

City Council Agenda Memo

From: Ryan Miller, City Planner

Meeting: January 25, 2022 / February 8, 2022

Subject: Ordinance: Conditional Use Permit – Office Building

Presenter: Mike Struck, Community Development Director

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 building to be located within the district by way of a 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 First Lutheran Church property. This Conditional Use Permit applies to the proposed use as an office building for the food shelf.

The facility will have primary access from Harvey Dunn Street using an existing access and secondary access via 8th Street to a parking area north of the First Lutheran Pre-school playground. First Lutheran Church owns the land and frontage along 8th Street, which is a collector street as classified on the Major Street Plan in the 2040 Comprehensive Plan. First Lutheran Church will retain ownership of the land. 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 15 parking spaces). This shared parking agreement would allow for the elimination of some of the parking spaces near the northern area of the food shelf facility use.

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.

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.

Legal Consideration:

None.

Strategic Plan Consideration:

Safe, Inclusive, Connected Community – the project will support additional resources to combat food insecurity in the community.

Financial Consideration:

A Community Development Block Grant was awarded for the construction of the office building and the City is contributing up to three hundred thousand (\$300,000) towards the project as local match.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

The Development Review Team and staff recommend approval. The Planning Commission voted 9-0 recommending approval.

Supporting Documentation:

Ordinance

Legal Notice – Planning Commission

Planning Commission Minutes

Aerial Map

Application

Site Plan

Building Plans