TOWN OF EATON   Date prepared: February 1, 2021
STAFF MEMO – FEBRUARY 4, 2021 PC STUDY SESSION

Project Name: Eaton Code Update
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Reviewed by: Jeff Schreier, Town Administrator
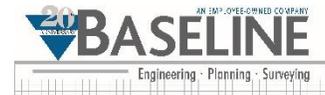
The Code Update project began with a kickoff meeting in December 2019. The Town Board and Planning Commission held a joint study session on April 2, 2020. For that study session, staff provided a draft of the land use table, development review and administrative procedures, and a submittal requirements table. Based on those discussions and input from Town staff, Baseline has prepared a draft that focuses primarily on the following Articles within Section II (Zoning Ordinance):

Article II – Zoning Districts and Land Use Regulations
- Land Use Table – This table will replace the listing of allowed and special uses that currently appears within each zoning district.
- Supplemental Use Standards – Any special standards that apply to certain land uses.
- Accessory Uses and Structures – Specifying allowed accessory uses to both residential and non-residential land uses. This section includes the newly proposed Accessory Dwelling Units and Short-Term Rental uses on residential property.
- Temporary Uses and Structures – Specifying allowed temporary uses.

Article III – Development Standards
- Dimensional Standards Table – This table presents the typical dimensional standards (minimum lot area, maximum building height, minimum setback, etc.) for each zoning district.
- Building Design Standards – This section adds architectural standards to ensure high-quality buildings in the Town.

Article IV – Administration and Procedures
- General Requirements – This section covers pre-application conferences, general application procedures and requirements, neighborhood meetings, and approval procedures.
- Appeals – This section covers general appeal procedures, including appeals from administrative decisions
- General Notice and Public Hearing Requirements – This section consolidates the public notice regulations in one location in the code. Any application type or process that requires public notice will reference this section rather than repeating the language.
- Submittal Requirements Table – This table will provide the list of submittal requirements for the primary land development application types.
- Development Applications and Permits – This will consolidate the procedure for all types of land development applications. This includes Planned Unit Development procedures, which under the current code is contained in Section III.

This staff report is accompanied by the current draft of the code, including a redlined version and clean version. The same draft is also being posted on the Town's website. Staff proposes the following review and adoption schedule:

February 4   Planning Commission Schedule
February 4-24   Planning Commission and Public Comment Period
February 18   Community Open House
March 4   Planning Commission Hearing and Recommendation
March 18   Board of Trustees Hearing and Adoption

RECOMMENDATION
Staff recommends that the Planning Commission evaluate the draft documents and provide staff any comments or direction regarding the Eaton Code Update.