



**MEMORANDUM**

TO: Mayor and City Council Members

VIA: Jesus Merejo, ICMA-CM, City Manager *JM*

THROUGH: Teresa Lamar-Sarno, AICP, ICMA-CM Chief Assistant City Manager *JP for*  
Mary Savage-Dunham, AICP, CFM, Director of Planning & Zoning *TLS*

FROM: Bethany Grubbs, AICP, Senior Planner/Public Art Program

SUBJECT: Zoning Text Amendments (P25-030)

DATE: April 2, 2025

The purpose of this memorandum is to provide background on the zoning text amendment application referenced above, scheduled for first reading April 28, 2025. The amendment is really a housekeeping and continual improvement type of amendment intended to define and establish regulations for virtual auto sales dealers, revise the rear setback requirements in the Institutional (I) and Neighborhood Convenience Commercial (CN) zoning districts, and correct a scrivener's error related to PUD conceptual plan submittals.

The proposed text amendments to Chapters 153 and 158 of the Zoning Code reflect the city's proactive approach to addressing business trends. The establishment of regulations for virtual auto sales recognizes the growing shift towards online commerce and ensures that these businesses operate within a structured design. By defining and regulating virtual auto sales, the city can manage potential impacts such as land use compatibility, parking, and traffic flow from test drives and vehicle deliveries while providing additional flexibility to property owners. Virtual auto sales will be permitted within the Warehouse Industrial (WI) zoning district.

The revision of rear setback requirements in the Institutional (I) and Neighborhood Convenience Commercial (CN) zoning districts will allow for more flexible site development while maintaining compatibility with adjacent uses. It is important to note, the maximum lot coverage allowances will remain unchanged within each respective zoning district.

Lastly, a scrivener's error in the PUD conceptual plan submittal requirements will be corrected to replace "NCD District" with "PUD," ensuring accuracy and preventing misinterpretation. This update is strictly administrative.

We look forward to discussing these updates further at the upcoming meeting. In the meantime please let us know if you have any questions.