

Planning Commission Agenda Memo

From: Ryan Miller, City Planner

Meeting: August 4, 2026

Subject: Conditional Use Permit – Office – 1103 3rd Street

Presenter: Ryan Miller, City Planner

Summary and Recommended Action:

Ninety-Five Group LLC has applied for a Conditional Use Permit to operate an office in the Residential R-2 district. The request is on behalf of Uckert Properties, who will purchase the property and operate two counseling offices within the building. Staff recommends approval with a limit of two office suites. The Conditional Use Permit would not be transferable to subsequent property owners beyond Uckert Properties.

Item Details:

The applicant is purchasing property at 1103 3rd Street and intends to convert the residential dwelling into a counseling office with two office suites.

The property is located in a Residential R-2 Two-family district, where an office use is permitted subject to the approval of a Conditional Use Permit. Per Sec. 94-290, the following conditions must be met:

- The uses must be located on a collector or arterial street.
- The architecture shall be compatible with surrounding residential properties.
- Consideration shall be given to the traffic generated by such use, the type of sign, the hours of operation and the character of the use.
- Parking shall be screened from any adjacent residential area.

The property is located on 3rd Street, a collector street. The existing structure is a residential dwelling which matches the architecture of the surrounding residential properties. The use will generate a low level of traffic due to the one-on-one nature of appointment-based counseling services. Sufficient parking is available on site. The applicant may consider widening the driveway onto 3rd Street. Doing so will require a minimum setback of 5-feet from the side lot line. The existing driveway onto 11th Avenue does not meet the required 5-foot setback and will not be altered by the applicant at this time. Screening of both driveways is required and will need to be shown on a Landscape Plan. Screening could be provided by either privacy fencing or landscaping.

Normal operating hours will be Monday through Thursday from 8am – 5pm. Signage is allowed according to Sec. 94-473. Signage would be limited to signage allowed in a residential zoning district.

Supporting Documentation:

Hearing Notice – Planning Commission

Conditional Use Permit Application

Location Map

Site Plan