

# Planning Commission Agenda Memo

**From:** Ryan Miller, City Planner

**Meeting:** January 4, 2022

**Subject:** First Lutheran Church Conditional Use Permit – Office

**Person(s) Responsible:** Ryan Miller, City Planner

## **Summary:**

First Lutheran Church has applied for a Conditional Use Permit to build a non-profit office building which will hold a future food shelf facility operated under a partnership led by the United Way.

## **Background:**

First Lutheran Church is proposing to lease a portion of their property for a future food shelf facility. The property is zoned Residence R-2 two-family district which allows an office to be located within the district by way of Conditional Use Permit with the following standards for approval:

- Such uses shall be located on a collector or arterial street.
- Special attention shall be given to the architectural compatibility 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.

## **Item Details:**

The applicant is seeking approval for the Conditional Use Permit in order to begin construction on the food shelf facility which will be located in the northeast corner of the First Lutheran Church property. A replat will be submitted to delineate the lot which will be leased for the food shelf use. This CUP will apply only to the new lot platted.

The facility will be accessed by Harvey Dunn Street using an existing access. This does not provide access to a collector or arterial street as required. Traffic will not have through access to the remainder of the First Lutheran Church property and will be restricted to just the food shelf parking area. A shared parking agreement will be finalized to allow the northern most portion of the church parking lot to be shared with the food shelf (roughly fifteen parking spaces). This shared parking agreement would allow for the elimination of fifteen parking spaces near the northern lot line of the property.

Traffic generation from the use would include light traffic typically associated with an office setting as well as periodic truck traffic for shipments. Truck traffic would use the access drive from Harvey Dunn Street.

The site plan shows compliance with all required setbacks and, although not required due the property being zoned residential, also demonstrates a commitment to meet bufferyard standards along property lines adjacent to residences on Harvey Dunn Street.

Despite the proposal not meeting the requirement of a collector or arterial access, staff recommends approval of the Conditional Use Permit. The design of the facility, a one story office building, will be compatible with surrounding properties. Landscaping, bufferyards and parking screening will provide additional compatibility. Traffic generated should be light and route options exist for truck traffic that minimize their impact on the surrounding neighborhood. Hours of operation will be similar or less impactful than the hours of operation for the church and daycare located on the property.

**Options and Recommendation:**

The Planning Commission has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Table until a future meeting

The Development Review Team recommends approval. Staff recommends approval

**Supporting Documentation:**

1. Public Hearing Notice
2. Aerial Map
3. Application
4. Site Plan
5. Building Plans