

LIBERTY PLANNING AND ZONING COMMISSION

November 14, 2023

Study Session Summary

7:00 p.m.

I. Call to Order

The Liberty Planning and Zoning Commission met on Tuesday, November 14, 2023 for a Study Session. A quorum being present, Chairman Rosekrans called the meeting to order at 7:00 p.m.

II. Roll Call

Commission members in attendance were Judy Dilts, Patricia Evans, Walt Holt, Amy Howard, Ken Personett, Tom Reinier, Dee Rosekrans, Donald Summers, and Ann Waterman. Representing staff were Katherine Sharp, Director of Planning and Development; Michael Peterman, City Planner; and Kyle McGinnis, Planner. No members of the public were in attendance.

III. Approval of Minutes

Chairman Rosekrans asked if there were any questions or comments related to the minutes from the September 12, 2023 meeting.

Commissioner Holt moved to approve the regular session minutes from the September 12, 2023 meeting and Commissioner Summers seconded the motion. The minutes were approved 8-0-1, Commissioner Dilts abstained.

IV. Study Session Topics

A. Accessory Dwelling Units (ADUs): Mr. McGinnis presented the basics of ADUs to the Commission. He presented the current regulations enforced in the City of Liberty pertaining to accessory apartments, as well as those typically associated with ADUs for discussion. The Commission had the following suggestions:

- Instead of permitting ADUs in all single-family zoning districts, the size of the lot should be considered (one-half acre to start).
- While only permitting detached ADUs is a good start, it may be beneficial to allow them internal to primary dwellings or other accessory structures in the future.
- ADU setbacks should be 15 feet from rear and side property lines (greater than the setback required for other accessory structures).
- Limiting the size of ADUs as a percent of the yard area may not be necessary provided they are subject to greater setbacks (noted above) and are permitted based on the size of the property, not its zoning.
- Height should be limited to one and one-half stories or the height of the home, whichever is less.
- Exterior materials should be complementary to the home.
- Mobile homes, trailers, and containers should not be allowed to be made into ADUs.
- The ADU should face the front property line, same as the primary dwelling.
- One parking spot should be required for an ADU, in addition to any existing parking required for the primary dwelling. On-street parking could fulfill this requirement if such parking is available.
- Utility connections should be shared with the primary dwelling.
- Add a violation and associated fine for properties not meeting the owner-occupancy requirement.

- B. Window Signage – The safety concerns associated with completely covered windows was shared amongst the Commission. The Commission asked that staff consider limiting the total sign allowance, including all window signs, for an individual business to 20% - 25% of the tenant’s building façade area. Staff will discuss with legal counsel the questions brought up during the discussion regarding how to determine between advertisements and signage, as well as what constitutes an indoor sign versus an outdoor sign.
- C. Privacy Fence Design- The Commission directed staff to bring forward the fence regulations.

VI. Public Comments

There were no members of the public present to speak.

VII. Other Business

- A. Administrative Approvals
- B. Miscellaneous Matters

VIII. Future Meeting Schedule

- A. Regular Session – Tuesday, December 12, 2023 at 7:00 p.m.
- B. Regular Session – Tuesday, January 9, 2024 at 7:00 p.m.

IX. Adjournment

Commissioner Holt moved to adjourn, Commissioner Summers seconded. Chairman Rosekrans adjourned the meeting at 9:07 p.m.