

## PLANNING AND ZONING COMMISSION MEMORANDUM

**FROM:** Planning & Zoning Department **DATE:** October 16, 2025  
**SUBJECT:** TR25-08 Public hearing and consideration regarding city-initiated text amendments to Chapter 118 (Zoning) for the purpose of revising certain single-family residential parking requirements related to garage enclosures  
**PRESENTER:** Cori Reaume, Director of Planning

### **SUMMARY:**

The purpose of this public hearing is to consider revisions to the code related to residential parking requirements in situations involving a garage conversion.

### **GENERAL DESCRIPTION:**

On October 2, 2025, a work session item was presented at the Planning & Zoning Commission meeting to discuss this topic. This item was staff-initiated in an effort to improve efficiencies and assist with bringing unpermitted garage conversions into compliance.

In many older neighborhoods throughout the city, homes were constructed with a 1-car garage or perhaps a detached 2-car garage. In some of these homes, the garage has been converted to living space, often without any permitting by the City.

### **Current Regulations:**

In single-family residential zoning districts, currently, the City requires (Sec. 118-833): 4 total spaces, with at least two covered and enclosed behind the front building line.

Generally speaking, the current zoning regulations requiring the aforementioned parking spaces would not apply to homes constructed prior to that date. The homes would be determined to be legally nonconforming with the current regulations. However, Section 118-152 (1), indicates that no building or structure may be altered in a way which increases the degree or extent of the nonconforming feature without approval of a building permit which has been authorized by the zoning board of adjustment.

In the past, staff has determined that a home with an enclosed garage must obtain a variance from the Zoning Board of Adjustment related to not meeting the parking requirements, or rather, increasing the nonconformity of the parking situation.



### **Current Process:**

In many cases, a new owner has acquired the property, including the enclosed garage, and learns of its unpermitted status through notice of violation from the Building Inspections Division, or upon review of another submitted renovation or permit on the property. Typically, the owners would like to pursue the necessary inspections to ensure the structure has been enclosed safely. Unfortunately, prior to submitting the retroactive permit and obtaining the necessary inspections, staff must direct the applicant to seek a variance (or permit for nonconformity extension) from the Zoning Board of Adjustment.

Processing applications through this board typically extends the timeline for obtaining a building permit and inspections by approximately 30 to 45 days due to the nature of public notices and meeting scheduling.

### **Draft Proposal:**

In an attempt to streamline the process, staff reviewed previous applications for variances, neighborhoods where the garage enclosures are more prevalent, and ordinances from similar cities. A draft proposal was presented in the October 2<sup>nd</sup> work session and outlined below for your review:

- This proposal would apply only to homes permitted for construction **on or before January 9, 1984.**
- A single-car garage may be permitted for enclosure on properties which provide a minimum paved surface sufficient for parking two vehicles.
  - This does not require any additional paving on a property which already has sufficient parking for at least two vehicles.
  - Paved surface standards must align with 118-831 (f) (9)
- A two-car garage (attached or detached) may be permitted for enclosure on properties which provide minimum paved surface sufficient for parking three vehicles.
  - Many of the homes in this age range involved detached garages with driveway length sufficient to accommodate three vehicles. If the property only currently has room for two spaces, they would be directed to add an additional space or to seek a variance through the original process outlined.

The proposal is outlined as an amendment to the Nonconforming uses, structures, and lots Division, specifically in Section 118-153.

**Public Comment:** No public comment has been received as of October 9, 2025.

**City Council:** The City Council will consider this request at the November 10, 2025 meeting following a recommendation by the Planning and Zoning Commission.

### **RECOMMENDATION:**

Approve TR 25-08