

**CITY OF PARK RAPIDS
PLANNING COMMISSION/CITY COUNCIL
JOINT WORK SESSION MEETING
AGENDA**

**TUESDAY, APRIL 9, 2019 – 4:30 P.M.
PARK RAPIDS CITY HALL - 212 2ND ST. W**

1. Call to Order.
2. Roll Call.
3. Adopt Agenda.
4. WORK SESSION DISCUSSION TOPICS:
 - A) 2019 Zoning Ordinance Project List
 - B) Summary of Update Priorities & Tentative Timeline
 - C) Comprehensive Planning Forecast - 2021 Initiative Goals
 - D) Next Joint Meeting? – Set Tentative Date (Winter 2020?)
5. Adjournment.

City of Park Rapids

Request for Council Action

<u>Originating Source:</u> Andrew Mack, AICP	<u>Meeting Date:</u> April 9, 2019	<u>Agenda No.</u>
<u>Agenda Section:</u> Planning Commission & City Council Joint Work Session	<u>Item Topic:</u> Work Session Agenda Items: 2019 Ordinance Amendment Project List & 2021 Comprehensive Plan Update Project	

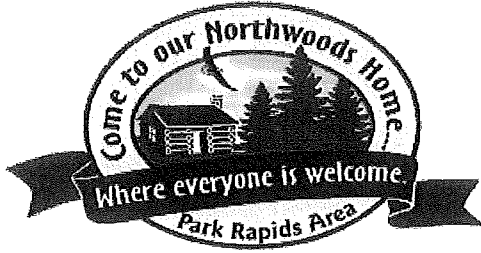
Summary: The City Council and Planning Commission have agreed to meet in a Joint Work Session to discuss a project list for updating of city ordinances relating primarily to zoning regulations. Additional ordinance topics on the list not related to zoning, including rental housing enforcement and brew pub liquor licensing will be addressed in a future work session with the City Council on May 14th.

Background Information: The Planning Commission has initiated discussion with City Staff regarding a number of topics in the zoning ordinance that are in need of attention and updating. Following an initial discussion with the Planning Commission at their January 28th meeting, a list of topics was prepared by staff for discussion. This discussion continued at their following 2 meetings on March 4th and March 25th. A copy of the reports from these meetings is attached with the 3/25/19 Planning Ordinance Project List. There is a total of 18 topics on the list as of this time. The minutes from the 3/25/19 Planning Commission Meeting also express a consensus of sort from their collective discussion as to what level priority should be given to address these ordinance amendment projects. The list represents work that will proceed for Planning over the next 12-18 months, depending upon work activity levels for the department and the level of complexity for the ordinance work. Staff will present a run down of the list and discuss general reasoning behind the subject and why it was placed upon the list for discussion.

The topic of the 2021 Comprehensive Plan Update is intended to be no more that a long-range look ahead to this project which is listed in the City's 5-year CIP. The start date for this project is still quite a way out and there has been no real discussion, to my knowledge, on how the Council and Commission would like to see this project undertaken. The discussion is intended to be no more than a brief look ahead at what parameters might be worth considering in advance of such future project initiative.

Council Action Recommendation: It is recommended that no formal action be taken on the subject at this time. Rather, the purpose of the work session is to have a discussion on the various items and to determine if all items should be retained on the project list, reduced or increased in number, and to better define the level of priority to each subject on the list to help prioritize a ranking for each topic as High, Medium or Low. This will help keep a good line of communication open between the Council and Commission in terms of where the City's focus should be in addressing needed updates to our zoning regulations. Staff also intends to develop for the meeting a tentative timeline of work activity based upon the draft priority ranking developed by the Planning Commission for initial review.

Funding Source(s): 2021 CIP Forecast for Comprehensive Plan



City of Park Rapids **MEMO**

To: Planning Commission
From: Andrew Mack, AICP – City Planner
Date: February 27, 2019
Subject: Zoning Ordinance Project List

At its last meeting the Planning Commission held discussion regarding the way the Zoning Ordinance permitted and conditional uses are organized in the code. There was a consensus amongst Commission members present that shifting to a tabular matrix format would make the document more user friendly and easier to use and interpret for the Commission, Planning Staff and the general public. Discussion was also held regarding the need to address other various aspects of the Zoning Ordinance. A number of topics were discussed at that time.

In follow up discussions on this subject with the Planning Commission Chair and City Council Liaison to the Commission, the Mayor and City Council; it was agreed that a joint work session between the City Council and Planning Commission should be scheduled for the project. This would be the best way to initiate potential changes to the Zoning Ordinance to allow both bodies to be on the same page with the identified topics, to confirm the need to address the subjects on the list, and to assist in developing a priority ranking by subject in order to know where to commit time and efforts so as to optimize the best use of our time for this effort.

Before the joint work session, now scheduled before the regular City Council Meeting on April 9, 2019 at 4:30 p.m., the Planning Commission will have the next two meetings to begin reviewing the attached list to make sure that we are putting all the topics on the table that need to be discussed. That way the Planning Commission will be in better position to be prepared for the meeting conversation with the Council at that time.

To: Planning Commission
From: Andrew Mack, AICP – City Planner
Date: March 22, 2019
Subject: Zoning Ordinance Project List - Update

At its last meeting the Planning Commission again held discussion regarding the subject of a joint work session meeting between the Planning Commission and City Council. This is scheduled for April 9th.

The identified topics on the list remain the same, except for the addition of one additional item #18 on the list regarding project initiation for CUP's and Variances. Currently, they are approved without expiration according to the zoning ordinance, unless revoked via public hearing process.

It was also discussed that members of the commission would come to the Commission meeting on 3/25/19 prepared to begin discussing priorities for this work plan prior the work session with the City Council.

PLANNING ORDINANCE PROJECT LIST 3-25-19 MEETING DRAFT

<u>Item</u>	<u>Priority</u> (High, Med, Low)	<u>Topic</u>	<u>Section #</u>	<u>Notes</u>
1.		Zoning Table Matrix vs. Lists	All Districts	A tabular matrix of expanded permitted, conditional, interim and prohibited uses for all zoning districts in one section will reduce interpretation disputes and make this aspect of the City's Zoning Ordinance more user friendly
2.		Multi-Family Density CUP vs. Permitted by Right	151.063 & 151.064	Should the R-3 and RB have a higher threshold for the number of dwelling units in a structure before a CUP requirement is triggered
3.		Business District Height Limits	Business Districts	There is no maximum height to a building permitted in all business districts
4.		Interim Uses vs. CUP's	All District Uses	Interim Use Permits (IUP's) are authorized by state statute in zoning to allow approvals which expire and don't run permanently with the land – they expire upon an occurrence or a specified period of time
5.		Non-Conforming Lots of Record	151.103	Requirements for substandard lot size and width to obtain building permits do not have a threshold requirement below which a variance or CUP should be required
6.		Sidewalk Requirements		Policy and regulation for requiring new sidewalks to implement goals of the Comprehensive Plan
7.		Parkland Dedication	154.214	Planning Commission authority vs. Parks Board & the ability to require parkland dedication for administrative lot splits and building permits for new developments not required to obtain subdivision plat approval
8.		Vacation Rentals vs. B&B's	TBD	Not currently regulated by the city or inspected as a rental
9.		C-1 Minimum Lot Size Requirements	151.057	Is 5 acres vs. 10 acres for uses other than a single-family home
10.		Small Cell Wireless Requirements	CUP's in most districts	Issue of requiring small scale 5G systems to have to go through a CUP process vs. straight building permit according to proper standards
11.		Solar Requirements CUP vs. Small Units Permitted by Right	CUP's in most districts	Issue of requiring small scale residential uses to have to go through a CUP process vs. straight building permit according to proper standards

PLANNING ORDINANCE PROJECT LIST 3-25-19 MEETING DRAFT

12.	Strengthened Rental Housing Requirements	152.03	Consider beefing up the Rental Code requirements by adopting the International Property Maintenance Code
13.	New Commercial Zoning District	TBD	Issue of restricting more specific retail uses along highway corridors vs. the current B-1 District general comm. uses
14.	Craft Brewery Land Use & Licensing Requirements	C Districts	Not specifically defined as a land use & current city liquor licensing requirements do not address off sale growlers
15.	Definitions	151.207	Appeal, Practical Difficulties, Rental Unit, others
16.	Land Divisions	151.209 (E)	Currently being done administratively vs. requirement to be "filed" with the Planning Commission and City Council
17.	Urban Agriculture/Livestock	TBD	Consider request to create regulations to permit chicken coops and other small livestock animals in the City Limits
18.	CUP & Variance Expirations		Consider changes to approval procedures requiring a project to be initiated or a building permit to be issued within a specified period of time, or else the approval lapses.