

# CITY OF KINGSTON



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## MINUTES IN RED

March 14, 2025

### Zoning Working Group

Sue Cahill (City of Kingston Planning Representative)  
Bartek Starodaj (City of Kingston Housing Initiatives Representative)  
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## Agenda

### 1) Major Waiver Checklist for the Planning Board (attached separately)

The group discussed the checklist for major waivers requests, intended to clarify expectations for applicants and standardize the Planning Board's approval process.

The team discussed whether the checklist should be for the Planning Board's use or adapted for applicants, possibly a separate, simplified version. N. Maki suggested that an applicant-facing version should include links to the applicable code sections and that it should be published a type of web page, not a static PDF. S. Cahill said that this could be done if the checklist is published via Planning's new online software (MuniCollab).

T.Garment suggested edits to (1) reference the overall intent of the form-based zoning code and (2) reference consistency with street design standards, as applicable.

### 2) Follow-up Discussion

#### 1. Amendment #8 – Accessory Dwelling Units

The team continued the discussion on the possibility of building ADU structures in front of existing primary buildings. B. Starodaj noted that there are no current restrictions on building multiple primary buildings on a single lot, as long as they adhere to lot coverage and other requirements.

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The group discussed potential concerns about fire safety and accessibility if ADUs were put in front of existing structures, as well as the potential impact on the streetscape, and balancing these concerns with the benefit of adding new housing.

Per Stratton-Rayner's suggestion, B.Starodaj will do additional research on possible code language that could encourage new ADU placement to the side of existing primary structures.

### **3) Street design standards - update**

1. Street retrofit
  - i. Definition
  - ii. From Rebecca: I was interested to hear Tanya say "reconfiguring with paint" And Bartek say "redefine "retrofit" — I would be interested to include those ideas in our discussion of streetscapes upcoming, and understand how street decisions make their way through the municipality and where, who or when there may be impact from the code or other sources of leverage to move streets toward the code. Given that this is a complicated nexus of problems, needs and intentions in a city like Kingston."

B.Starodaj will invite the City's Engineer to a future meeting to review the definition of "retrofit" in the street design standards.