



CITY COUNCIL MEMORANDUM

FROM: Planning Department **DATE:** April 13, 2026
SUBJECT: TR26-01, Ordinance No. 3953, Public hearing and consideration regarding city-initiated text amendments to Section 118-718 for the purpose of revising accessory building and structure regulations.
PRESENTER: Cori Reaume, Planning Director

SUMMARY:

The intent of this ordinance is to provide modifications to the city's accessory structure regulations to reduce the number of properties required to seek a special use permit for construction of permanent accessory buildings.

GENERAL DESCRIPTION:

In an effort to streamline processes in permitting and development activities, staff have been reviewing cases which required some level of external approval, beyond a standard staff review. The efficiency study for Permitting & Development Review specifically identified the need to evaluate cases related to special use permits, which the City currently uses to consider deviations from the accessory building regulations.

A review of cases (excluding accessory dwelling requests, as no modifications are currently proposed to that section) since 2021 identified the following key components:

- Most applications involved a deviation from the maximum floor area
- Almost all applications involved deviations from more than one regulation
- Other common requests included deviations from wall height and roof pitch
- Applications to deviate from the aforementioned regulations were consistently approved

After several opportunities to discuss the historical cases and possible modifications with the Commission, staff have drafted the attached modifications to our code of ordinances. These modifications, had they been in effect, would have allowed for the majority of the SUPs submitted since 2021 to be approved by staff. Some of the applications would have still had to seek special approval for things such as deviating from the paved driveway requirement, exceeding the home size, building height, or roof pitch below the proposed 2:12.

An overview of changes are outlined below:

- **Removal of maximum wall height.** *Maximum building heights are not proposed for modification.*

- **Increased flexibility for lots under 40,000 sf.** *Under 20,000 sf previously limited to 500 sf. Between 20,000- 40,000 sf previously limited to 2.5% of lot area. Now permitted up to 3% of lot area, for all properties under 40,000 sf if calculated maximum is greater than 500 sf.*
- **Threshold for ability to apply for special use permit reduced from 40,000 to 20,000 sf.**
- **Maximum number of permanent accessory buildings increased from one to two.** *Some properties seeking an SUP would be under total floor area requirement, but required to seek approval for secondary building. Established maximums will apply to a cumulative floor area when multiple permanent structures exist.*
- **Roof pitch requirement reduced from 4:12 to 2:12.** *This will accommodate some accessory building providers' standard options/kits. All IRC codes related to roof pitch will still apply.*

While there will certainly still be cases where an owner may seek a special approval for a proposed accessory structure (especially with the reduced thresholds for making application), the assumption is that many more structures will be permitted at a staff level without any special approvals needed.

PUBLIC INPUT:

No public input was received in advance of or during the initial public hearing. Any correspondence received after the completion of this report will be presented to the City Council at the meeting.

PLANNING & ZONING COMMISSION:

This item was considered following a public hearing on March 13, 2026, and was recommended for approval by a vote of 4-0.

RECOMMENDATION:

Approve Ordinance No. 3953.