



City of Covington
MEETING OF THE PLANNING COMMISSION BOARD
May 10th, 2022 @ 6PM Meeting Minutes

I. CALL TO ORDER

Chair called the Tuesday, May 10th, 2022 City of Covington Planning Commission Board meeting to order at 6:05 PM.

II. ROLL CALL

Chair conducted a roll call.

MEMBERS PRESENT

Jared Rutberg (Chair)
John Travis
John Maxwell
Tim Fleming
Bobbie Shepherd
Ruel Parker
Mike Lassiter

STAFF PRESENT

Marc Beechuk / P & D Director
Renee Criswell / P & D Planner
Salena Ward / P & D Admin Assistant

MEMBERS ABSENT

Shawn McGovern

III. DETERMINATION OF QUORUM

Chair confirms quorum.

IV. OPENING REMARKS

Prior to Chair's opening remarks, board member Aldridge asked to speak. Aldridge informed the board that she would be resigning from the board and remarked how she appreciated the many years of service she was able to give as well as serving with fellow board members throughout those years.

Chair then proceeded to begin with opening remarks;

"This Planning Commission meeting is being recorded via Zoom for the official record. All Participants are encouraged to conduct themselves accordingly. Please keep you microphone muted unless you are called upon by the chair to speak. Planning staff reserves the right to mute participants and if repeated outbursts occur to remove a participant from the meeting. We appreciate your patience and actions in this unique time.", as well, "The Planning Commission makes recommendations only with final decisions being that of City Council."

Chair advised if any board members had financial interests on any upcoming agenda item, they would need to make it known and recuse themselves. With that being said, both Chair Rutberg and board member Travis declared recusal from the duplex text amendment discussion under Agenda Item C. There were no other requirements for recusal presented.

V. APPROVAL OF MINUTES

- A. Discussion and approval of the April 12th, 2022 minutes.
Tim Maxwell motioned to approved. Ruel Parker Seconded. Motion carried unanimously.

VI. OLD BUSINESS

A. Short-Term Rentals – Revised

Staff Presentation

Director Beechuk started his discussion by reminding the board that the city recently passed a text amendment allowing short-term rentals under specific regulations. However, the administration of that process needed refining and that was the topic of discussion being presented.

Director stated the original amendment required a 50-limit cap, but before the applications and program was released, P&D received over 36+ inquiries for application. Beechuk stated that after the large number of inquiries in just one day, city attorney advised staff to re-evaluate and revise the text amendment language to address those concerns.

Staff Findings

Director Beechuk presented to the board that to try and propose to divide the city into 5 districts; NW, West, South, SE and NE. Each district has approximately 1100 and 1200 homes. Staff proposed to distribute the Short-Term Rental allowance evenly throughout those districts. Should the applications for any district exceed the it's share, staff proposed to then have a drawing held to determine certificate holders. Each applicant would be able to obtain a second certificate, once the others seeking the same had obtained their first. Director Beechuk stated the current cap of 50 certificates appears to be below the amount already in existence and changes to that figure should be discussed.

Staff Recommendation

Staff recommended the board begin discussion on the Short-Term rental text amendment.

Discussion

Chair asked for confirmation proposed district divides would be equal numbers given. Director confirmed.

Chair inquired about the approximate number of STR applications staff expected. Staff replied could be even upwards of 100+.

Travis commented he felt that the 50-cap seemed reasonable.

Maxwell asked for explanation of the district areas. Director stated basically areas West into Clark's up towards cousin, then along through Harristown east of Washington, then southeast out of town as well as an area that pulls in Mill District and North side of town. We tried to pull each direction off of downtown.

Maxwell asked if a district didn't use all of their proposed 10 certificates, would the remainder be up for the other district's use. Director said staff could write that in as such, if advised to do so.

Public Comment

Chair opened floor to public comment for agenda item. None given. Chair closed floor to comment.

Motion

John Travis motioned to approve the text amendment as presented, in keeping the cap at 50 with division of districts and draw allowance. Mike Lassiter seconded. Motion carried unanimously (6/0).

VII. NEW BUSINESS

A. **Rezoning: PR21-0005—TABLED TO JUNE 14TH HEARING**

Request: Text Amendment for Clark's Grove Overlay LOCATION: Clark St., Land Lots #252 & 253

Tax Map Parcel Number: **C035 0007 052** Owner(s): Fowler Newton Properties, Inc., Applicant: Sarah Butler (PRAXIS3 Architecture)

B. Preliminary Plat
None

C. **Text Amendment - Duplexes**

Staff Presentation

Director Beechuk presented to the board that Staff has proposed corridors and areas of town to decrease intensities and also ones where some additional density can be sustained. Those changes were accepted at the April 18th, 2022 Council meeting.

Staff Findings

Director reported that duplexes allow for building out spaces in a human and incremental scale while also opening up the possibility of mixed income, family arrangements and options.

Director continued to report that traditional neighborhood developments often mix duplexes, fourplexes and townhomes within single family developments and that this had been a standard pattern of development over the last decade. A pattern that offered a variety of products. Director added that many factors led up to development of larger lots, greater setbacks and ultimately wasting space. Duplexes allow a walk to work environment, utilizing underused space and able to develop without overwhelming neighboring properties.

Director continued by stating that the design standards being suggested follow closely to the recently approved single-family design standards. Such as, garages on side or rear, architectural features following along single-family design, including requirements for covered entrances, water tables, no duplicate plans, block or neighborhood limits of 50% and corner duplexes utilizing both street fronts to give a more single-family feel. Buildings would be required to have offsets, projections, recesses, balconies and changes at floor level to stay away from a typical "box-type" look. Looking to include duplexes in the NR-2 & Nr-3 zones.

Staff Recommendation

Staff recommended a discussion for text amendment defining when aspects of civic design would kick-in on a renovation.

Discussion

Acting Chair, Mike Lassiter, for this discussion prompted board discussion.

Shepherd inquired on any current contractors proposing duplexes causing text amendment. Director explained that this trend comes from the need to utilize the infrastructure we have, we need to find a way to use space better (i.e., thickening up) the trend needed to be turned into a different direction; hence the duplex.

Director and board went over some of the existing and developing housing examples in the city that presented on PowerPoint.

Parker had comments regarding concern for mention of 'wasting space", seems to have feel that governmental agencies are trying to determine how a land owner should use their land. That aside, he felt that a building design did need to be in place.

Maxwell inquired about keeping duplexes out of the historic district. He had concerns with how someone would fit a duplex into an historic district. Single-family homes had a hard enough time to adjust to historic district standards. Director commented the HPC is fairly strict about the designs, along with those proposed, would assist with that.

Public Comment

Chair opened floor to public comment for agenda item. None given. Chair closed floor to comment.

Motion

Tim Fleming recommended a motion to approve the text amendment with the condition to omit the historic district from permissible zones. Bobbie Shepherd seconded. Motioned carried 5/5 unanimously (Lassiter, Shepherd, Parker, Travis, Maxwell).

D. Text Amendment - Development Thresholds

Acting Chair returned to seat to conduct remainder of hearing.

Staff Presentation

Director Beechuk presented to the board that Staff was proposing a text amendment to define aspects of civic design for renovations.

Staff Findings

Most codes have a threshold where design standards will kick in and staff was recommending to require a design threshold if there was a request for the expansion of square footage beyond 25% or a demo/relocation of two (2) or more walls. Caveat to threshold would be that it only applied to elements being renovated or expanded, meaning no front façade requirement for an only a 25% rear expansion/renovation with the same threshold kicking in the sidewalk requirement.

Staff Recommendation

Staff recommended approval of the following text amendments defining requirements to civic design aspects on renovations:

1. Renovations expanding the square footage beyond 25% or demo/relocation of 2 or more exterior walls;
2. Only applies to elements being renovated or expanded (i.e., A front façade material requirement would not be mandated if an expansion is only to the rear of a building and;
3. The same threshold of change would also require a project to install sidewalks.

Discussion

Parker asked how did staff arrive at 25%. Director responded that research with other codes, some being 10%, and a thought process of how much change to someone's property would get them to come into standards. 25% was on the higher end, but trying to be generous for expansions to property owners and new development. However, percentage would be a decision board would ultimately need to decide.

Chair asked to reiterate the text amendment would focus only on 25% outside not any interior. Director confirmed.

Parker asked if required for heated square feet, such as garages for a home. Director responded this amendment wasn't for houses, just commercial zones (i.e., chart showing corridor residential, town center residential, town center mixed use, neighborhood mixed use and corridor mixed-use. Those are the main ones with three of our multi-family and three commercial zones.

Public Comment

Floor open for public comment.

Citizen, Colby Lamaster, presented with questions regarding what constituted a short-term rental. Director Beechuk replied with the required 30-day time frame.

Citizen, Lori Krieger, presented inquiring if short-term applications were ready and what would happen if an applicant wasn't given for approval and the property was already being rented. Director Beechuk responded applications were not ready and it is always the responsibility of the homeowner to abide by and come into compliance with zoning regulations/ordinances. Leeway cannot be given because rules were not being followed initially. Chair asked if any further public comments regarding this agenda item. None given. Chair closed floor to public comment.

Motion

Ruel Parker motioned to recommend approval of the below text amendment requirements for civic design on renovations/expansions.

1. Renovations expanding the square footage beyond 25% or demo/relocation of 2 or more exterior walls;
2. Only applies to elements being renovated or expanded (i.e., A front façade material requirement would not be mandated if an expansion is only to the rear of a building;
3. The same threshold of change would also require a project to install sidewalks.

John Maxwell seconded. Motion passed unanimously (6/0.)

VIII. ANNOUNCEMENTS/DISCUSSIONS/ADDITIONAL PUBLIC COMMENTS

None

IX. CITIZENS PRESENT

Colby Lamaster - 5177 Newton Dr.
Lorraine Krieger – 143 N. Johnson St.

X. Planning Director Report

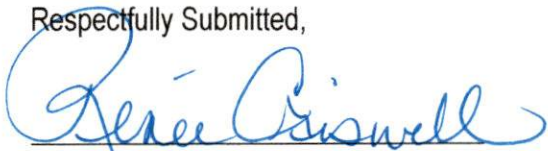
Director Beechuk updated board to that staff had begun the comp. plan update and would be sending out surveys to assist with that. Director asked the board to help distribute those surveys to the community, events etc., as well as using verbal format to get that survey information out, survey would be online as well.

Director reiterated there would be an appreciation award or gift, something of that nature, given to member Aldridge for her years of service.

XI. ADJOURNMENT

Bobbie Shepherd motioned to adjourn. Ruel Parker seconded. Motion carried unanimously.

Respectfully Submitted,



Renee Criswell
Planning & Development

Jared Rutberg, Presiding Chair
Planning Commission Board