



**MEMORANDUM**

**To:** Mayor and Town Council

**From:** David B. Levy, Director of Planning and Zoning  
Kelly O’Brien, Deputy Director of Planning and Zoning

**Date:** April 3, 2023

**Re:** April 10, 2023, Code Create conference session: *Article 4B - Development Standards – Multi-unit Attached Residential Uses*

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This memorandum provides a summary of the attachments provided for the Town Council’s discussion during the April 10, 2023 conference session agenda item on Code Create. Staff proposes that this session focus on a discussion of the latest draft of *Article 4B – Development Standards –Multi-Unit Attached Residential Uses*.

**Recommended Reorganization of Article 4 and Article 5**

The organization of this article reflects a recommended change to what the Town Council received in the previous draft. In that previous draft, which was discussed in March 2022, development standards for townhouses, duplexes, cottage courts and multi-unit residential were combined in Article 5 with types of development that are not residential, or not exclusively residential.

In preparing the updated draft, staff reviewed comments made by the Town Council and Planning Commission in March 2022 and did our own analysis of the standards that apply to each use. Staff now strongly recommends that the standards for residential-only development not be combined in the same article with commercial, industrial, mixed-use, public and institutional development because the standards are very different. As such, Attachment 2 of this report is staff’s recommendation for the content for multi-unit developments including duplexes, townhouses, apartments, condominiums, and cottage courts; and which staff now proposes to be the second part of Article 4.

Until this proposed change, Article 4, which Town Council reviewed in its conference session on March 8, 2023, has been focused only focused on single-unit detached standards. There will be differences between the standards for single-unit detached and these other residential-only developments, but staff believes that the structure holds together better and will be easier for customers to navigate when all the solely residential developments are grouped together in Article 4 (as 4A and 4B).

**Updated Draft of Article 4B (formerly part of Article 5)**

Features addressed in this article include accessory structures, outdoor lighting, parking, fences, walls, sight triangle, signs, and tree canopy coverage. (As a reminder, heights, setbacks and other dimensional standards are in Article 2.)

The first version of Article 5, which included what is not presented as Article 4B, was presented to Town Council at a conference session on March 31, 2022. The attached draft is the first version in this format and second round of review of this material.

The following attachments are provided for Council's review and discussion:

**Attachment 01 – Cover Memo for April 10 Conference Session**

This cover memorandum introduces the topic and provides background on the attachments.

**Attachment 02 – Article 4B – Development Standards – Multi-Unit Attached Residential Uses**

This article includes regulations for multi-unit attached developments including duplexes, townhouses, apartments, condominiums, and cottage courts.

**Attachment 03 – Article 4 - Development Standards – Single-Unit Detached Residential Uses**

This is the same draft that Town Council reviewed on March 8, 2023. It is provided for reference with the multi-unit development standards presented. If Town Council agrees with the new formatting this article would be changed to Article 4A.