

**PLANNING & ZONING COMMISSION  
SPECIAL CITY COUNCIL  
JOINT WORK SESSION  
THURSDAY, AUGUST 3, 2017 @ 7:00 P.M.  
ARLINGTON COMMUNITY CENTER**

1. Convene Work Session.
2. Discussion Items:
  - a. Floodplain Mapping.
  - b. Proposed Additional Residential Zoning Classification.
  - c. Accessory Dwelling Units.
  - d. Rental License/Code.
3. Adjourn Work Session.

<p><b>A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING</b></p>
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**SPECIAL ARLINGTON CITY COUNCIL  
JOINT PLANNING & ZONING COMMITTEE  
WORK SESSION MEETING MINUTES  
AUGUST 3, 2017**

The Special Council Meeting was called to order at 7:15 p.m., Mayor Nagel presiding.

The Special Planning & Zoning Meeting was called to order at 7:15 p.m., Chairman Kreft presiding.

Council Members present: Cowell, Hatlestad, Heiland, Jaszewski, Mayor Nagel

Council Members absent: Battcher

P&Z Members present: Carlson, Deno, Grabitske, Halverson, Chairperson Kreft, Pichelmann

P&Z Members absent: Councilmember Battcher

Also present: Interim City Administrator Elvebak, PZ Adm. Smith-Strack, Tim Olson from Bolton & Menk

The agenda was approved as presented.

Discussion was held on floodplain mapping along High Island Creek within city limits. PZ Adm. Smith-Strack stated that a floodplain map does exist, but is dated and more precise data is available to help property owners with flood insurance issues. She commented that a resident wishes to develop a property on East Brooks Street, which is within the floodplain. Tim Olson, Engineer, talked about the benefits to re-mapping the floodplain within the city limits. It was noted that it would cost approximately \$10,000-\$15,000 to do the mapping/surveying and submittal of paperwork to FEMA to establish the base flood elevation. Various questions were asked and answered. It was the consensus of the Planning Committee to recommend that the Council consider moving forward with the re-mapping of the floodplain within the city limits.

Smith-Strack commented that there are currently two residential zoning classifications: R-1 (One and Two Family) and R-2 (Multiple Family). The Committee has determined that there are some limitations within these two classifications; therefore they were proposing a third classification that allows smaller lots with low to medium densities. The additional classification would also allow one family dwellings, shared lot line/building wall dwellings (townhomes, condos, etc.) and provide more flexibility with setback requirements. Sample Ordinance language was reviewed. Kreft commented that the classification changes made sense and fit what Arlington already has in place. Smith-Strack stated that a public hearing would be held. There was no objection from the Council.

Discussion was held on accessory dwelling units (ADU, otherwise known as mother-in-law apartments, carriage homes, etc.). Smith-Strack stated that the Planning Committee has spent significant time on this topic. The Committee has defined an ADU to be a completely separate (independent) living unit that has separate kitchen and bathroom facilities that may be rented out. The Committee determined that ADU's would be allowed if the principal dwelling unit was homesteaded (owner occupied). Single family detached and twinhomes could have an ADU. ADU's would be allowed under an Interim Use Permit, whereby neighbors would be given a chance to comment on the proposed ADU via a public hearing. The Committee envisioned a minimum ADU size as being 250 sq. ft. and maximum being 30% of the ground floor area of the principal dwelling unit or 400 sq. ft., whichever was greater. The ADU shouldn't alter the basic appearance; it should blend in. The Committee felt that if an ADU had a separate ingress/egress point from the principal dwelling, it should also have a separate address and separate utility connections/shut-off valves (for emergency purposes and/or rentals). Kreft commented that the Committee had to look at ADU's generically (consider rentals) and not just for 'family' members as that was too difficult to define. The Council felt it was worth pursuing.

Smith-Strack stated that the Planning Committee has been discussing the concept of establishing a rental licensing/code for the City. The Committee has reviewed several rental codes from other cities, which varied greatly. Smith-Strack stated that the rental code would not address building code issues, but rather habitability/safety issues, such as are there working smoke/radon detectors, heating/ventilation issues, etc. The Committee foresees some drawbacks and/or benefits of having a rental code to be:

Drawbacks:

- Another layer of regulation
- Added cost burden for landlords (license fee)
- Added regulation for owners of income producing properties

Benefits:

- Establishment of minimum standards for residential rental uses and safe occupancy
  - Habitability
  - Fire/CO2 safety
  - Heating/ventilation standards
  - Safe and sanitary maintenance
- Tool to enforce property maintenance and renter conduct
- Protect against deteriorating or substandard rental housing
- Give City a better understanding of housing stock.

Kreft commented that for the most part, the current rental status in Arlington is in good, safe and attractive condition; and by implementing a rental code would help keep it that way. The Council felt this was needed and directed the Planning Committee to move forward.

Motion by Halverson, seconded by Carlson, and passed by unanimous vote to adjourn the PZ portion of the special joint meeting.

Chairperson Kreft adjourned the PZ portion of the special joint meeting at 8:32 pm.

Motion by Jaszewski, seconded by Hatlestad, and passed by unanimous vote to adjourn the Council portion of the special joint meeting at 8:33 pm.

**COUNCIL:**

**PLANNING & ZONING:**

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Mayor, Richard Nagel

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PZ Adm., Cynthia Smith-Strack

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Interim City Administrator, Laura Elvebak

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Chairperson, Jim Kreft