



AGENDA

Planning, Zoning, and Historic Preservation Commission
Thursday, August 1, 2024 5:30 pm
City Hall Chambers
326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, July 18, 2024

Public Hearing

Staff Report

New Business

Old Business

1. Continue discussion about citizen participation in a meeting
2. Continue discussion about creating a zoning classification for townhouses

Next Meeting: Thursday, September 5, 2024

Adjourn

Commission Members

Voting Members:	Chairman	Jim Hunter	1514 S River	417-850-5355
	Vice Chairman	Jim Swatsenbarg	601 Howard	417-358-1690
	Secretary	Joshua Anderson	1205 S Main	417-793-2196
	Member	Vacant	Vacant	Vacant
	Member	Vacant	Vacant	Vacant
	Member	Robin Harrison	721 E 10th	417-483-8835
	Member	Matt Smith	1022 E Chestnut	417-437-2281

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	City Administrator		City Hall	417-237-7003
	Asst. City Administrator	Traci Cox	City Hall	417-237-7003
	Councilmember	Terri Heckmaster	1155 Grand	417-310-6178

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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Meeting Minutes

July 18, 2024/ 5:30 PM / City Hall Council Chambers

Members Present: Jim Hunter (late), Jim Swatsenbarg, Matt Smith, & Josh Anderson

Members Absent: Robin Harrison

Staff & Council: Julie Tilley, Interim City Administrator Traci Cox, Terri Heckmaster

Staff Absent: Zeb Carney

The meeting was called to order at 5:30 PM by Jim Swatsenbarg, Vice- Chairman

Approval of Previous Meeting Minutes

- Motion by Josh Anderson to approve the previous meeting minutes, seconded by Matt Smith - All present voted in favor, minutes were approved

Public Hearings

1. *Request for a Certificate of Appropriateness for exterior signage at property located at 325 S. Main St.*
 - a. The sign met all signage requirements
 - b. Kally Hatcher, business owners, was present for questions or comments regarding the new sign

Josh A. made a motion to approve the Certificate of Appropriateness, seconded by Matt S. - All present voted in favor, the motion passed

Staff Reports

- There were no general staff reports, however, the commission is low on members (there are 2 vacant seats) and recommendations for new members were discussed. Terri H. said she would work on recommendations for filling the vacant seats.

New Business

1. *Discuss procedure for citizen participation in a P,Z, & HP meeting.*
 - a. Josh A. talked about the benefits of having a signup sheet for anyone from the audience interested in speaking - the list would include their name and address
 - b. Josh A. also talked about the procedures at P&Z meetings he has attended in other municipalities.

- c. Julie T. reported she would be willing to work on a draft for the new requirement and the committee could review them at the next meeting.

Jim S. made a motion to have Julie T. work on the draft procedures, seconded by Matt S. - All present voted in favor, the motion passed.

2. Discuss creating a zoning classification for townhouses.

- a. Jim S. discussed the benefits of having a specific classification for townhouses. He had worked on a general overview of the new zoning classification. He recommended that the new classification be zoned as a B1.
- b. Jim H. mentioned the concerns that were brought up by the citizens at the last meeting regarding the possibility of townhouses and if they would be rentals or not.
- c. It was discussed if there should be an HOA requirement for townhouses to help maintain the shared property.
- d. It was discussed if there should be a green space requirement for townhouse development.
- e. Generally the commission is in favor of creating a new zoning classification, but believes further discussion and exploration should be done before making a final decision.
- f. The commission will do some additional research into other towns the same size as Carthage and see how they treat townhouses.

Josh A. made a motion to table the new zoning classification until future research and discussion could be done, seconded by Jim S. - All present voted in favor, item No. 2 was tabled.

Old Business

1. Discuss CLG training opportunities

- a. Josh A. will send a list of online training videos we can watch (it is the same as last year, just don't watch the same one as before)
- b. There is a CLG conference in Jefferson City on October 25, 2024 - it was discussed if a few members would be interested in attending. Registration has not opened yet for the conference but Josh A. will keep everyone posted

2. Update SHPO grant status

- a. Josh A. updated everyone on the CLG grant that PZ&HP was awarded last year. The grant is for a professional historic preservation firm to work with the commission on developing new design guidelines for the historic district.
- b. The grant is a 60/40 match - the federal government will pay 60% and the city has to pay 40%.
- c. With all the shuffling of outgoing and incoming members the grant timeline fell through the cracks, the first two milestones have been missed, however, Josh reported that the milestone timeline can be renegotiated and he would talk to Andrew Dial (the states CLG coordinator) about those details
- d. It appears an RFP/RFQ was sent out in 2023, however, there is no evidence of any responses. It looks like the commission can just update the dates and a few bullet points and reissue the RFP/RFQ.
- e. The state sent some recommendations for posting the revised/updated RFP/RFQ.
- f. Josh A. and Jim H. will work on getting things back on track with the grant and continue to keep the commission updated on the progress.

Josh Anderson moved to adjourn the meeting, seconded by Jim Hunter - All present voted in favor, the meeting was adjourned at 6:25 PM.

The next meeting is scheduled for **Thursday, August 1, 2024** at 5:30pm in the City Council Chambers

Proposed 'Citizen Participation' to add to Agenda:

Each person who wishes to address the commission must put their name and address on the sign-up sheet and shall state their name prior to speaking. Each person is limited to two (2) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer further questions by the commission or the chair.

Townhouse Info

I randomly pulled townhouse info from MO cities. All of it pretty basic stuff.

Carthage –

Townhouse means a dwelling unit located in a group of three (3) or more attached to townhouse dwelling units with no other dwelling unit located above or below another and with each dwelling unit having at least one (1) interior common wall and a private exterior entrance.

Joplin

Dwelling, multiple means a building or portion thereof, arranged, intended, or designed for occupancy by three (3) or more families including apartment houses, row houses, tenements and apartment hotels.

In interpreting and applying the provisions of this chapter, they shall be held to be the minimum requirements for the promotion of the health, safety, morals, or general welfare. It is not intended by this chapter to repeal, abrogate, annul or in any way impair or interfere with any existing provisions of law or ordinance or any rules or regulations previously adopted pursuant to law relating to the use of buildings or premises; nor is it intended by this chapter to interfere with or abrogate or annul any easements or covenants between parties; provided, however, that where this chapter imposes a greater restriction upon the use of buildings or premises than are imposed by such existing provisions of law or ordinance or by such rules or regulations or by such easements, covenants, or agreements, the provisions of this chapter shall control.

Sec. 25-101. - Districts created.

For the purpose of promoting health, safety, morals or the general welfare of the community, by regulating and restricting height, number of stories, size of buildings and other structures, the size of yards, courts and other open spaces, and the density of population, and the location and use of buildings, structures and land for trade, industry, residence or other purposes; to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; the city is divided into ten (10) districts as follows:

Springfield

(2)R-TH - Townhouse residential district. A district designed for single-family detached, single-family semi-detached, duplex and townhouse residences at a maximum density of 11 dwelling units per acre.

Hannibal

Sec. 32-672. Permitted uses.

The following uses are permitted in the PDR district:

- (1) Accessory buildings.
- (2) Detached single-family dwellings.
- (3) Duplex and triplex attached dwellings.
- (4) Multifamily dwellings, rental apartments.
- (5) Condominiums/townhouses attached (ownership).

In order to provide diversity and to avoid long rows of attached dwelling units, no more than four contiguous townhouse units shall be allowed with the same setback. Variations in building setback must be at least two feet.

The State of Washington

In 2023 the State of Washington passed a law requiring municipalities to allow “middle housing” (townhouses are included). They developed model ordinances for cities based on population.

I am highlighting portions of the model for cities of less than 25,000. While I am certainly not advocating anything this big, some of it may be of value to us.

JANUARY 23, 2024 | TIER 3 CITIES MIDDLE HOUSING MODEL ORDINANCE 1

V3.1

TIER 3 CITIES MIDDLE HOUSING MODEL ORDINANCE

January 23, 2024

The Tier 3 provisions of this Middle Housing Model Ordinance apply to cities with a population of less than 25,000, that are within a contiguous urban growth area with the largest city in a county with a population of more than 275,000, based on 2020 Office of Financial Management population estimates.

“(2) (a) The department shall publish model middle housing ordinances no later than six months following July 23, 2023.

(b) In any city subject to RCW 36.70A.635 that has not passed ordinances, regulations, or other official controls within the time frames provided under RCW 36.70A.635(11), the model ordinance supersedes, preempts, and invalidates local development regulations until the city takes all actions necessary to implement RCW 36.70A.635.”

The Model Ordinances have two text styles meant to address HB 1110 implementation:

- **Bold text in the Model Ordinances represents provisions from RCW 36.70A.635 that cities subject to the law must implement.**

- **The non-bold text are standards that are optional for a city to use.** Cities may choose to revise these optional standards, as well as adopt all, some, or none of the optional provisions. However, the non-bold text will apply to a city that does not pass ordinances, regulations, or other local controls to implement House Bill 1110 within the time frame required by RCW 36.70A.635(11), until such time the city takes all actions necessary to implement RCW 36.70A.635. Certain optional standards are included in the Model Ordinance for this specific reason, to allow a city to have basic standards for certain middle housing types (such as cottage housing) should the Model Ordinance temporarily be in effect.

The diagram below summarizes the scenarios in which this Model Ordinance applies.

MIDDLE HOUSING MODEL ORDINANCE TIER 3 CITIES

JANUARY 23, 2024 | TIER 3 CITIES MIDDLE HOUSING MODEL ORDINANCE 2

V3.1

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY/TOWN OF _____, WASHINGTON, IMPLEMENTING THE REQUIREMENTS OF ENGROSSED SUBSTITUTE HOUSE BILL (E2SHB) 1110, ADDING NEW SECTIONS _____, AMENDING SECTIONS _____, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in 2023 the Washington State legislature passed Engrossed Substitute House Bill (E2SHB) 1110 (chapter 332, Laws of 2023) related to middle housing; and

WHEREAS, in passing E2SHB 1110 (chapter 332, Laws of 2023) the State legislature found that Washington is facing an unprecedented housing crisis for its current population and a lack of housing choices, and is not likely to meet affordability goals for future populations; and

WHEREAS, the State legislature further found that in order to meet the goal of 1,000,000 new homes statewide by 2044, and enhanced quality of life and environmental protection, innovative housing policies will need to be adopted and that increasing housing options that are more affordable to various income levels is critical to achieving the state's housing goals, including those established by the legislature in Engrossed Second Substitute House Bill No. 1220 (chapter 254, Laws of 2021); and

WHEREAS, the State legislature further found:

There is continued need for the development of housing at all income levels, including middle housing that will provide a wider variety of housing options and configurations to allow Washingtonians to live near where they work;

Homes developed at higher densities are more affordable by design for Washington residents both in their construction and reduced household energy and transportation costs;

In addition to addressing the housing shortage, allowing more housing options in areas already served by urban infrastructure will reduce the pressure to develop natural and working lands, support key strategies for climate change, food security, and Puget Sound recovery, and save taxpayers and ratepayers money.

NOW THEREFORE BE IT ORDAINED BY THE CITY/TOWN COUNCIL AS FOLLOWS

JANUARY 23, 2024 | TIER 3 CITIES MIDDLE HOUSING MODEL ORDINANCE 4

V3.1

Section 1 – Purpose

The purpose of this middle housing ordinance (“ordinance”) is to:

A. Implement Engrossed Second Substitute House Bill 1110, codified in RCW 36.70A.030, 36.70A.280, 36.70A.635, 36.70A.636, 36.70A.637, 36.70A.638, 43.21C.495, and 43.21C.450, 64.32, 64.34, and 64.38, and 64.90, by providing land use, development, design, and other standards for middle housing developed on all lots zoned predominantly for residential use.

B. If necessary, supersede, preempt, and invalidate the city’s development regulations that conflict with this ordinance until such time the city takes all actions necessary to implement RCW 36.70A.635, if the city has not taken action necessary to implement RCW 36.70A.635 by the time frame required by RCW 36.70A.635(11). The model ordinance shall remain in effect until the city has taken all necessary actions to implement RCW 36.70A.635.

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V3.1

Section 2 – General Provisions

A. Nothing in this ordinance prohibits the city from permitting detached single-family residences.

E. The city shall not approve a building permit for middle housing without compliance with the adequate water supply requirements of RCW 19.27.097.

F. The city shall not require through development regulations any standards for middle housing that are more restrictive than those required for detached single-family residences, but may apply any objective development regulations that are required for detached single-family residences, including, but not limited to, set-back, lot coverage, stormwater, clearing, and tree canopy and retention requirements to ensure compliance with existing ordinances intended to protect critical areas and public health and safety.

H. Conflicts. In the event of a conflict between this ordinance and other development regulations applicable to middle housing, the standards of this ordinance control.

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V3.1

Section 3 – Definitions

The following definitions shall apply for the purposes of this ordinance, notwithstanding other definitions in the city’s development regulations:

“Cottage housing” means residential units on a lot with a common open space that either: (a) Is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space.

“Courtyard apartments” means up to four attached dwelling units arranged on two or three sides of a yard or court.”

“Duplex” means a residential building with two attached dwelling units.

“Fiveplex” means a residential building with five attached dwelling units.

“Fourplex” means a residential building with four attached dwelling units.

“Middle housing” means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

“Sixplex” means a residential building with six attached dwelling units.

“Stacked flat” means dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.

“Triplex” means a residential building with three attached dwelling units.

“Townhouses” means buildings that contain three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.

Section 4 – Applicability

A. The provisions of this ordinance shall apply to all lots zoned predominantly for residential use.

Section 6 – Middle Housing Types Allowed

Subject to the requirements of RCW 36.70A.635(5), on all lots zoned predominantly for residential use the following uses are permitted by-right, unless zoning permitting higher densities or intensities than those listed Section 5 of this ordinance applies:

- A. Duplexes.
- B. Triplexes.
- C. Fourplexes.
- D. Fiveplexes.
- E. Sixplexes.
- F. Townhouses.
- G. Stacked flats.
- H. Courtyard apartments.
- I. Cottage housing.

Section 7 – Dimensional Standards

A. Applicability.

1. The city shall not require through development regulations any standards for middle housing that are more restrictive than those required for detached single-family residences, but may apply any objective development regulations that are required for detached single-family residences. This includes, but is not limited to, the following types of dimensional standards: building height, setbacks, lot coverage, floor area ratio, lot area and lot dimension, impervious surface, open space, and landscaped area standards.

2. Dimensional standards invalidated by this section are replaced by the dimensional standards provided in this section.

B. Density. Lot area requirements and unit density shall comply with Section 5 of this ordinance. Other restrictions, such as minimum lot area per unit, or maximum number of housing units per acre, are invalid in relationship to the minimum number of units per lot that the city must allow under RCW 36.70A.635.

C. Units per structure. Minimum and maximum numbers of dwelling units per structure for middle housing are invalid, except as provided by the definitions of middle housing types in Section 2 of this ordinance.

D. Maximum building height: 35 feet. A maximum building height limit for middle housing of less than 35 feet is invalid.

E. Minimum setbacks.

1. The minimum required setbacks are as follows. Minimum setbacks from property lines for middle housing buildings greater than the following are invalid:

a. Street or front: 15 feet, except 10 feet for lots with a unit density of three or more.

b. Street or front, garage door (where accessed from a street): 20 feet.

c. Side street: Five feet.

d. Side interior: Five feet, and zero feet for attached units internal to the development.

e. Rear, without an alley: 20 feet.

f. Rear alley: Zero feet, and three feet for a garage door where it is accessed from the alley.

2. Setback projections.

a. Covered porches and entries may project up to five feet into required front and rear setbacks.

b. Balconies and bay windows may project up to three feet into required front and rear setbacks.

c. Required parking spaces may occupy required setbacks.

F. Maximum lot coverage.

1. The maximum lot coverage for middle housing is 40 percent. A maximum lot coverage limit for middle housing of less than 40 percent is invalid.

Section 8 – Design Standards

A. Applicability.

1. These standards apply to all middle housing types, except for the specific cottage housing and courtyard apartment standards which apply to only those types.

B. Purpose. The purpose of these standards is to:

- 1. Promote compatibility of middle housing with other residential uses, including single-family houses.**
- 2. De-emphasize garages and driveways as major visual elements along the street.**
- 3. Provide clear and accessible pedestrian routes between buildings and streets.**
- 4. Implement the definitions of cottage housing and courtyard apartments provided by state law.**

C. Design review. The process used for reviewing compliance with middle housing design standards shall be administrative design review.

D. Cottage housing.

1. Cottage size. Cottages shall each have no more than 1,600 square feet of net floor area, excluding attached garages.

2. Open space. Open space shall be provided equal to a minimum 20 percent of the lot size. This may include common open space, private open space, setbacks, critical areas, and other open space.

3. Common open space.

a. At least one outdoor common open space is required.

b. Common open space shall be provided equal to a minimum of 300 square feet per cottage. Each common open space shall have a minimum dimension of 15 feet on any side.

c. Orientation. Common open space shall be bordered by cottages on at least two sides. At least half of cottage units in the development shall abut a common open space and have the primary entrance facing the common open space.

d. Parking areas and vehicular areas shall not qualify as common open space.

e. Critical areas and their buffers, including steep slopes, shall not qualify as common open space.

4. Entries. All cottages shall feature a roofed porch at least 60 square feet in size with a minimum dimension of five feet on any side facing the street and/or common open space.

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5. Community building.

a. A cottage housing development shall contain no more than one community building.

b. A community building shall have no more than 2,400 square feet of net floor area, excluding attached garages.

c. A community building shall have no minimum off-street parking requirement.

E. Courtyard apartments.

1. Common open space.

a. At least one outdoor common open space is required.

b. Common open space shall be bordered by dwelling units on two or three sides.

c. Common open space shall be a minimum dimension of 15 feet on any side.

d. Parking areas and vehicular areas do not qualify as a common open space.

2. Entries. Ground-related courtyard apartments shall feature a covered pedestrian entry, such as a covered porch or recessed entry, with minimum weather protection of three feet by three feet, facing the street or common open space.

F. Pedestrian access. A paved pedestrian connection at least three feet wide is required between each middle housing building and the sidewalk (or the street if there is no sidewalk). Driveways may be used to meet this requirement.

G. Vehicle access, carports, garages, and driveways.

1. For lots abutting an improved alley that meets the city's standard for width, vehicular access shall be taken from the alley. Lots without access to an improved alley and taking vehicular access from a street shall meet the other standards of subsection (G)(2) through (5) below.

2. Garages, driveways, and off-street parking areas shall not be located between a building and a street, except when either of the following conditions are met:

a. The combined width of all garages, driveways, and off-street parking areas does not exceed a total of 60 percent of the length of the street frontage property line. This standard applies to buildings and not individual units; or

b. The garage, driveway, or off-street parking area is separated from the street property line by a dwelling; or

c. The garage, driveway, or off-street parking is located more than 100 feet from a street.

3. All detached garages and carports shall not protrude beyond the front building façade.

4. The total width of all driveway approaches shall not exceed 32 feet per frontage, as measured at the property line. Individual driveway approaches shall not exceed 20 feet in width.

5. Local jurisdiction requirements for driveway separation and access from collector streets and arterial streets shall apply.

H. Landscaping. Development regulations for landscaping and tree standards for middle housing shall be equally or less restrictive than those required for detached single-family residences.

I. Entries. Each building shall incorporate a primary building entry or one or more private unit entries, such as a covered porch or recessed entry. Each entry shall feature minimum weather protection of three feet by three feet.

J. Windows and doors. A minimum of 15 percent of the area of the street-facing façade elevation shall include windows or doors. Facades separated from the street by a dwelling or located more than 100 feet from a street are exempt from this standard.

Section 9 – Parking Standards

A. Off-street parking for middle housing shall be subject to the following:

1. No off-street parking shall be required within one-half mile walking distance of a major transit stop.
2. A maximum of one off-street parking space per unit shall be required on lots smaller than 6,000 square feet, before any zero lot line subdivisions or lot splits.
3. A maximum of two off-street parking spaces per unit shall be required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.