

# Highland City Planning Commission

## March 24, 2015

The regular meeting of the Highland City Planning Commission was called to order by Planning Commission Chair, Christopher Kemp, at 7:24 PM on March 24, 2015. An invocation was offered by Commissioner Tim Heyrend and those assembled were led in the Pledge of Allegiance by Commission Chair Kemp.

**PRESENT:** Commissioner: Christopher Kemp  
Commissioner: Sherry Carruth  
Commissioner: Abe Day  
Commissioner: Tim Heyrend

**EXCUSED:** Commissioner: Brady Brammer  
Commissioner Steve Rock  
Commissioner Scott Temby

**STAFF PRESENT:** Community Development Director: Nathan Crane  
Planning Coordinator: Kelsey Bradshaw  
Planning Commission Secretary: Heather White

**OTHERS:** Mayor Thompson, Resident Michael Burns

### **PUBLIC APPEARANCES**

Chair Kemp asked for public comment. None was given.

### **OTHER BUSINESS**

#### **DISCUSSION OF BASEMENT APARTMENT REGULATIONS AND THE DEFINITION OF A FAMILY**

Mr. Crane explained that the purpose of the meeting was to discuss current regulations regarding how basement apartments and accessory units were dealt. He reviewed current definitions for "Common Household", "Dwelling, One-Family or Single Family", and "Family". He thought there were a lot of regulations associated with basement apartments that were problematic. He explained that there were a lot of people who wanted to rent a basement apartment but ran into two hurdles - 1) a conditional use permit process with problematic requirements and 2) building code requirements that some felt were burdensome.

He showed examples in Highland of accessory apartments, some that looked like single family units and others that looked more like duplexes or triplexes. He said most of the accessory

apartments shown met the current building code. Mr. Crane mentioned that, under the current definitions, as long as people were related, there were no limitations on the number of kitchens within a house. He explained that the current definition of "Family" made the requirements for a basement apartment exempt.

Mr. Crane thought the current regulations were problematic and asked for direction from the Commissioners. He suggested reviewing the definition of "Family" to determine if it needed to be amended. He also suggested creating a permitted use for accessory apartments which would require off-street parking, comply with the building code, and integrate with the architecture of the house. Mr. Crane suggested creating a process that made it easy for people to comply.

The Planning Commission discussed the specific complaints received by the City. They discussed reasons for the amended "Family" definition and what the definition was before the 2011 amendment.

Mayor Thompson said the current code allowed multiple families within a home and created safety and communication issues. He talked about various aspects of fire safety issues created by the current code.

Resident Mike Burns said he lived next to one of the examples that were shown. He said the house was an oddity that was built according to the current code. He thought it made sense to make rules so that attractive homes were built.

The Planning Commission discussed the current parking code and thought that it might also need to be amended. They asked Mr. Crane to create a draft amendment that addressed the following items regarding accessory apartments:

- main living unit should be owner occupied
- require off-street parking
- egress
- separation of at least some utilities
- separate mailboxes
- architectural and aesthetic regulations
- at least some fire safety regulations

## **APPROVAL OF MINUTES**

Commission Chair Kemp asked for comments or corrections on the draft minutes from February 24, 2015. Commissioner Day pointed out that "Councilmember" on Page 2, line 2 needed to be changed to "Commissioner". Commissioner Heyrend said "goalie" in the paragraph starting on Page 3 line 25 was misspelled and asked that it be reviewed by the planning commission secretary.

**MOTION: Commissioner Day moved to approve the minutes of February 24, 2015 with changes. Commissioner Heyrend seconded the motion. All present were in favor. The motion carried with three absent.**

### **PLANNING STAFF REPORT**

Mr. Crane encouraged the Commissioners to attend the Community and Budget Open House on May 14.

### **COMMISSION COMMENTS AND SUGGESTIONS**

None.

### **ADJOURNMENT**

**MOTION:** Commissioner Heyrend moved to adjourn the meeting at 8:22 PM.  
Commissioner Day seconded the motion. All present were in favor. The motion carried.