



MEMORANDUM DATE: June 24, 2026

AGENDA DATE: July 1, 2026

TO: Chair and Members of the Planning and Zoning Board / Historic Resources Preservation Board

RE: **Joint Workshop Summary & Potential Policy Discussion Items**

FROM: Scott Rodriguez, AICP, Assistant Director of Planning and Preservation
Department for Community Sustainability

Summary

Staff facilitated a joint workshop of the Planning & Zoning Board (PZB) and Historic Preservation Board (HRPB) on June 17th, 2026. The workshop was intended to provide an opportunity for board members to ask questions, share observations, and discuss potential areas for future code amendments and process improvements.

The Board members were provided with an overview of the primary functions of Planning and Preservation Division, with specific detail given to the application process and completeness review process for use approvals and Certificates of Appropriateness. Board members had inquiries on the permitting process and potential areas for improvement, responsibilities delegated to PZB and/or HRPB, and the requirements for a quasi-judicial hearing and associated Board member disclosures.

Staff further discussed Sec. 23.5-3, the Nonconformities section of the Land Development Regulations and posed the suggestion of a further workshop dedicated exclusively to the discussion of nonconformities to be scheduled in the future. Board members inquired about the ability to receive a business license for a nonconforming use and general business licensing requirements, as well as how nonconformities might impact the ability of businesses to operate in the downtown area. Board direction was generally in encouragement of relaxing regulations for nonconforming structures in order to promote the continuous use and re-use of currently nonconforming structures in order to encourage business development in the City as a whole.

An overview of Conditional Use Permits and Variances was provided, and Staff addressed commentary suggesting that the boards have recently heard a high volume of these requests.

Board members suggested exploring relaxing requirements for Accessory Dwelling Units, especially in context of the regulations requiring an ADU to not exceed 60% of the habitable floor area of the principal structure or 1,000 sf. Board members strongly felt that Accessory Dwelling Units should be allowed to maximize square footage and should not be regulated by square footage, and that a new structure should be permitted to be built that would equal or exceed the existing structure in square footage. The Boards suggested eliminating this code requirement entirely. Staff agreed that this is an area to explore, and will bring their findings to the HRPB and PZB once more research has been undertaken.

Staff requested guidance from the joint Boards regarding the current front yard landscape requirement, which requires that 75% of the front yard area shall be pervious and landscape. Staff and the Boards discussed the history of this requirement, the number of variances which have recently been requested for this requirement, and whether a reduction in this requirement would be appropriate. The Boards indicated this was an area they would strongly encourage a reduction in requirements. The Boards further suggested that tandem parking should be explicitly called out as not allowed within the code requirements for off-street parking unless with tandem valet parking.

For additional code clarifications and code clean up staff brought up previous use approvals regarding discussion of Gaming Arcade definitions. The Board recommends that accessory pool tables and other accessory gaming activities that generate financial gain not be considered primary uses. The Board also discussed potential revisions to the Gaming Arcade definition, noting that the current definition includes a cost value component. The Board recommends that this matter be reviewed further. Staff will further evaluate whether Planning and Zoning staff have the authority to amend Article IV – Pinball and/or Game Rooms to allow the consumption of alcoholic beverages within Pinball and/or Game Rooms.

Single-family and two-family residential uses currently permit fences up to 8 feet in height along a rear property line when adjacent to an alley. Staff clarified that this provision does not apply to multi-family residential uses. The Board determined that this issue warrants further review and requested that staff conduct additional research, including an examination of the original code development and supporting documentation, to better understand the intent behind the provision. As part of this review, the Board may consider whether to allow 8-foot-tall fences along a property line adjacent to an alley, regardless of which side of the property the alley is located on.

Regarding the Sustainable Bonus Incentive Program thresholds, staff advised the Board that any changes to the Maximum Base Threshold referenced in table 1 of the Comprehensive Plan will require a Comprehensive Plan Amendment, staff has interpreted the intent of the table as “Height w/ Sustainable Incentive Bonus Program Allocation(1)” serves as the Maximum Base Threshold and has been consistently interpreted this way.

Potential Policy Discussion Items for Future City Commission Consideration:

- **Accessory Dwelling Units (ADUs):** Evaluate whether the current limitation restricting ADUs to 60% of the principal structure's habitable floor area or 1,000 square feet remains appropriate and whether greater flexibility should be considered.
- **Front Yard Landscaping Requirements:** Review the requirement that 75% of the front yard remain landscaped and pervious to determine whether modifications may be appropriate to balance landscaping objectives with residential parking needs.
- **Tandem Parking Standards:** Consider clarifying whether tandem parking should be prohibited except in limited circumstances, such as valet operations or parking spaces dedicated to a single dwelling unit.
- **Nonconforming Structures and Uses:** Explore potential amendments that encourage the continued occupancy, maintenance, and adaptive reuse of nonconforming structures while maintaining the overall intent of the Land Development Regulations.

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- **Gaming Arcade and Accessory Entertainment Regulations:** Review existing definitions and regulations related to gaming arcades, pool tables, and similar accessory entertainment activities to determine whether revisions or clarifications are warranted.
 - **Fence Height Standards Adjacent to Alleys:** Evaluate whether existing provisions allowing eight-foot fences adjacent to alleys should be expanded or clarified for consistency across residential zoning districts.
 - **Sustainable Bonus Incentive Program (SBIP):** Discuss whether the current Comprehensive Plan thresholds and implementation standards continue to reflect the City's development objectives and whether future amendments should be considered.

These discussion items are provided for informational purposes only and are not intended as formal recommendations. Any future amendments to the Land Development Regulations or Comprehensive Plan would be subject to separate public hearings and review by the appropriate advisory boards and the City Commission.