

Planning Commission Agenda Memo

From: Ryan Miller, City Planner

Meeting: May 4, 2021

Subject: Conditional Use Permit for an office in a Residence R-2 single-family district at 903 8th St S.

Person(s) Responsible: Ryan Miller, City Planner

Summary:

TB Partnership, LLC has submitted an application for a conditional use permit in order to establish an office use within the Residence R-2 single-family district.

Background:

TB Partnership, LLC has recently moved rental management offices into the building at 903 8th St. The property is a single-family structure which has been converted for use as an office. An office use within the R-2 districted is allowed by conditional use permit under the following conditions:

- 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 property is located at the corner of 8th Street and 9th Avenue. An existing single-family dwelling is located on the property. This single-family dwelling has been historically tied to a rental apartment to its north. Parking has been established in the boulevard along 9th Avenue for use by the apartment building to the north. TB Partnership has since established an office use within the dwelling, requiring a conditional use permit due to its location within the R-2 zoning district.

Pertaining to the conditions established for an office conditional use, the property is located along a collector street, 8th St. The dwelling blends in architecturally with the surrounding due to its original use as a single family home. The Brookings Historic Preservation Commission has reviewed the proposed project as well and has recommended approval of the conversion into offices. Traffic generated by the use should be minimal, with infrequent customers stopping by to sign leases or pay rent. Much of this activity is now done electronically, reducing the need to visit rental management offices. No signage information has been presented, however, any

signage must conform to the sign code established for the R-2 zoning district. Hours of operation and the character of the use are not a concern due to the nature of the business operating in the office.

As mentioned, parking has been established within the boulevard along 9th Avenue. Parking standards for an office use require five spaces plus one additional space for each 400 square feet of floor area over 1,000 square feet. Accordingly, six spaces would be required for the use. Boulevard parking on site is sufficient to meet the needs and screening would not be preferred in this case. Parking could be established in the rear yard area, however, maintaining green space and minimizing additional parking areas would be less detrimental to the surrounding neighborhood. The Brookings Historic Preservation Commission recommends allowing the boulevard parking with no screening to satisfy the parking needs for the use.

The conditional use permit would be for an office use only. The R-2 district does not allow for a mix of business and residential within the dwelling and the conditional use permit is not for a home occupation. Therefore, no residences would be allowed upon the issuance of a conditional use permit for an office use.

Options and Recommendation:

The Planning Commission has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Table until a later date

The Development Review Team supports the conditional use permit request. Staff recommends approval with the following conditions:

- The conditional use permit is for the applicant only and cannot be transferred to subsequent property owners
- The conditional use permit is for rental management office space only.
- No residential units are permitted as long as the conditional use permit is in place
- Boulevard parking along 9th Avenue will satisfy the parking needs. No additional off-street parking should be added. Screening will not be required.
- Any signage requires a sign permit and must conform to the standards and allowances set for the R-2 district.

Supporting Documentation:

1. Notice
2. Application
3. Aerial Map
4. Zoning Map