

Planning Commission Agenda Memo

From: Bailey Maca, Associate Planner

Meeting: November 4, 2025

Subject: Conditional Use Permit –Office– 709 Main Avenue

Person(s) Responsible: Ryan Miller, City Planner

Summary and Recommended Action:

Chad and Kelsey Borchard have applied for a Conditional Use Permit to operate an office in the Residential R-2 district. Staff recommends approval with the following conditions:

- The conditional use is limited to three office suites.
- The conditional use is non-transferable.

Item Details:

The applicant recently purchased the building located at 709 Main Avenue and intends to provide up to three office suites for the following professions:

- Licensed Professional Counselor (LPC)
- Licensed Clinical Social Workers (LSCW)
- Licensed Marriage and Family Counselors (LMFT)

The property is located in the Residential R-2 district, where an office use is permitted subject to the approval of a Conditional Use Permit. According to Section 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 meets the following required conditions: the architecture is compatible to the surrounding properties, and the normal operating hours are 9am-5pm Monday through Friday. Signage in a residential district would be regulated according to Section 94-473. The use requires five off-street parking spaces. The site plan proposes four off-street parking spaces to be screened by a 6-foot-tall fence on the north and south side. While only four spaces are proposed, there is room on site for five spaces in addition to ample on-street parking along Main Avenue. The plan for four off-street parking spaces allows for the addition of an ADA parking space with access to an ADA ramp at the west entrance of the building and also allows more flexibility for screening options.

Supporting Documentation:

Hearing Notice – Planning Commission

Conditional Use Permit Application

Letter

Location Map

Site Plan