

John Roberts
Mayor

City of Red Bank
Municipal Planning Commission

Randall G. Smith
City Manager

WORK SESSION AGENDA
March 12th, 2018
6:00 pm
Red Bank Community Center

I. CALL TO ORDER

II. ROLL CALL – Secretary – Billy Cannon

☐ Commissioner Cannon
☐ Commissioner Hafley
☐ Commissioner Browder

☐ Commissioner Baker
☐ Commissioner Smith

III. Agenda items for the March 15th regular planning commission meeting:

A. CONSIDERATION OF THE MINUTES

1. February 15th, 2018

B. NEW BUSINESS

1. Amendments to Commercial District Intent Statements and Permitted Uses in Zoning Ordinance

2. Amendments to the Red Bank Design Review Standards

C. UNFINISHED BUSINESS

D. OTHER BUSINESS

IV. ADJOURNMENT

John Roberts
Mayor

City of Red Bank
Municipal Planning Commission

Randall G. Smith
City Manager

REGULAR MEETING AGENDA
March 15th, 2018
6:00 pm
Red Bank City Hall

I. CALL TO ORDER

II. ROLL CALL – Secretary – Billy Cannon

☐ Commissioner Cannon

☐ Commissioner Baker

☐ Commissioner Hafley

☐ Commissioner Smith

☐ Commissioner Browder

III. INVOCATION – Commissioner Baker

IV. PLEDGE OF ALLEGIANCE – Commissioner Hafley

V. CONSIDERATION OF THE MINUTES

A. February 15th, 2018

VI. NEW BUSINESS

A. Amendments to Commercial District Intent Statements and Permitted Uses in Zoning Ordinance

B. Amendment to the Red Bank Design Review Standards

VII. UNFINISHED BUSINESS

VIII. OTHER BUSINESS

IX. ADJOURNMENT



John Roberts
Mayor

MUNICIPAL PLANNING COMMISSION

Randall G. Smith
City Manager

MINUTES
February 15, 2018
6:00 p.m.
Red Bank City Hall

I. CALL TO ORDER

Chairman Hafley called the meeting to order at 6:04 pm.

II. ROLL CALL

Commissioner Browder called the roll. Commissioners Hafley, Browder, Baker, and Smith were in attendance. The City Manager and the Commission's planning advisor from the Southeast Tennessee Development District were also present. Additional attendees are included on the sign-in sheet and in the below minutes.

III. INVOCATION

Commissioner Baker gave the invocation.

IV. PLEDGE OF ALLEGIANCE

Commissioner Hafley led the pledge of allegiance.

V. CONSIDERATION OF THE MINUTES

a) January 18th, 2018 Meeting Minutes

Chairman Hafley noted the addition of the proposed language for the amendment to the PUD Setback requirements.

Motion by Commissioner Browder to approve the January minutes as revised. Second by Commissioner Smith. Motion passed unanimously.

VI. NEW BUSINESS

a) Zoning Map Amendment, Ashland Terrace, R-1 to C-2

Staff gave an overview of the rezoning request and recommended approval given the existing commercial uses and the location on Ashland Terrace, a busy arterial.

Chairman Hafley remarked that the rezoning of the property to commercial was appropriate at this location. Commissioner Browder noted that this rezoning request is similar to previous requests to rezone property back to a commercial zone. Chairman Hafley asked if anyone from the public would like to comment on the proposed rezoning. There were no comments.

Motion by Commissioner Smith to recommend the zoning map amendment for approval. Second by Commissioner Browder. Motion passed unanimously.

b) Short Term Residential Rentals Ordinance, Amendment to City Code and Zoning Ordinance

Staff gave an overview of the proposed ordinance. Staff referenced APA best practices recommended regulation of short term rental units, but noted that the APA is agnostic on which zoning districts short term rental units should be permitted. Staff did note that a bill currently under consideration by the Tennessee legislature could dramatically limit the ability of local governments to regulate short term rental units, especially where they may be permitted. The city code amendment establishes clear standards and a straightforward application process for short term rental units. The zoning ordinance amendment, however, included overly complex language. Staff recommended that the confusing language under prohibited uses subsection be rewritten for clarity.

Commissioner Browder agreed that the language was overly complex or convoluted. Commissioner Baker noted that there was an internal logic that made sense about the language. Chairman Hafley agreed that it took him a while to understand what is being prohibited, noting that it was obtuse, but comprehensive.

Chairman Hafley identified additional errors, including the absence of the R1-A zoning district from the amendment, and the addition of subsection (n) where subsection (n) already exists.

Commissioner Baker asked if STRR units should be permitted in the C-2 district. Commissioner Baker said he thought the consensus at the workshop was to prohibit them in C-2. Commissioner Browder said she thought a STRR is a commercial use that belongs in commercial districts. The other Commissioners agreed.

Motion by Commissioner Hafley to recommend approval of the amendment to the zoning ordinance contingent upon revisions to the prohibited uses subsections for clarity, the addition of R1-A zoning district to the Zoning Ordinance amendment, and the consolidation of specifications for short term residential rental units where they are listed as permitted such as in paragraph J.

c) Amendment to Parking Regulations in City Code

Staff gave an overview of the four city code amendments to parking regulations and penalties. The City Manager gave background on the impetus for the city code amendment to parking regulations and penalties, including complaints about on-street parking issues in residential neighborhoods. Commissioner approved of the proposed amendments to parking regulations.

VI. UNFINISHED BUSINESS

a) Review of Proposed Commercial District Intent Statements and Table of Uses in Red Bank Zoning Ordinance

Chairman Hafley noted that staff had provided a revised intent statement and table of uses. The Commissioners agreed on permitted and prohibited uses on the last page of the draft table of uses.

Staff agreed to provide an ordinance next month to reflect the changes proposed in the table of uses and intent statements drafted by the Planning Commission. Staff also agreed to provide an updated table to uses and intent statements to the City Manager for review by the City Commission. The table of uses will include the additional zoning districts not included in the table.

IX. ADJOURNMENT

Commissioner Smith moved to adjourn; second by Commissioner Browder. Adjourned at 7:30 PM.

Chairman

ORDINANCE NO. 18 - _____

AN ORDINANCE OF THE CITY OF RED BANK, TENNESSEE, TO AMEND
ORDINANCE NO. 15-1020, THE RED BANK ZONING ORDINANCE TO
ESTABLISH THE C-4 NEIGHBORHOOD COMMERCIAL ZONING
DISTRICT AND MODIFY COMMERCIAL DISTRICT INTENT
STATEMENTS

WHEREAS, the City Commission wished to promote a lower intensity form of commercial development along portions of Dayton Boulevard north of the Central Business District; and

WHEREAS, the current Red Bank Zoning Ordinance does not currently include a commercial zoning district with the flexibility to promote the lower intensity forms of development envisioned by the City Commission; and

WHEREAS, the City Commission recognizes the need to clarify commercial zoning district regulations and intents.

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Red Bank, Tennessee that the Zoning Ordinance be amended as follows:

SECTION 1. That Chapter IV, Section 14-402, C-1 Commercial Zone, be amended by deleting subsection 402.01, Intent, and substituting in lieu thereof the following:

402.01 Intent

It is the intent of the C-1 Commercial Zone to

- (A) Promote a diverse mix of retail and service uses to serve both area residents and customers traveling to and from other neighborhoods and places of employment;
- (B) Balance the need to accommodate automobile-oriented commerce with the need to promote more pedestrian-oriented development in the commercial corridor;
- (C) Minimize conflicts between uses in and around the district through landscape and buffering requirements;
- (D) Emphasize access control to manage traffic generated by general commercial uses;
- (E) Promote quality residential development that enhances the character of the commercial corridor; and
- (F) Ensure that new development that meets the intent of the Red Bank

Design Review Standards.

The Location of the C-1 Commercial Zone is shown on the official zoning map for the City of Red Bank.

SECTION 2. That Chapter IV, Section 14-404, C-2 Commercial Zone (Central Business District), be amended by deleting subsection 404.01, Intent, and substituting in lieu thereof the following:

404.01 Intent

It is the intent of the C-2 Commercial Zone to

- (A) Function as the Central Business District for the City of Red Bank;
- (B) Promote a mix of retail, service, civic and related uses that enhance the character of the Central Business District as a pedestrian-friendly town center where people come to shop, dine, work, and gather;
- (C) Create pedestrian-oriented development that connects businesses with the sidewalk and contributes to a continuous commercial frontage of a size and scale that is compatible with a small town;
- (D) Encourage mixed-use development and residential development that enhances the character of the Central Business District;
- (E) Ensure that uses are compatible with surrounding neighborhoods;
- (F) Discourage uses that cater exclusively to automobile-oriented customers; and
- (G) Ensure that new development meets the intent of the Red Bank Design Review Standards.

The Location of the C-2 Central Business District is shown on the official zoning map for the City of Red Bank.

SECTION 3. That Chapter IV shall be amended by adding the following Section 14-408:

SECTION 14-408. C-4 Neighborhood Commercial Zone

408.01 Intent

It is the intent of the C-4 Neighborhood Commercial Zone to

- (A) Promote small-scale retail and service uses which are both compatible with and complimentary to nearby neighborhoods;

- (B) Create pedestrian-oriented development that connects businesses with adjacent neighborhoods;
- (C) Promote quality residential development that enhances the character of the commercial corridor; and
- (D) Ensure the new development meets the intent of the Red Bank Design Review Standards.
- (E) Primarily serve traffic on arterial or collector streets. All businesses developed within such zones shall be situated on sites so as to offer convenient and safe ingress and egress to such streets.

The Location of the C-4 Neighborhood Zone is shown on the official zoning map for the City of Red Bank.

408.02 Permitted Uses

- (A) Bakeries, provided all goods are sold on premise
- (B) Barber\Beauty shops
- (C) Commercial parking lots
- (D) Electric vehicle charging stations
- (E) Florists
- (F) Hardware stores
- (G) Meat and fish markets
- (H) Music stores
- (I) Retail sales establishments up to 2,500 square feet
- (J) Shoe stores
- (K) Specialty shops and stores
- (L) Stationary stores
- (M) Studios / Galleries
- (N) Home occupations
- (O) Signs advertising goods and services provided on premises subject to height, setback and size limitations provided by Ordinance of this City
- (P) Fire Stations and other publicly owned buildings
- (Q) Meeting halls for civic, social and fraternal uses
- (R) Places of worship
- (S) Residential uses when part of a mixed-use commercial development with offices and/or commercial uses on the ground floor.
- (T) Single-family detached dwellings
- (U) In general, any use that is similar in character to the above uses and in keeping with the intent of the zoning district

408.03 Uses permitted by Special Exceptions Permit by the Red Bank City Planning Commission upon recommendation by the Red Bank Planning Commission

- (A) Banks
- (B) Bed and Breakfast Establishments
- (C) Bowling alleys, or other indoor amusement
- (D) Cleaning and laundry establishments
- (E) Convenience stores without gasoline sales
- (F) Day care centers
- (G) Grocery stores
- (H) Health clubs and athletic facilities
- (I) Hotels/Motels
- (J) Micro-breweries and/or brew pubs
- (K) Medical and dental offices
- (L) Offices
- (M) Pet supply stores without sale of pets
- (N) Pharmacies and drug stores
- (O) Plumbing, electrical, radio, TV workshops and similar uses.
- (P) Repair shops for shoes, household articles or appliances
- (Q) Restaurants and other establishments serving food and beverages
- (R) Retail sales establishments with over 2,500 square feet
- (S) Taverns, bars, wine and cocktail bars, and similar uses
- (T) Theaters
- (U) Veterinarians offices
- (V) Assisted living facilities
- (W) Nursing homes
- (X) Schools
- (Y) Multi-family dwellings
- (Z) Townhomes, condominiums

408.05 Prohibited Uses

- (A) Adult oriented establishments of any type
- (B) Automobile fueling stations, except for electric vehicle charging stations.
- (C) Automobile repair and/or maintenance and similar uses
- (D) Automobile washes, car detail and similar uses
- (E) Dog Kennel, dog boarding, or similar uses
- (F) Funeral homes, memorial chapels, crematories and undertaking
- (G) Liquor stores
- (H) Automobile sales and similar uses
- (I) Outdoor amusement facilities
- (J) Outdoor sales, service, or display or storage at any time, except for outdoor seating for restaurants
- (K) Pawn, Title Pawn, check cashing and similar uses
- (L) Tattoo parlors and similar uses
- (M) Storage or warehousing facilities, including self-storage or mini-

warehouses

- (N) Drive-thru or Drive-in uses
- (O) On-premise signs with flashing, strobe or blinking lights or light which vary in color or intensity which are visible from outside the building
- (P) Halfway house, alcohol and drug rehabilitation centers, or any similar use
- (Q) Hospitals and clinics and social agencies
- (R) Manufactured or mobile homes
- (S) Mobile home parks, campsites and similar uses
- (T) In general, all uses which are not in keeping with the intent of this zone

408.05 Height and Area Regulations

- (A) No building shall exceed in height the shortest distance from
- (B) such building to the nearest boundary of a residential zone.
- (C) Front yards shall meet the minimum and maximum requirements established in the Design Review Standards.
- (D) There shall be a minimum side yard requirement of not less than
- (E) ten (10) feet where a permitted use adjoins a residential zone.
- (F) There shall be a rear yard of not less than twenty-five (25) feet
- (G) where a permitted use adjoins a residential zone.

408.06 Off-Street Parking Regulations

See Section 14-406, Minimum Off-Street Parking and Loading Space Regulations

408.07 Screening Requirements

See Chapter IX, Screening Regulations.

408.08 Design Review Requirements

See Title 14, Chapter 5 of the Red Bank Municipal Code, Design Review Requirements.

SECTION 4. Every section, clause, and phrase of this Ordinance is separable and severable. Should any section, sentence, clause, or phrase be declared unconstitutional or invalid by a court of competent jurisdiction, said unconstitutionality or invalidity shall not effect or impair any other section, sentence, clause, or phrase.

SECTION 5. This Ordinance shall take effect from and after the date of its final passage the health, safety and welfare of the citizens of the City of Red Bank requiring it.

Mayor

City Recorder

Passed on First Reading

Passed on Second and Final Reading

Approved as to form:

City Attorney

Land Use	Use	C1	C2	C3	O1	L1	M1	R1	R1A	R1O	R2	R3	R4	PUD	RT1	RZ1	RTZ	R5
Commercial	Adult oriented establishments of any type	X	X	X	X	SE	SE	X	X	X	X	X	X	X	X	X	X	X
Commercial	Automobile fueling stations, except for electric vehicle charging stations.	P	X	X														
Commercial	Automobile repair and/or maintenance and similar uses	P	X	X														
Commercial	Automobile washes, car detail and similar uses	SE	X	X														
Commercial	Automobile washes, car detail and similar uses	SE	X	X														
Commercial	Bakeries, provided all goods are sold on premise	P	P	P														
Commercial	Banks	P	P	SE	P								P					
Commercial	Barber\Beauty shops	P	P	P									SE					
Commercial	Bed and Breakfast Establishments	P	SE	SE														
Commercial	Bowling alleys, or other indoor amusement	SE	SE	SE														
Commercial	Cleaning and laundry establishments	P	SE	SE														
Commercial	Commercial parking lots	P*	P*	P*	SE*								SE					
Commercial	Convenience stores without gasoline sales	P	P	SE														
Commercial	Day care centers	P	SE	SE	SE			P			SE	BA	SE				SE	SE
Commercial	Day care homes							P	P		P	SE	P					P
Commercial	Dog Kennel, dog boarding, or similar uses	SE	X	X									SE					
Commercial	Drug stores or restaurants in office buildings												P					
Commercial	Electric vehicle charging stations	P	P	P														
Commercial	Entertainment or recreational facilities	SE	SE	X														
Commercial	Farmers markets	SE	SE	SE														
Commercial	Florists	P	P	P														
Commercial	Funeral homes, memorial chapels, crematories and undertaking	SE	X	X									SE					
Commercial	Golf courses, except driving ranges, miniature courses and other similar commercial operations							SE	SE	SE	SE	SE	SE	SE				SE
Commercial	Grocery stores	P	SE	SE														

Land Use	Use	C1	C2	C3	O1	L1	M1	R1	R1A	R1O	R2	R3	R4	PUD	RT1	RZ1	RTZ	R5
Commercial	Hardware stores	P	P	P														
Commercial	Health clubs and athletic facilities	P	P	SE														
Commercial	Hotels/Motels	P*	SE*	SE*														
Commercial	Laboratories and research centers				P*								P*					
Commercial	Liquor stores	P	P	X														
Commercial	Meat and fish markets	P	P	P														
Commercial	Medical and dental offices	P	P	SE	P								P					
Commercial	Micro-breweries and/or brew pubs	P*	P*	SE*														
Commercial	Miniature golf courses and similar outdoor amusement facilities	SE	X	X														
Commercial	Music stores	P	P	P														
Commercial	New or used sales facilities for autos, boats, motorcycles, farm equipment and similar uses	P	X	X														
Commercial	Offices	P	P	SE	P								P					
Commercial	Outdoor amusement facilities	SE	SE	X														
Commercial	Outdoor sales, service, or display or storage at any time, except for outdoor seating for restaurants	SE	X	X														
Commercial	Pawn, Title Pawn, check cashing and similar uses	P	X	X														
Commercial	Pet supply stores without sale of pets	P	P	SE														
Commercial	Pharmacies and drug stores	P	SE	SE														
Commercial	Plumbing, electrical, radio, TV workshops and similar uses.	P*	SE*	SE*														
Commercial	Repair shops for shoes, household articles or appliances	P	SE	SE														
Commercial	Restaurants and other establishments serving food and beverages	P	P	SE*														
Commercial	Restaurants or Delicatessens with fewer than fifty (50) seats with no drive-thru or drive-in trade or curb service	P	P	SE*														

Land Use	Use	C1	C2	C3	O1	L1	M1	R1	R1A	R1O	R2	R3	R4	PUD	RT1	RZ1	RTZ	R5
Commercial	Retail sales establishments up to 2,500 square feet	P	P	P														
Commercial	Retail sales establishments with over 2,500 square feet	P	P	SE														
Commercial	Shoe stores	P	P	P														
Commercial	Small printer shops, except that the gross floor area shall not exceed 2,000 square feet	P	P	X														
Commercial	Specialty shops and stores	P	P	P														
Commercial	Stationary stores	P	P	P														
Commercial	Studios and art galleries	P	P	P														
Commercial	Tattoo parlors and similar uses	P	X	X														
Commercial	Taverns, bars, wine and cocktail bars, and similar uses	P	P	SE														
Commercial	Theaters	P	P	SE														
Commercial	Veterinarians offices	P	P	SE	P													
Other	Cemetaries							SE										
Other	Communication towers				SE			SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Other	Drive-thru or Drive-in uses	SE	X	X														
Other	Home occupations	P	P	P				P	P	P	P	P	P	P	P	P	P	P
Other	Horses for personal use							SE										
Other	On-premise signs with flashing, strobe or blinking lights or light which vary in color or intensity which are visible from outside the building	X	X	X	X													
Other	Signs advertising goods and services provided on premises subject to height, setback and size limitations provided by Ordinance of this City	P	P	P	P*													
Other	Parks and playgrounds				P	P	P	P	P	P	P	P	P	P	P	P	P	P
Public / Institutional	Animal hospitals and pet cemetaries												SE					

Land Use	Use	C1	C2	C3	O1	L1	M1	R1	R1A	R1O	R2	R3	R4	PUD	RT1	RZ1	RTZ	R5
Public / Institutional	Assisted living facilities	SE	X	SE				SE*					SE					
Public / Institutional	Boarding and lodging houses											P	SE					
Public / Institutional	Colleges												P					
Public / Institutional	Community buildings				P			P	P	P	P	P	P	P	P	P	P	P
Public / Institutional	Dormitories												P					
Public / Institutional	Fire Stations and other publicly owned buildings	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Public / Institutional	Fraternal, professional or hobby organizations				SE								SE					
Public / Institutional	Group homes for intellectually, developmentally and physically handicapped persons operated on a commercial basis.							SE*					SE*					
Public / Institutional	Group homes for intellectually, developmentally and physically handicapped persons operated on a non-commercial basis.							P*	P*	P*	P*	P*	P*	P*				P*
Public / Institutional	Halfway house, alcohol and drug rehabilitation centers, or any similar use	SE	X	X									SE					
Public / Institutional	Hospitals and clinics and social agencies	SE	SE	X									SE					
Public / Institutional	Kindergartens, excluding public and religious												SE				SE	SE
Public / Institutional	Kindergartens, public or religious							P	P	P	P	P	P				P	P
Public / Institutional	Libraries							P	P	P	P	P	P	P	P	P	P	P

Land Use	Use	C1	C2	C3	O1	L1	M1	R1	R1A	R1O	R2	R3	R4	PUD	RT1	RZ1	RTZ	R5
Public / Institutional	Meeting halls for civic, social and fraternal uses	P	P	P	SE								SE					
Public / Institutional	Nursing homes	SE	X	SE									SE					
Public / Institutional	Places of worship	P	SE	P				P	P	P	P	P	P	P	P	P	P	P
Public / Institutional	Residential homes for handicapped and/or aged persons operated on a commercial basis for no more than eight (8) persons.							SE										
Public / Institutional	Schools	P	SE	SE				P	P	P	P	P	P	P	P	P	P	P
Public / Institutional	Social agencies and other non-commercial public and semipublic uses												SE			SE		SE
Residential	A residence for a watchman and family					P												
Residential	Manufactured or mobile homes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	P
Residential	Mobile home parks, campsites and similar uses	SE*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	P
Residential	Multi-family dwellings	SE	SE	SE				X	X	X	X	P*	SE	P*				
Residential	Residential uses when part of a mixed-use commercial development with offices and/or commercial uses on the ground floor.	P	P	P								P*		P				
Residential	Single-family detached dwellings	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P
Residential	Townhomes, condominiums	SE	SE	SE											P		P*	
Residential	Two-family dwellings							X	X	X	P	P*	SE	P				P
Residential	Zero Lot Line single-family detached dwellings															P*	P*	
Similar to Prohibited	In general, all uses which are not in keeping with the intent of this zone	X	X	X														
Similar Accessory	Accessory buildings and uses customarily incident to the above uses	P	P	P				P	P	P	P	P	P	P	P	P	P	P
Similar to Permitted	In general, any use that is similar in character and impact as the above uses	P	P	P														

Land Use	Use	C1	C2	C3	O1	L1	M1	R1	R1A	R1O	R2	R3	R4	PUD	RT1	RZ1	RTZ	R5
Industrial	Bakeries					P												
Industrial	Blast furnace						p*											
Industrial	Boiler works						p*											
Industrial	Bottling works					P												
Industrial	Building material yards and contractor's yards					P												
Industrial	Cabinet making, millwork, carpenter's shops					P												
Industrial	Clothing manufacturers					P												
Industrial	Coal screening and sieving plants						p*											
Industrial	Contractors plants and storage yards						p*											
Industrial	Dyeing and dry cleaning works					P												
Industrial	Electric welding, machine, tinsmith shops					P												
Industrial	Feed storage establishments					P												
Industrial	Forge plants						p*											
Industrial	Foundries						p*											
Industrial	Fruit canning or packing establishments					P												
Industrial	Fuel yards					P												
Industrial	Ice Plants					P												
Industrial	Junk yards						p*											
Industrial	Laundries					P												
Industrial	Milk distributing stations					P												
Industrial	Optical goods establishments					P												
Industrial	Ore reduction						p*											
Industrial	Paper box and pencil manufacturing					P												
Industrial	Planing mills						p*											
Industrial	Printing, publications, and engraving					P												
Industrial	Rock crushers						p*											
Industrial	Rolling mills						p*											
Industrial	Sawmills						p*											
Industrial	Smelting						p*											

Land Use	Use	C1	C2	C3	O1	L1	M1	R1	R1A	R1O	R2	R3	R4	PUD	RT1	RZ1	RTZ	R5
Industrial	Stockyards						P*											
Industrial	Stone mills or quarries						P*											
Industrial	Storage or warehousing facilities, including self-storage or mini-warehouses	X	X	X														
Industrial	Warehouses and trucking terminals					P												

Proposed Revisions to Design Review Standards

Background

The City would like to amend to Design Review Standards Ordinance to simplify requirements for small business owners that may deter them from starting new development projects. The proposed amendments provide for expand projects eligible for staff review, simplify staff review submittal requirements, and modify certain standards to better match the existing conditions on Dayton Boulevard. The proposed amendments and remaining questions for consideration are summarized below

Staff Approval and PC Review

1. PC Review

- PC Review for applications on all lots with 175 feet or more frontage on primary street
- Applications referred by staff
- Applications requesting variances (modifications and exemptions explicitly mentioned in ordinance can be granted by Staff)

2. Staff Review

- Staff review for all applications on lots with less than 175 feet of frontage on primary street
- Does anything in TCA prevent Staff (as opposed to the Planning Commission) from imposing conditions?

Application Process

1. Plan Review Meeting:

- All applicants will bring Plan Review Checklist to plan review meeting with City / SETD staff
- Plan Review Checklist will include standards that applicant agrees to meet
- Plan Review Checklist will include space for applicant to list specific dimension and features of proposed development, along with any proposed modifications, exemptions or variances from the Design Standards.
- City staff will record any conditions agreed upon during or after the Plan Review Meeting on the Plan Review Checklist. The Checklist for PC Review applications may be updated based on the decision of the Planning Commission.
- Applicant will sign plan review checklist agreeing to standards, modifications and any conditions agreed upon with the City

2. Submittal:

- Submittal requirements for PC Review do not change
- Remove site plan requirement at this stage for Staff review, but Staff can request such plans as needed
- When will site plans and elevation drawings be available for staff review projects to ensure compliance with Plan Review Checklist?

3. Issue Building Permit:

- Building permit will include signed Plan Review Checklist as an attachment that serves as performance contract
- When will staff have a site plan that allows them to review compliance with the Plan Review Checklist?
- Certificate of Occupancy can be withheld

Design Standards

1. Sidewalks

- City responsible for new sidewalk construction to the maximum extent practicable
- Add exceptions for existing sidewalk of 5' or greater
- Consider fee in lieu to pay for City sidewalk improvements where the sidewalk does not meet minimum standards
- Consider easement to reserve space for City sidewalk expansions where needed

2. Street Edge

- City responsible for new street edge construction to the maximum extent practicable
- Add exceptions for existing street edge and plantings
- No street edge behind sidewalk. Allow tree grates instead of planting strip
- Need to update graphics with the street edge

3. Parking Area

- Reduce parking lot screening height from 4' to 3'
- Preserve flexibility to reduce parking requirement

4. Signs

- Reduce maximum square footage of sign area from 60 sq. ft. to 32 sq. ft.
- Alternatively, delete and reference sign ordinance