



MEMORANDUM

TO: Ordinance Revisions Committee
FROM: Alexis DiLeo, Principal Planner and Julia Shake, Associate Planner
DATE: June 25, 2025
SUBJECT: Ordinance Revisions Work Plan

Introduction

Staff presents a consolidated list of ordinance revisions based on amendment concepts already identified in the 2024-2025 CPC Work Program (see Appendix A) and a running list of needed and suggested ordinance revisions maintained by staff (see Appendix B). These lists have been consolidated (see Appendix C) and a prioritized work plan is presented below for action.

Prioritized Ordinance Revision Plan

The prioritized revision plan below considered work already in progress, the resources needed to accomplish the work, and whether or not the amendment will be addressed in the pending Comprehensive Plan. In general, items that address process and procedures and can be achieved with current staff availability are prioritized first. Items that involve land use are postponed pending the recommendations regarding land use in the Comprehensive Plan.

1. Complete On-Going Amendments

- a. Finished Grade definitions, Exceptions to Height Limit regulations
- b. Section 5.29.11 PUD procedures and standards
- c. Minor Section 5.32 (Nonconforming) General Standards revision (alterations to nonconforming structures)

2. Minor Amendment Group

The minor amendment group requires minimal resources to prepare and involves just single lines or single paragraphs of code. They can be bundled together into a single package of amendments.

- a. Required Plan Information requirements (Community Analysis Statement)
- b. Essential Services regulations
- c. Public Utility definition
- d. Adult Business definition

- e. Fee Reimbursement standards
- f. Fence regulations
- g. Development Activity Approvals regulations
- h. Public Notice requirements

3. Medium Amendment Group

The medium amendment group involves multiple sections of code, has broader implications that requires more in-depth analysis, or requires additional research. Some can be bundled together, depending on timing and complexity.

- a. Student Cooperative Housing regulations
- b. Accessory Uses, Structures, and Buildings regulations
- c. Hotel/STR regulations
- d. Front Yard Parking regulations
- e. Bicycle Parking regulations

4. Bigger Amendment Group

The bigger amendment group generally requires entirely new sections or subsections of code to be developed. Although outside consultation may not be necessary, significant staff time may be necessary to prepare complete and accurate proposals. Each item is likely to be its own task, not bundled with other revisions. Specific community engagement may also be needed.

- a. Section 5.32 (Nonconforming) General Standards revisions (if Major update)
- b. Outdoor Lighting Modifications regulations
- c. Site Plan Type standards
- d. Sidewalk regulations
- e. Dwelling Unit definitions
- f. Maximum Parking standards
- g. Variance standards
- h. Landmark Tree regulations

5. Postponed Group

The postponed group includes land uses (as opposed to definitions, procedures and development standards) or concepts that will require outside consultation (or at least brand new topics to staff needing original research and analysis in order to prepare amendments). As the pending Comprehensive Plan will include recommendations regarding land use, it is appropriate to postpone any land use decisions until the Comp

Plan is adopted. Similarly, additional resources will have to be identified or reserved to begin the work.

- a. Drive-Through Facility regulations
- b. Curbside, rideshare, customer delivery regulations
- c. Transportation Review Criteria standards
- d. Zoning Simplification
- e. Pattern homes/HUD Pro Housing Grant
- f. Solar Energy Readiness regulations
- g. Nonresidential, Special Purpose Zoning District standards

Appendix A: 2024-2025 CPC Work Program

The 2024-2025 CPC Work Program includes the following ordinance amendments:

- 1) Transportation review criteria
- 2) Drive throughs
- 3) Zoning simplification
- 4) Pattern homes/HUD PRO Housing Grant
- 5) Building height and average finished grade
- 6) PUD Process and affordable housing language
- 7) Student housing: conditions, enforcement, co-op revisions
- 8) Driveways
- 9) Accessory buildings/structures
- 10) Solar energy readiness
- 11) Landmark tress on private property
- 12) Rideshare/delivery accommodations
- 13) Bicycle parking requirements
- 14) Alterations to non-conforming structures

Appendix B: Staff Ordinance Revisions List

Planning and zoning staff maintain a running list of needed and suggested revisions, as follows (to date):

- 1) Revisions to Section 5.37.2 Specific Terms for definition of Building Height and Finished Grade and Section 5.18.4 Exceptions to Height Limits
- 2) Revision to Section 5.19.6 Design of Vehicle Parking Facilities to change standards for parking spaces in the front yard
- 3) Minor/major revisions to Section 5.29.11 Planned Unit Development (PUD) Zoning District
- 4) Revisions to Section 5.29.6 Site Plans development activity tables for clarity, consistency, and comprehensiveness overall. One specific revision - clarify distinction between parking lot repairs/repaving versus installing new parking lot (help with applicability for other standards)
- 5) Revision to Section 5.37.2 Specific Terms for hotels and short-term rental, to address when there are four or more short-term rental units in a building
- 6) Revision to Section 5.30 Amendments and Modifications to add provisions for outdoor lighting modifications
- 7) Minor revisions to Article VI Nonconforming regarding alterations to nonconforming structures, major revisions to address degrees of nonconformities, incremental improvements, and adaptive reuse of existing sites
- 8) Revision to Section 5.29.8 Required Plan Information to update community analysis statement to reflect current priorities
- 9) Revision to Section 5.29.6 Site Plans and Section 5.29.8 Required Plan Information to create a "site plan lite"
- 10) Revision to Section 5.5.2.B Exceptions to except essential services from the floodplain management overlay zoning district standards
- 11) Revisions to Section 5.17.5 Nonresidential and Special Purpose Zoning Districts to change area, height and placement standards for consistency
- 12) Consider revisions to Section 5.21.3 Private Street Standards regarding sidewalks on private streets (after coordination with Public Services)
- 13) Consider revisions to Section 5.37.2 Specific Terms regarding the types of dwelling units and their relationship to building definition
- 14) Revisions to Section 5.16.6 and Section 5.27.2 Specific Terms related to accessory uses, accessory buildings and accessory structures (for consistency, clarity, and distinction)
- 15) Revisions to Section 5.19 Parking Standards to address curbside parking, rideshare, deliveries
- 16) Revisions to Section 5.37.2 Specific Terms for public utility
- 17) Revision to Section 5.37.2 Specific Terms for adult business and its use of personal services
- 18) Revisions to Section 5.28.2 Public Notice for improvements and consistency with state enabling legislation standards
- 19) Revisions to Section 5.15 Permitted Uses, Section 5.16.1 Residential Uses, and Section 5.37.2 Specific Terms to reduce barriers to providing student cooperative housing
- 20) Revisions to Section 5.19.7 Design of Bicycle Parking Facilities to address e-bikes, cargo bikes, and improved bicycle facilities

- 21) Revisions to Section 5.19.2 Required Parking to provide maximum parking space limits for all land uses
- 22) Revision to Section 5.28.1.E Reimbursements to make reimbursements of fees when proposed developments provide affordable housing proportional to the percentage of affordable housing proposed
- 23) Revisions to Section 5.26 Fences regarding fence height and use of barbed wire
- 24) Consider revisions to Section 5.29.13 Variance to allow administrative variances
- 25) Revisions to Section 5.15 Permitted Use Tables and 5.16.6.C Drive-Through Facility regarding regulations for drive-through facilities
- 26) Revisions to Section 5.37.2 Specific Term for improved and clearer definition of sustainability component to strengthen the exception to height limits for sustainable developments

Appendix C: Consolidated Ordinance Revisions Table

This table illustrates how nine ordinance concepts appear on both the CPC Work Program and the Staff List, five appear on only the CPC Work Program, 16 appear only on the Staff List, with simplified titles for the coordinated revisions.

CONSOLIDATED ORDINANCE REVISIONS TABLE				
CPC Work Plan	+	Staff List	=	Consolidated List
2) Drive throughs	+	25) Revisions to Section 5.15 Permitted Use Tables and 5.16.6.C Drive-Through Facility regarding regulations for drive-through facilities	=	Drive-Through Facility regulations
5) Building height and average finished grade	+	1) Revisions to Section 5.37.2 Specific Terms for definition of Building Height and Finished Grade and Section 5.18.4 Exceptions to Height Limits	=	Finished Grade definition, Exceptions to Height Limit regulations
6) PUD Process and affordable housing language	+	3) Minor/major revisions to Section 5.29.11 Planned Unit Development (PUD) Zoning District	=	Section 5.29.11 PUD procedures and standards
7) Student housing: conditions, enforcement, co-op revisions	+	19) Revisions to Section 5.15 Permitted Uses, Section 5.16.1 Residential Uses, and Section 5.37.2 Specific Terms to reduce barriers to providing student cooperative housing	=	Student Cooperative Housing regulations
8) Driveways	+	2) Revision to Section 5.19.6 Design of Vehicle Parking Facilities to change standards for parking spaces in the front yard	=	Front Yard Parking regulations
9) Accessory buildings/structures	+	14) Revisions to Section 5.16.6 and Section 5.27.2 Specific Terms related to accessory uses, accessory buildings and accessory structures (for consistency, clarity, and distinction)	=	Accessory Uses, Structures, and Buildings regulations
12) Rideshare/delivery accommodations	+	15) Revisions to Section 5.19 Parking Standards to address curbside parking, rideshare, deliveries	=	Curbside, rideshare and customer delivery regulations
13) Bicycle parking requirements	+	20) Revisions to Section 5.19.7 Design of Bicycle Parking Facilities to address e-bikes, cargo bikes, and improved bicycle facilities	=	Bicycle Parking regulations
14) Alterations to non-conforming structures	+	7) Minor/Major update to Article VI Nonconforming, particularly Section 5.32 General Standards	=	Section 5.32 (Nonconformity) General Standards revisions
1) Transportation review criteria	+		=	Transportation Review Criteria standards
3) Zoning simplification	+		=	Zoning Simplification

CONSOLIDATED ORDINANCE REVISIONS TABLE			
CPC Work Plan	+	Staff List	= Consolidated List
4) Pattern homes/HUD PRO Housing Grant	+		Pattern homes/HUD PRO Housing Grant
10) Solar energy readiness	+		Solar Energy Readiness regulations
11) Landmark trees on private property	+		Landmark Tree regulations
	+	4) Revisions to Section 5.29.6 Site Plans development activity tables for clarity, consistency, and comprehensiveness overall and specifically: a. Clarify distinction between parking lot repairs/repaving versus installing new parking lot (help with applicability for other standards)	Development Activity Approval regulations
	+	5) Revision to Section 5.37.2 Specific Terms for hotels and short-term rental, to address when there are four or more short-term rental units in a building	Hotel/STR regulations
	+	6) Revision to Section 5.30 Amendments and Modifications to add provisions for outdoor lighting modifications	Outdoor Lighting Modifications regulations
	+	8) Revision to Section 5.29.8 Required Plan Information to update community analysis statement to reflect current priorities	Required Plan Information requirements
	+	9) Revision to Section 5.29.6 Site Plans and Section 5.29.8 Required Plan Information to create a “site plan lite”	Site Plan Type standards
	+	10) Revision to Section 5.5.2.B Exceptions to except essential services from the floodplain management overlay zoning district standards	Essential Services regulations
	+	11) Revisions to Section 5.17.5 Nonresidential and Special Purpose Zoning Districts to change area, height and placement standards for consistency	Nonresidential, Special Purpose Zoning District standards
	+	12) Consider revisions to Section 5.21.3 Private Street Standards regarding sidewalks on private streets (after coordination with Public Services)	Sidewalk regulations
	+	13) Consider revisions to Section 5.37.2 Specific Terms regarding the types of dwelling units and their relationship to building definition	Dwelling Unit definitions

CONSOLIDATED ORDINANCE REVISIONS TABLE				
CPC Work Plan	+	Staff List	=	Consolidated List
	+	16) Revisions to Section 5.37.2 Specific Terms for public utility	=	Public Utility definition
	+	17) Revision to Section 5.37.2 Specific Terms for adult business and its use of personal services	=	Adult Business definition
	+	18) Revisions to Section 5.28.2 Public Notice for improvements and consistency with state enabling legislation standards	=	Public Notice requirements
	+	21) Revisions to Section 5.19.2 Required Parking to provide maximum parking space limits for all land uses	=	Maximum Parking standards
	+	22) Revision to Section 5.28.1.E Reimbursements to make reimbursements of fees when proposed developments provide affordable housing proportional to the percentage of affordable housing proposed	=	Fee Reimbursement standards
	+	23) Revisions to Section 5.26 Fences regarding fence height and use of barbed wire	=	Fence regulations
	+	24) Consider revisions to Section 5.29.13 Variance to allow administrative variances	=	Variance standards