

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 efficiency in processing permits, and to 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.

In order to begin the process of obtaining permits and inspections for the garage conversions, some properties will be required to apply for a variance from the Board of Adjustment due to parking requirements.

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 the 1999 ordinance adoption date. The homes are 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 some instances, 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 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 2nd work session and discussion continued at the October 16th Commission meeting.

Following that discussion, a review of the adoption dates of the ordinances addressing parking standards, and evaluation of the properties for which an updated ordinance may be helpful, staff have revised a proposal to the following:

- This proposal would apply only to homes permitted for construction **on or before November 22, 1999**. (This is the date in which the parking standards table was updated to include “covered and enclosed” in reference to 2 of the 4 parking spaces required on most residential lots.
- With respect to homes permitted for construction prior to that date, a garage enclosure may be permitted on properties which provide a minimum paved surface sufficient for parking two vehicles.
 - In instances where such paving exists, no additional paving would be required.
 - There is no proposed differentiation between a one-car or two-car garage.
 - Paved surface standards must align with 118-831 (f) (9)

In evaluation of many of the homes in this situation with one-car garages, they often have already added a second paved parking space on the site, or would generally be easily able to do so. In homes with 2-car garages prior to that date, most have a driveway sufficient to accommodate two vehicles off-street. Many previously had a detached 2-car garage in the rear of the property, which often accommodates even more than two vehicles off-street due to the length of the paved driveway.



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 29, 2025.

City Council: The City Council was set to consider this item on November 10th, but staff have withdrawn the item from their consideration to allow the Commission adequate time to take action on a recommendation. It may be appropriate to consider front-yard paving requirements in concert with this item so staff will attempt to schedule the two for Council consideration at the same meeting.

RECOMMENDATION:

Approve TR 25-08