based on scope of proposed project and zoning; formalization of Site Plan procedure, process, and 18-month expiration period; amendments of code/districts; addition of City Council rezoning request and referral processes; and State Law mandating neighbor notification regardless of City Limits location.

Discussion also included changes specific to the Board of Adjustment, including removal of use variance language; creation of a standalone Home Occupation Ordinance; addition of best practices language in regards to Board Member responsibilities and boundaries, different application request types, non-conforming use section, and finding of approvals; and addition of conditional use permit, processes, Board ability to set specific standards and requirements for the permit, and procedures of action options.

iii. CHAPTER 167 ZONING DISTRICT REGULATIONS AND PERFORMANCE STANDARDS –

Chapter divided in half, 1st half is district regulations and 2nd half is performance standards by use for all zones; addition of accessory dwellings, CBD dispensaries and manufacturing facilities, delayed deposit services regulations; and streamline formatting of districts and references to base codes.

Residential districts: summary table for allowed uses; general bulk regulations consistent with current code; postage stamp lots allowable for townhome development; manufactured home developments in separate R-4 due to unique requirements; and accessory dwellings requiring adequate off-street parking. Commercial districts: same streamline formatting and summary table. Town Center district created: regulations expanded out due to unique requirements and performance standards. Commerce Park and Industrial districts: Commerce Park replacing I-1 district and applicable to distribution uses lighter than industrial; setbacks similar to current standards; increased allowable building height; and regulations decrease progressively through the industrial districts. PUD districts: more streamlined and specific regarding zoning procedure and applicability.

Performance standards: new Use Matrix; permitted vs conditional vs not allowed uses; Board of Adjustment permitting required for conditional uses; and Board of Adjustment review and appeal processes. Town Center district: low vs high volume drive-thru businesses and dry cleaners with vs without on-site cleaning equipment and their applicability. Accessory dwellings: conditional use but still required to meet set standards if approved; aging population and movement to keep elderly in homes longer; and purpose-built developments with accessory dwellings, i.e. casitas, vs retrofit accessory dwellings. Separation of check cashing/payday loan facilities to prevent oversaturation of an area; possibility of proposed hours of operation negatively impacting 24hr gas stations, grocery stores, and pharmacies. Differentiation between daycare centers and in-home daycare providers based on State definitions and regulations.

CBD: differences between dispensary and manufacturing; impact on economic development and law enforcement; state regulations of production and sales; pros and cons of permitted vs conditional vs not allowed use status; oversight levels of Board of Adjustment vs Planning & Zoning Commission and State law requirements regarding public hearings, benefits of public hearing process, methods and restrictions of approval/denial process, and Staff review; and retail facilities currently being presented in other Metro Area communities.

iv. CHAPTER 171 HOME OCCUPATIONS –

Now a standalone chapter; occupant must be the business conductor and non-intrusive on the neighborhood. In-home child care: definitions, types, and regulations based on state regulations; district applicability based on type; hours, parking, and pick-up/drop-off discussed; goal to be consistent with not more restrictive than state regulations; and wording changes in proposed ordinance.

v. CHAPTER 169 OFF-STREET PARKING AND LOADING -

Substantial re-write; uniform and user friendly with summary table; 1/250 sq.ft/gfa standard for ease of use and plan review; clarification of setback standards and updated design standards; planted islands in parking lots, appearances, and stormwater control; flexibility on requirements for off-peak shared parking, attached vs detached apartment garages, and tandem parking with townhomes; shared driveway connection when

applicable; angled parking; stall sizes; and apartment specific regulation. Trail head parking: challenges of retrofitting trails and shared parking; city staff review vs ordinance requirement; usage of parkland dedication, flexibility, and master trails plan. Residential approach: new decreased maximum width; applicability of current access opening based on garage size; benefit of centering approach to garage center; more vs less concrete, need vs want, proper consumer and developer planning, and limitations of Public Works chapters; and the addition of requirement to center approach to driveway width.

Commissioners recommended the following changes:

- Chapter 165: None
- Chapter 166: None
- Chapter 167: Permitted use of assisted living residential facility and nursing or convalescent home in R-3 district; Section 167.18(10) Hours of Operation to not be inadvertently restrictive to 24hr pharmacies, grocery and convenience stores, and gas stations.
- Chapter 169: Section 169.03(1) to allow for centering approach to driveway width requirement.
- Chapter 171: Removal of Section 171.02(10)(c) and rewording of Section 171.02(10)(d) to “Customer vehicles shall not park illegally or block public street.”

SAND/HIGGINS – motioned to recommend to approve zoning code updates Chapters 165-167, 169, & 171 subject to discussed changes. Ayes: Unanimous. Motion carried.

6. DIRECTOR’S REPORT

Commission applications are due in June.

July meeting will be held on July 1st. Anticipate full agendas over the summer months. Please let staff know as soon as possible a meeting cannot be attended, as some project deadlines achievability are heavily dependent on meeting dates.

Ground breaking ceremony for Hickory Glen Park and pre-construction meeting was last week. Elder will start the heavy grading in the next 2-3 weeks and will intensify work after school is dismissed for the summer.

Anticipated September ground breaking for the new Public Safety building.

Next meeting is a regular session on June 3, 2019.

7. ADJOURNMENT

MOLLENHAUER/JACOB motioned to adjourn. Ayes: Unanimous. Motion carried. Meeting was adjourned at 7:40pm.

Jennifer Bartles
Recording