

**PLANNING AND ZONING COMMISSION
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
April 23, 2024 at 6:00 PM**

1. CALL TO ORDER

2. EXECUTIVE SESSION

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.071. **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the Planning and Zoning Commission to seek advice from the City Attorney as to the posted subject matter of this Planning and Zoning Commission meeting.**

3. PUBLIC COMMENTS

This is the public's opportunity to address the Planning & Zoning Commission about non-agenda items. In compliance with the Texas Open Meetings Act, Commission members and city staff are prevented from discussing non-agenda items and may only respond with statements of factual information or existing city policy.

REGULAR AGENDA

4. Approve minutes from the January 23, 2024, Planning and Zoning Commission meeting
5. Consider a Replat for the property described as Lots 1 and 6, Block 16, Richland Hills South – Section 3, otherwise known as 6500 Lavon Dr and 2800 Mary Boaz St, Richland Hills, Texas 76118.
6. Consider Ordinance 1498-24 a Specific Use Permit (2024-0217) to permit a Guesthouse for the property described as Lot 7, Block 10, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7148 Dover Lane, Richland Hills, Texas 76118. **PUBLIC HEARING**

7. ADJOURNMENT

A quorum of the City Council or other Boards may be present at this meeting

CERTIFICATE

I hereby certify that the above agenda was posted on this the 18th day of April 2024 by 5:30 p.m. on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, pursuant to the Texas Government Code, Chapter 551.

Lindsay Rawlinson

Lindsay Rawlinson
City Secretary



ACCESSIBILITY STATEMENT

The Facility is wheelchair accessible. If you plan to attend this public meeting and have a disability that requires special arrangements, please notify the City Secretary 48 hours in advance at (817) 616-3810 and reasonable accommodations will be made to assist you.

Memorandum

To: Richland Hills Planning and Zoning Commission

From: Lindsay Rawlinson, City Secretary

Date: April 23, 2024

Subject: Minutes from the January 23, 2024 Regular Planning and Zoning Commission Meeting

Agenda Item:

Approve minutes from the January 23, 2024 Planning and Zoning Commission meeting.

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

January 23, 2024 Draft Minutes

Suggested Motion:

Motion to approve the minutes from the January 23, 2024 Planning and Zoning Commission meeting.

**RICHLAND HILLS PLANNING & ZONING COMMISSION
REGULAR MEETING
JANUARY 23, 2024
MINUTES**

Members Present

Kenneth Keating, Place 1
Keith Albee, Alternate 1
Curtis Bergthold, Alternate 2

Members Absent

Michael Wilson, Chair
Jackson Durham, Place 3
Mary Witt, Place 4
Kelle Jones, Place 5

Alternate Members Absent

Staff Present

Candice Edmondson, City Manager
Lindsay Rawlinson, City Secretary

1. CALL TO ORDER

Commissioner Keating called to order at 6:02 p.m.

2. EXECUTIVE SESSION

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.071. Refer to posted list attached hereto and incorporated herein. Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the Planning and Zoning Commission to seek advice from the City Attorney as to the posted subject matter of this Planning and Zoning Commission meeting.

None.

3. PUBLIC COMMENTS

None.

REGULAR AGENDA

4. Approved minutes from the September 26, 2023 Planning and Zoning Commission meeting.

Motion: Motion was made by Commissioner Bergthold and seconded by Commissioner Albee to approve the minutes from the September 26, 2023 Planning and Zoning Commission meeting.

Motion carried by a vote of 3-0.

5. Approved Ordinance 1492-24 amending Chapter 90 of the City Code, as amended, the Comprehensive Zoning Ordinance of the City; Amending Section 5.02 to amend the method in which members of the Planning and Zoning Commission are appointed. PUBLIC HEARING

City Secretary Lindsay Rawlinson presented the item to the Commission and advised that Chapter 90 is the Comprehensive Zoning Ordinance of the City's Code of Ordinances. Article 5 governs the City's Development Review Boards and Subsection 5.02 specifically governs the Planning and Zoning Commission. Presently, Subsection 5.02(A)(1)(c) states:

"(c) Each councilmember shall be entitled to appoint one regular member to the numbered place corresponding to the numbered place held by the appointing councilmember."

The City Council previously consisted of the mayor and five council members. A Charter amendment election was held May 6, 2023, which added a sixth council member. In order to allow each council member an equal say in the composition of the Planning and Zoning Commission, the proposed ordinance will change the language in Subsection 5.02(A)(1)(c) to allow the entire council to appoint any member of the Commission. The new language will be as follows:

"(c) Each member of the planning and zoning commission shall be appointed by the city council, and the city council may appoint alternate members of the planning and zoning commission, who shall serve in the absence of one or more of the regular members when requested to do so."

Commissioner Keating opened the public hearing at 6:08 p.m. and asked to hear from any proponents followed by opponents of the case.

Commissioner Keating closed the public hearing at 6:08 p.m.

Motion: Motion was made by Commissioner Keating and seconded by Commissioner Bergthold to approve Ordinance 1492-24 amending Chapter 90, Section 5.02 of the City Code to amend the method in which members of the Planning and Zoning Commission are appointed.

Motion carried by a vote of 3-0.

6. ADJOURNMENT

Commissioner Keating declared the meeting adjourned at 6:09 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Michael Wilson, Chairman

Memorandum

To: Richland Hills Planning and Zoning Commission

From: JP Ducay, Director of Planning and Development Services

Date: April 23, 2024

Subject: Richland Hills South - Section 3, Replat

Agenda Item:

Consider a Replat for the property described as Lots 1 and 6, Block 16, Richland Hills South – Section 3, otherwise known as 6500 Lavon Dr and 2800 Mary Boaz St, Richland Hills, Texas 76118.

Background Information:

On March 18, 2024, an application for a replat (case 2024-0004) including 0.53 acres was submitted by David Lewis with Spry Surveyors (applicant) on behalf of Larwence Ludwig (owner). The purpose of this plat is to unify Lots 1 and 6 to create Lot 1R in an effort to bring the site into compliance and construct a garage. The application is administratively complete and meets the requirements of Article II Plats.

Financial Considerations:

There are not any financial considerations for the replat.

Board/Citizen Input:

Planning and Zoning Commission consideration: April 23, 2024

City Council consideration: May 13, 2024

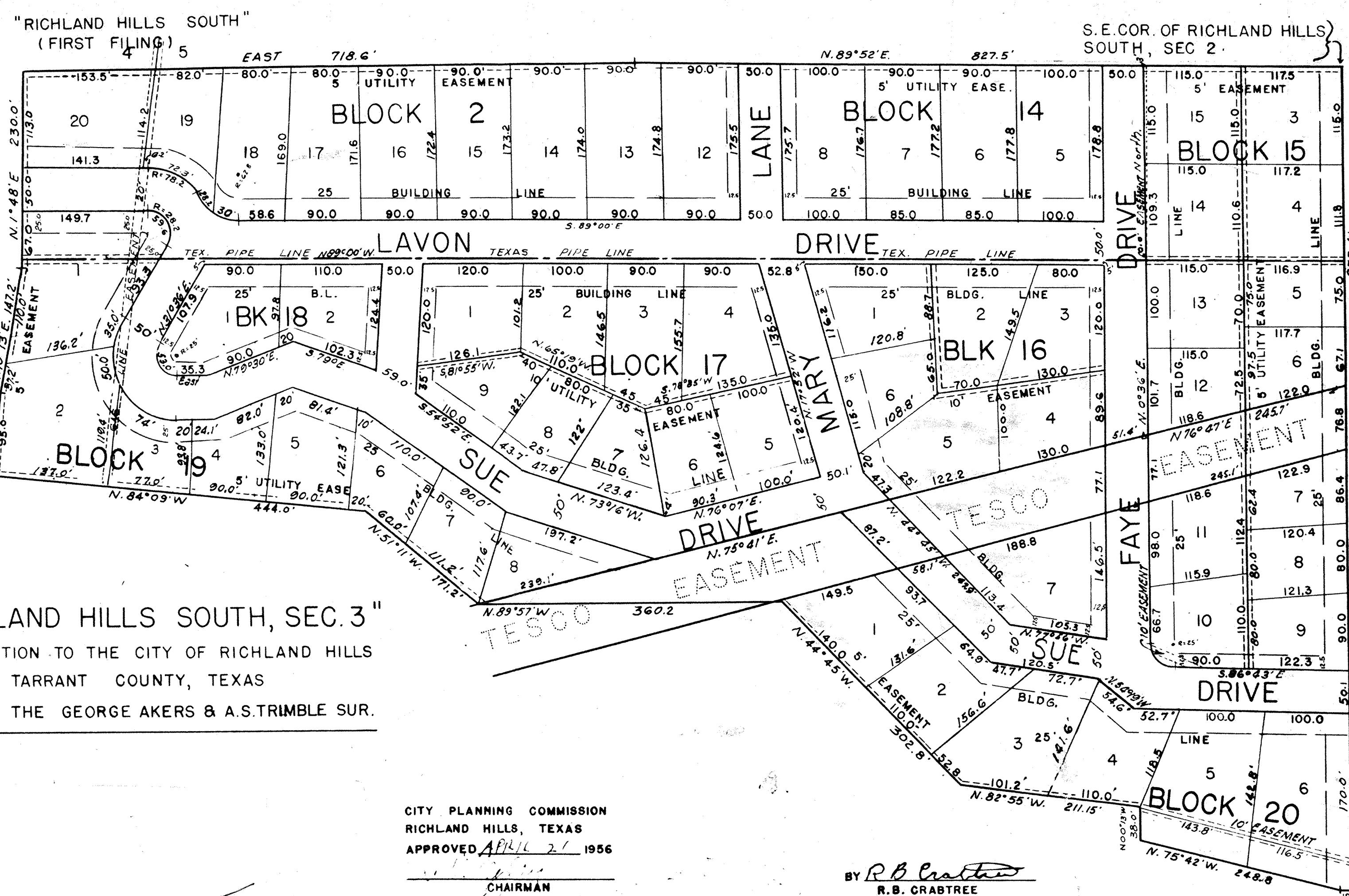
Attachments:

Proposed Replat
Original Plat

Suggested Motion:

Motion to approve the Replat for the property described as Lots 1 and 6, Block 16, Richland Hills South – Section 3, otherwise known as 6500 Lavon Dr and 2800 Mary Boaz St, Richland Hills, Texas 76118.

PLAT RECORD VOLUME 388-7



SCALE: 1" = 100'

"RICHLAND HILLS SOUTH, SEC. 3"
 AN ADDITION TO THE CITY OF RICHLAND HILLS
 TARRANT COUNTY, TEXAS
 OUT OF THE GEORGE AKERS & A.S. TRIMBLE SUR.

CITY PLANNING COMMISSION
 RICHLAND HILLS, TEXAS
 APPROVED APRIL 21 1956

 CHAIRMAN

 SECRETARY

BY R.B. Crabtree
 R.B. CRABTREE
 REG. PUBLIC SURVEYOR
 REG. NO. 145

CHECKED
 COUNTY ENGR. DEPT.
[Signature]
 6-6-56

M.H. Parker
 March 1956

Memorandum

To: Richland Hills Planning and Zoning Commission

From: JP Ducay, Director of Planning and Development Services

Date: April 23, 2024

Subject: 7148 Dover Lane – Guesthouse SUP

Agenda Item:

Consider Ordinance 1498-24 a Specific Use Permit (2024-0217) to permit a Guesthouse for the property described as Lot 7, Block 10, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7148 Dover Lane, Richland Hills, Texas 76118. **Public Hearing**

Background Information:

On March 25, 2024, an application was submitted by Jonathan Mercer (owner) requesting a SUP, Specific Use Permit, allowing for the use of “Guest House” in the SF-E, Single-Family Residential Estate Zoning District for 7148 Dover Lane. The subject property is approximately 2.6 acres and contains a 3,888 square-foot primary residence.

The applicant is proposing to construct a guest house with the intent to move his parents onto his property to provide care for them. Definitive building plans for the proposed guest house have not been prepared as of today due to cost and the applicants uncertainty of approval. However, the applicant has established that the proposed guest house will be approximately 4,000 square-feet in total. This will comprise of 2,000 square-feet of living space and 2,000 square-feet of garage space. The living space will contain three bedrooms, two bathrooms, a full kitchen and laundry room. According to the applicant, they will need at least two bedrooms to accommodate family members and a caregiver. Two bathrooms have been proposed to allow for a personal bathroom for family members and spare to accommodate guests. The full kitchen facility is proposed to allow for the preparation of food for family members within the confines of the guest house. According to the applicant, the garage will be utilized to house an RV and classic cars.

Staff has reviewed this application in correspondence to the City’s guest house Ordinance, 3.02.01 Section A, Subsection 19 (attached). The applicant was made aware that the proposed guest house was not in conformance with all standards. In lieu of bringing the guest house into conformance, the applicant is requesting three special terms and conditions in association with the SUP request.

Request:

Allow for the subject guest house to comply with all requirements listed in Section 3.02.01 (A)(19) of the City’s Comprehensive Zoning Ordinance with the exception of:

1. **(19.c.1)** Guest house shall not exceed 40 percent of the livable floor area of the main structure.
 - The subject guest house exceeds the livable floor area of the main structure by approximately 152 percent. (Primary residence has a livable floor area of 2,638sf per TAD)
2. **(19.c.2)** Guest house shall not contain more than one bathroom facility.
 - The subject guest house is proposing two bathroom facilities.
3. **(19.c.3)** Guest house shall not contain a kitchen, including a range, stove or cooktop.
 - The subject guest house is proposing a full kitchen including a stove and cooktop.

Planning Analysis:

The City's 2014 Comprehensive Plan designates the subject area as Low Density Residential. This category refers to smaller single-family homes and some duplex units. This density is similar to the current development in the majority of Richland Hills. Approximately two to six dwelling units per acre are appropriate for this category.

The subject property is approximately 2.6 acres and contains a 3,888 square-foot primary residence. The applicant is requesting a SUP for the use of guest house with three special terms and conditions. If approved, the subject property will contain a primary residence with a 4,000 square-foot guest house and garage. If denied, the applicant will likely pursue subdividing his property to construct a primary single-family home on its own lot. If a flag lot is proposed, an exception would need to be granted by Council. Exceptions may only be granted if Council determines all the criteria listed in the ordinance Section 74-217 are met. Subdividing the property into two separate lots in conformance with the zoning ordinance may also be possible to do under a different configuration than what the metes and bounds tracks are now.

Financial Considerations:

There are not any financial considerations for the SUP.

Board/Citizen Input:

Planning and Zoning Commission consideration: April 23, 2024

City Council consideration: May 13, 2024

Attachments:

Application
Property Photos
Concepts
Draft Ordinance
3.02.01- (19) Guesthouse Standards

Suggested Motion:

Motion to deny Ordinance 1498-24 a Specific Use Permit (2024-0217) to permit a Guesthouse for the property described as Lot 7, Block 10, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7148 Dover Lane, Richland Hills, Texas 76118.

Property Photos 7148 Dover Lane



The intent of this building is to move my parents onto our property to provide care for them. The rough rendering I provided is just a conceptual idea. We have not hired a design architect yet due to the cost and not knowing if the city will allow this to be built. Here is a list of items that might help clarify the project.

- Size of living space to be less than 2000 sqft. In the proposed house.
- Garage will house an RV and classic cars. Unsure of total feet at this time. 2000 ish Sqft. Is the current idea
- Current house is 3888 sqft
- Property size is 3 acres.
- Current house sits on 1 acre
- This house will sit on roughly 2 acres
- Kitchen needed to provide food for family members
- We need at least two bedrooms one for resident and one for caregiver. We prefer this property to have a 3rd bedroom.
- Bathroom for resident and one spare. But would like to have a 3rd.
- Property will go through re-plat to be one property.
- We still maintain the property would meet all requirements of the SFE zoning requirements based on land and access.



Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

Zoning Application

Application Type

- Specific Use Permit (Fee: \$300.00)
- Zoning Text Amendment (Fee: \$300.00)
- Planned Development (Fee: \$300.00)
- Zoning Map Amendment (Fee: \$300.00)

Applicant Information

Applicant's Name: Jonathon Mercer

Business Name: W/A

Phone: 817-343-5995 Email Address: ja.mercer94@gmail.com

Property Information

Property Address: 7148 Dover Ln

Square Feet: 3888 Deed Date: 2001

Building Owner: _____

Company: N/A

Phone: _____

Owner Address: Same

Owner Phone Number: Same

Owner Email Address: Same

Previous Occupant: _____ Current Zoning: _____

Zoning Request

Please provide a detailed description of your request: We are requesting to build a barndominium on our 3ac lot. This building will be 3 bedroom, 3 bath w/ kitchen and living room. It will include Garage/shop to house RV and vehicles. The intent is to provide living space for aging parents

Signature

see Attached

I certify that my answers are true and complete to the best of my knowledge, and I understand that false or misleading information in my application may result in zoning violations.

Signature: [Signature] Date: 3/25/24

Special Use Permit

3/25/2024

7148 Dover Ln

Richland Hills Tx 76118

Dear Recipient:

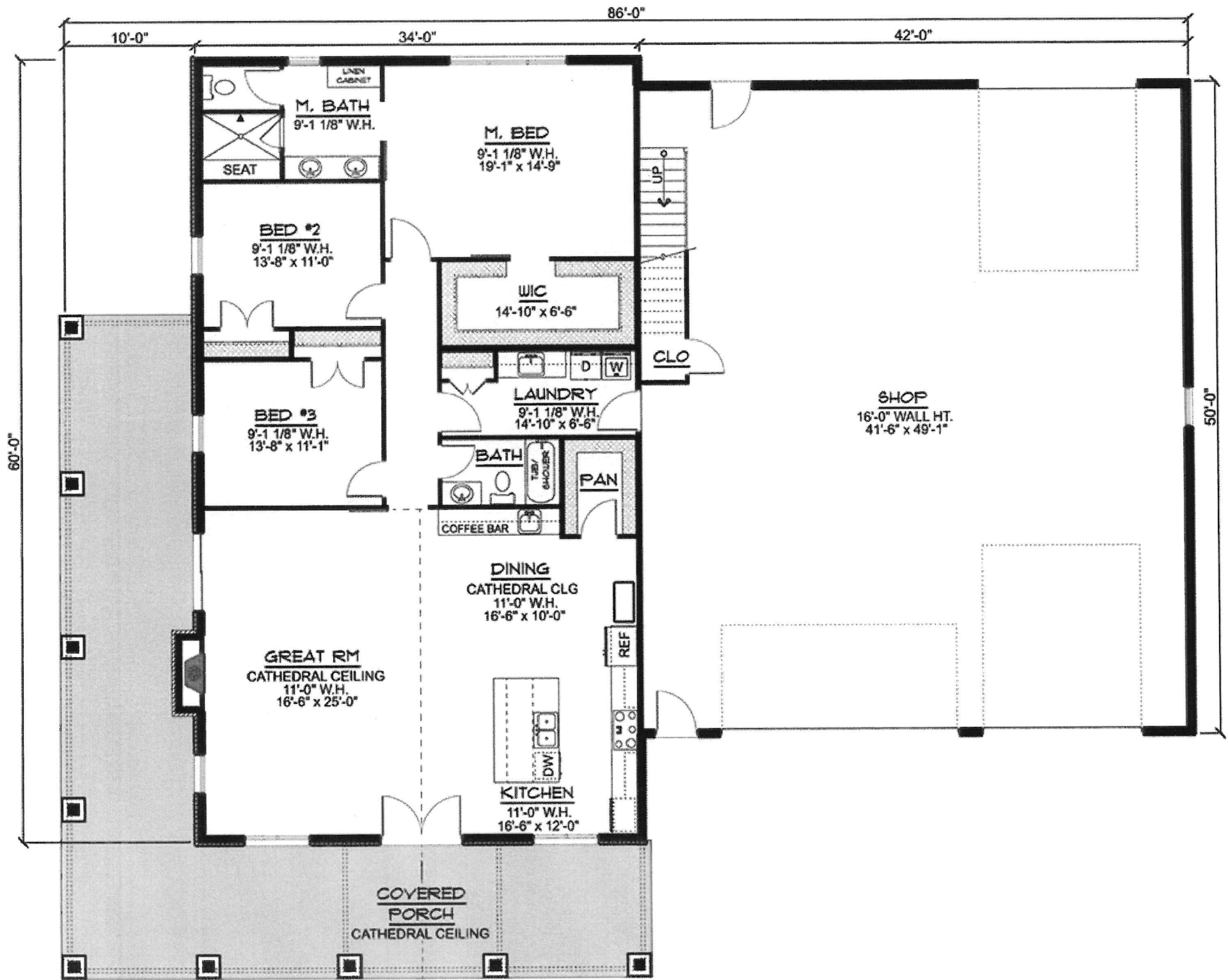
I am seeking a SUP to build a barndominium on my property. The intent of this building is to bring my aging parents to our property and provide much needed care by family members. This building will have roughly 3 bed/3 baths with garage/shop to house RV and other vehicles. It is our family's belief that no one goes to a nursing home. This building will prevent this from occurring.

Sincerely,

Jonathan & Amy Mercer

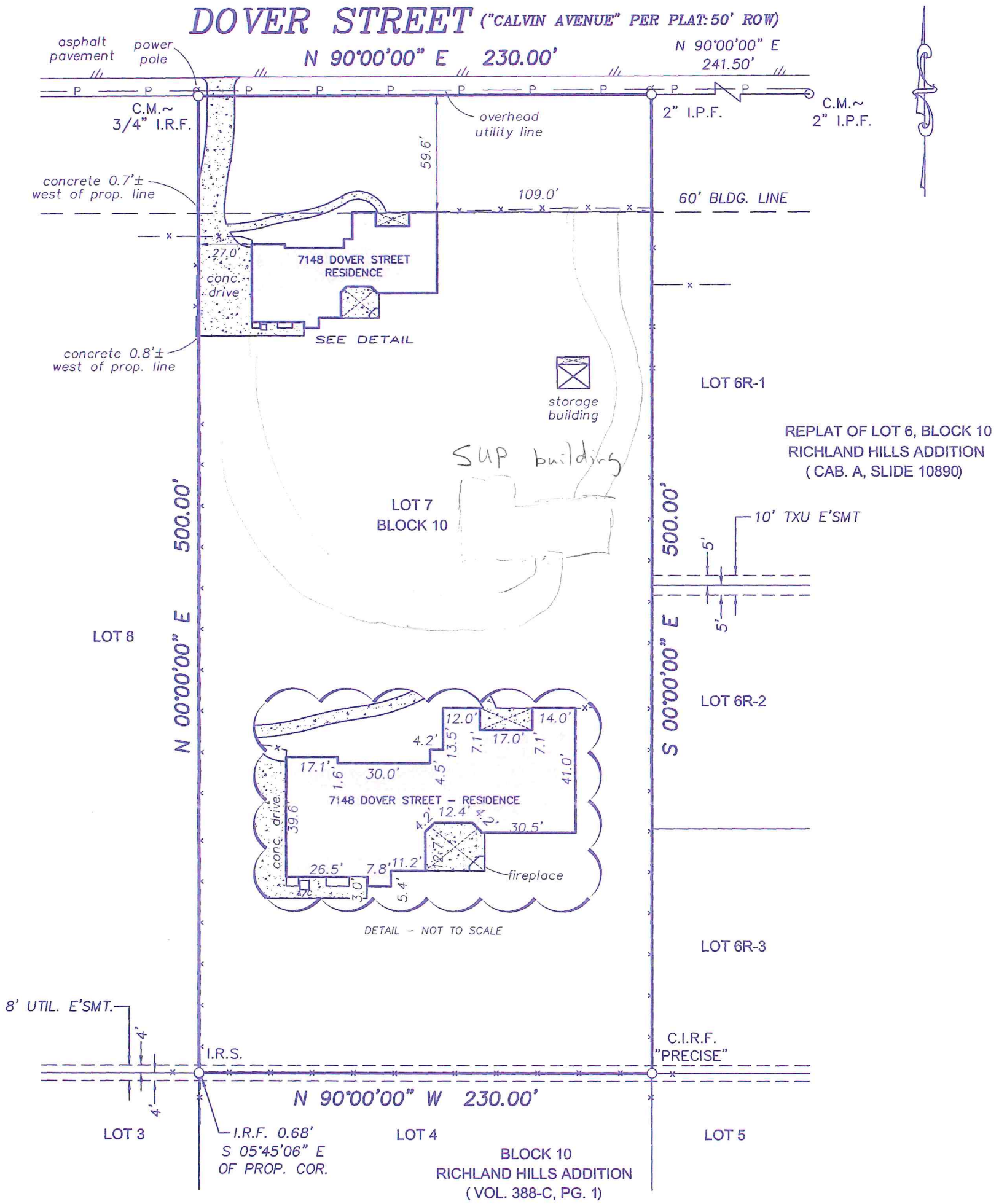
817-343-5995





SURVEY PLAT
7148 DOVER STREET

DESCRIPTION: Lot 7, Block 10 of Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas, according to the Plat thereof recorded in VOLUME 388-D, Page 149, Plat Records, Tarrant County, Texas.



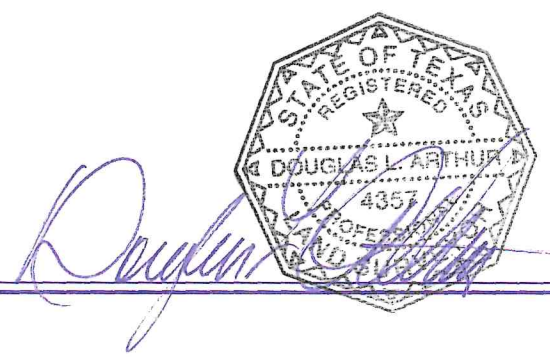
CERTIFICATION: The undersigned does hereby certify to FIDELITY NATIONAL TITLE-G.F. No. FT2MJ56-95609001952, that this survey was this day made on the ground of the property legally described hereon and is correct and to the best of my knowledge, there are no visible discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments, overlapping of improvements, easements or rights of way that I have been advised of except as shown hereon. The bearings shown hereon are based on the above referenced recorded Map or Plat.

FLOOD NOTE: It is my opinion that the property described hereon IS NOT within the 100-Year Flood Zone Area according to the Federal Emergency Management Agency Flood Insurance Rate Map Community-Panel No. 480608 0303 H, present effective date of map AUG. 2, 1995, herein property situated within Zone X (UNSHADED).

C.M. = CONTROLLING MONUMENT; I.R.F. = IRON ROD FOUND; I.P.F. = IRON PIPE FOUND; F.C.P. = FENCE CORNER POST; I.R.S. = IRON ROD SET-1/2" WITH YELLOW CAP STAMPED "ARTHUR SURVEYING COMPANY". ALL IRON RODS FOUND ARE 1/2" UNLESS OTHERWISE NOTED.

DATE: OCTOBER 22, 2009 SCALE: 1" = 60' ASC NO: 291095 DRAWN BY: SWM CHECKED BY: [Signature]

Arthur Surveying Co., Inc.
 Professional Land Surveyors
 220 Elm Street - Lewisville, Texas 75057
 Office: (972) 221-9439 Fax: (972) 221-4675
 Established 1986



C:\6851\2009\Titles\291095\dwg\291095.dwg 10/27/2009 8:13:13 AM CDT

ORDINANCE NO. 1498-24

AN ORDINANCE AMENDING CHAPTER 90 OF THE RICHLAND HILLS CODE, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS, BY GRANTING A SPECIFIC USE PERMIT PERMITTING A GUEST HOUSE ON CERTAIN PROPERTY LOCATED AT 7148 DOVER LANE, RICHLAND HILLS, TEXAS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, pursuant to Chapter 211 of the Local Government Code, the City has adopted a comprehensive zoning ordinance, codified as Chapter 90 of the Richland Hills Code, and a comprehensive zoning map, regulating the location and use of buildings, other structures, and land for business, industrial, residential, or other purposes, and providing for a method to amend said ordinance and map for the purpose of promoting the public health, safety, morals, and general welfare, all in accordance with a comprehensive plan; and

WHEREAS, in accordance with the Comprehensive Zoning Ordinance, the owner of the property referenced below has filed an application for a specific use permit for a Guest House in the SF-E Single-Family Estate (SF-E) Zoning District; and

WHEREAS, a public hearing was duly held by the Planning and Zoning Commission of the City on April 23, 2024, and by the City Council of the City on May 13, 2024, with respect to the use changes described herein; and

WHEREAS, all requirements of law dealing with notice to other property owners, publication, and all procedural requirements have been complied with in accordance with the comprehensive zoning ordinance and Chapter 211 of the Local Government Code; and

WHEREAS, the City Council of the City does hereby deem it advisable and in the public interest to grant such permit on the terms and conditions described herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

**SECTION 1.
SPECIAL USE PERMIT GRANTED**

Chapter 90, "Zoning," of the Richland Hills Code, as amended, is hereby amended so that a specific use permit is granted as shown and described below:

Applicant: Jonathan Mercer

Property Owner: Jonathan and Amy Mercer

Property Address: 7148 Dover Lane, Richland Hills, Texas 76118

Legal Description: Lot 7, Block 10, Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas, according to the Plat thereof recorded in Volume 388-D, Page 149, Plat Records, Tarrant County, Texas.

Zoning Change: The property shall remain located in the SF-E Single-Family Estate (SF-E) Zoning District, and a Specific Use Permit for a Guest House is hereby granted subject to the terms and conditions provided herein.

**SECTION 2.
ACCORDANCE WITH COMPREHENSIVE PLAN AND PURPOSES OF ZONING**

The zoning districts, boundaries, and uses as herein established have been made in accordance with the comprehensive plan for the purpose of promoting the health, safety, morals, and general welfare of the community. They have been designed to lessen congestion in the streets; to secure safety from fire, panic, flood, and other dangers; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; and to facilitate the adequate provisions of transportation, water, sewerage, parks, and other public requirements. They have been made after a full and complete hearing with reasonable consideration among other things of the character of the district and its peculiar suitability for the particular uses and with a view of conserving the value of the buildings and encouraging the most appropriate use of land throughout the community.

**SECTION 3.
ZONING ORDINANCE AND SPECIAL TERMS AND CONDITIONS APPLICABLE**

The use of the property described herein shall be subject to all the applicable regulations contained in the Comprehensive Zoning Ordinance and all other applicable

and pertinent ordinances of the City for the zoning district into which they have been assigned with the exception of:

1. Article 3, Section 3.02.01 Conditional Development Standards (A.19.c.1)

Requirement: Not exceed 40 percent of the livable floor area of the main structure.

Special Condition: The subject guest house is permitted to exceed the livable floor area of the main structure by a maximum of 152 percent.

2. Article 3, Section 3.02.01 Conditional Development Standards (A.19.c.2)

Requirement: Not contain more than one bathroom facility.

Special Condition: The subject guest house is permitted to contain a maximum of two bathroom facilities.

3. Article 3, Section 3.02.01 Conditional Development Standards (A.19.c.3)

Requirement: Not contain a kitchen, including a range, stove or cooktop.

Special Condition: The subject guest house is permitted to contain a full kitchen including a stove and cooktop.

**SECTION 4.
ORDINANCE CUMULATIVE**

This Ordinance shall be cumulative of all other ordinances of the City of Richland Hills affecting zoning and land use, as amended, and shall not repeal any of the provisions of such ordinances except in those instances where provisions of such ordinances are in direct conflict with the provisions of this Ordinance.

**SECTION 5.
RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS**

All rights or remedies of the City are expressly saved as to any and all violations of Chapter 90 of the Richland Hills Code, as amended, or any other ordinance affecting zoning and land use that have accrued at the time of the effective date of this Ordinance and as to such accrued violations and all pending litigation, both civil and criminal, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the Courts.

**SECTION 6.
SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 7.
PENALTY CLAUSE**

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine as provided in Section 1-14 of the Richland Hills Code. Each day that a violation is permitted to exist shall constitute a separate offense. In addition, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance may be subjected to such civil penalties as authorized by law.

**SECTION 8.
PUBLICATION CLAUSE**

The City Secretary of the City of Richland Hills is hereby directed to publish in the official newspaper of the City the caption and penalty clause of this Ordinance as required by law.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on May 13, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR EDWARD LOPEZ

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

Guest house.

In addition to any requirements or regulations outlined within the specific use permit, guest houses shall be subject to the following development standards:

- (a) Only one guest house shall be allowed on a single parcel of record.
- (b) The guest house, along with the main dwelling, may not exceed the allowable site coverage for the zoning district.
- (c) The guest house shall:
 - 1. Not exceed 40 percent of the livable floor area of the main structure.
 - 2. Not contain more than one bathroom facility.
 - 3. Not contain a kitchen, including a range, stove or cooktop.
 - 4. Be designed to ensure visual harmony, consistency, and compatibility with the main dwelling on the site and with other residential structures in the area, and meet all applicable masonry requirements.
 - 5. Meet the setback requirements for accessory structures as stated in section 4.02.01 Residential Accessory Structures.
 - 6. Not be separately rented or leased from the main dwelling, whether compensation is direct or indirect.
 - 7. Not be sold separately from sale of the entire property, including the main structure, and the property shall not be replatted in a manner that would allow the accessory structure to become a main structure.
 - 8. Register and receive annual inspections as outlined:
 - A. Each guest house shall be registered annually. If there is any change in occupancy of the structure longer than three weeks, registration shall be updated at that time.
 - B. Inspections shall be required annually. It shall be the responsibility of the property owner to request and schedule an inspection at the time of annual registration.
 - C. The fees for registration and required annual inspection for each guest house are as shown in the city's fee schedule.