



**LAWRENCE-DOUGLAS COUNTY METROPOLITAN PLANNING COMMISSION
CITY HALL, 6 EAST 6TH STREET, CITY COMMISSION MEETING ROOM
AGENDA FOR PUBLIC & NON-PUBLIC HEARING ITEMS
MONDAY, DECEMBER 12, 2016 6:30PM - 10:30PM**

GENERAL BUSINESS:

PLANNING COMMISSION ACTION SUMMARY

Receive and amend or approve the action summary (minutes) from the Planning Commission meeting of November 16, 2016.

COMMITTEE REPORTS

Receive reports from any committees that met over the past month.

COMMUNICATIONS

- a) Receive written communications from the public.
- b) Receive written communications from staff, Planning Commissioners, or other commissioners.
- c) Receive written action of any waiver requests/determinations made by the City Engineer.
- d) Disclosure of ex parte communications.
- e) Declaration of abstentions from specific agenda items by commissioners.

AGENDA ITEMS MAY BE TAKEN OUT OF ORDER AT THE COMMISSION'S DISCRETION

**REGULAR AGENDA (DECEMBER 12, 2016) MEETING
NON-PUBLIC HEARING ITEMS:**

**ITEM NO. 1 PRELIMINARY PLAT FOR RIVERRIDGE ADDITION NO. 4; 1901
RIVERRIDGE RD (KES)**

PP-16-00439: Consider a Preliminary Plat for Riverridge Addition No. 4, a two lot residential subdivision, located at 1901 Riverridge Rd. Submitted by CFS Engineers on behalf of Larry & Linda Copp, property owners of record.

**ITEM NO. 2 FINAL DEVELOPMENT PLAN FOR PARKWAY PLAZA NO. 4; 2161 QUAIL
CREEK DR (MKM)**

FDP-16-00442: Consider a Final Development Plan for Lot No. 5 Parkway Plaza No. 4 of the Parkway Plaza PCD for an approximately 5,000 sq ft building addition to the Arterra Event Gallery, an *Event Center*, located at 2161 Quail Creek Drive. Submitted by Allen Belot Architect, for Arterra LLC, property owner of record.

MISCELLANEOUS NEW OR OLD BUSINESS

Consideration of any other business to come before the Commission.

ADJOURN

CALENDAR

November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PCCM Meeting:

(Generally 2nd Wednesday of each month, 7:30am-9:00am)

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<http://www.lawrenceks.org/subscriptions>

2016 PLANNING COMMISSION ATTENDANCE												
	Jan 25 2016	Feb 22 2016	Mar 21 2016	April 25 2016	May 23 2016	June 20 2016	July 25 2016	Aug 22 2016	Sept 26 2016	Oct 24 2016	Nov 16 2016	Dec 12 2016
Britton	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Butler	Yes	Yes	Yes	Yes		Yes	Yes	No	Yes	No	Yes	
Carpenter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Culver	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	
Denney	Yes	Yes										
Harrod						Yes	Yes	No	Yes			
Kelly	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Liese	Yes	Yes	No	Yes	Yes							
Sands	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	
Struckhoff	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
von Achen	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
Willey						Yes	Yes	Yes	Yes	Yes	Yes	
2016 MID-MONTH ATTENDANCE												
	Jan 13 2016	Feb 18 2016	Mar 9 2016	April 13 2016	May 11 2016	June 8 2016	July 13 2016	Aug 10 2016	Sept 28 2016 (All Day)	Oct 12 2016	Nov 2 2016	Nov 30 2016
Britton	Yes	Yes	Yes	Yes	Yes	-	No	No	Yes	-	No	Yes
Butler	No	No	Yes	No	No	-	No	No	Yes	-	Yes	No
Carpenter	Yes	Yes	Yes	Yes	Yes	-	No	Yes	Yes	-	Yes	Yes
Culver	Yes	Yes	Yes	Yes	Yes	-	No	No	Yes	-	Yes	Yes
Denney	Yes	Yes										
Harrod						-	No	No	Yes	-		
Kelly	Yes	Yes	Yes	Yes	No	-	Yes	Yes	Yes	-	Yes	No
Liese	No	No	No	No	Yes							
Sands	No	Yes	No	No	Yes	-	Yes	Yes	Yes	-	No	Yes
Struckhoff	Yes	No	No	Yes	Yes	-	Yes	Yes	Yes	-	Yes	Yes
von Achen	Yes	Yes	Yes	Yes	Yes	-	Yes	Yes	Yes	-	Yes	Yes
Willey						-	Yes	Yes	Yes	-	Yes	Yes



PLANNING COMMISSION MEETING
November 16, 2016
Meeting Action Summary

November 16, 2016 – 6:30 p.m.

Commissioners present: Britton, Butler, Carpenter, Culver, Kelly, Sands, Struckhoff, Willey

Staff present: McCullough, Stogsdill, Crick, Day, Larkin, Pepper, Ewert

GENERAL BUSINESS

PLANNING COMMISSION ACTION SUMMARY MINUTES

Receive and amend or approve the action summary (minutes) from the Planning Commission meeting of October 24, 2016.

Motioned by Commissioner Culver, seconded by Commissioner Struckhoff, to approve the October 24, 2016 Planning Commission action summary minutes.

Unanimously approved 8-0.

COMMITTEE REPORTS

No reports from any committees that met over the past month.

EX PARTE / ABSTENTIONS / DEFERRAL REQUEST

- Ex parte:
Commissioner Kelly said his dental hygienist was one of the owners of the Gwaltney Addition, Items 2A-2C, and that she talked to him about it. He said that no details were shared with him that were not included in the packet.
- No abstentions.

PC Minutes 11/16/16

ITEM NO. 1 CONDITIONAL USE PERMIT; JELLYSTONE; 1473 HWY 40 (SLD)

CUP-16-00425: Consider a Conditional Use Permit for a motor home storage facility at Jellystone, located at 1473 Hwy 40. Submitted by Allen Belot, for Ralph E. and Kimberly K. Newell, property owners of record.

STAFF PRESENTATION

Ms. Sandra Day presented the item.

APPLICANT PRESENTATION

Mr. Allen Belot, Allen Belot Architect, agreed with the staff report and was present for questioning.

PUBLIC HEARING

No public comment.

COMMISSION DISCUSSION

Commissioner Culver said there appeared to be no utilities to the site.

Ms. Day said that was correct.

Commissioner Carpenter asked what would prohibit covered parking or covered structures.

Ms. Day said if the applicant wanted to provide covered structures it would be a revision to the site plan and would go to City Commission. She said Planning Commission could put a condition on it limiting it to only open storage.

Mr. Belot said there were no plans for covered parking. He said if a future owner wanted that it would require further review by the City.

Commissioner Kelly asked if Mr. Belot would you be opposed to that condition being added.

Mr. Belot said no because there were no plans for covered parking.

Commissioner Carpenter said he wanted to be sure open parking was explicit and that it would be reviewed if any shelters were put in.

Commissioner Willey asked if it was usual to allow for parking on turf in the county.

Ms. Day said in many instances it could be. She said it was use specific.

Commissioner Culver inquired about a storm shelter.

Mr. Belot said there were no plans for a storm shelter because nobody would be staying there, only dropping off and picking up their recreational vehicle.

ACTION TAKEN

Motioned by Commissioner Struckhoff, seconded by Commissioner Britton, to approve the Conditional Use Permit, CUP-16-00425, for Jellystone Campground *Mini-or Self Storage Facility*, and forwarding it to the Board of County Commissioners with a recommendation for approval based upon the findings of fact in the body of the staff report subject to the following conditions:

1. Provision of a light fixture detail to show the amount and direction of illumination and show what measures will be used to screen lighting and prevent glare; and
2. That the use shall be restricted to open storage only.

Unanimously approved 8-0.

DRAFT

PC Minutes 11/16/16

ITEM NO. 2A COMPREHENSIVE PLAN AMENDMENT TO H2020; FARMLAND INDUSTRIES REDEVELOPMENT PLAN (JSC)

CPA-16-00443: Consider a Comprehensive Plan Amendment to Chapter 14 of *Horizon 2020*, "Specific Plans" to amend the Farmland Industries Redevelopment Plan to amend the Future Land Use Section. Submitted by Bartlett & West.

ITEM NO. 2B PRELIMINARY PLAT FOR GWALTNEY ADDITION; 2176 E 23RD ST (BJP)

PP-16-00392: Consider a Preliminary Plat for Gwaltney Addition, located at 2176 E 23rd St, 2200 E 23rd St, & 2200 Street FF. Submitted by Bartlett & West Inc on behalf of Cave Inn LLC, City of Lawrence, and Gwaltney Properties LLC, property owners of record.

ITEM NO. 2C IM TO CS; 1.45 ACRES; 2200 STREET FF (BJP)

Z-16-00396: Consider a request to rezone approximately 1.45 acres from IM (Medium Industrial) District to CS (Commercial Strip) District, located at 2200 Street FF. Submitted by Bartlett & West Inc on behalf of City of Lawrence, property owner of record.

STAFF PRESENTATION

Mr. Jeff Crick presented Item 2A.

Ms. Becky Pepper presented Items 2B and 2C.

APPLICANT PRESENTATION

Mr. Darron Amman, Bartlett & West, thanked staff for their work. He showed concept plans on the overhead of the proposed Country Inn & Suites.

PUBLIC HEARING

No public comment.

COMMISSION DISCUSSION

Commissioner Sands inquired about access.

Ms. Pepper said Lots 1 & 2 would have access from the frontage road and Lot 3 would have access from FF Street.

Commissioner Carpenter asked about the anticipated use of Lot 3.

Mr. McCullough said it would stay under City ownership and that it was still up in the air about if it will go toward this development. He said it would likely be in a holding pattern until an idea comes along for it.

Commissioner Struckhoff inquired about the orientation of the building.

Mr. Amman said the length would be north to south.

ACTION TAKEN on Item 2A

Motioned by Commissioner Sands, seconded by Commissioner Butler, to approve the Comprehensive Plan Amendment, CPA-16-00443, to *Horizon 2020*: Chapter 14: Specific Plans, revising the *Farmland Industries Redevelopment Plan* to include Commercial as a Future Land Use designation, to revise a portion of the Future Land Use map from Industrial to Commercial, and to incorporate general revisions and updates to the *Farmland Industries Redevelopment Plan* and forwarding to City Commission with a recommendation for approval.

Unanimously approved 8-0.

ACTION TAKEN on Item 2B

Motioned by Commissioner Sands, seconded by Commissioner Butler, to approve the Preliminary Plat, PP-16-00392, of Gwaltney Addition subject to the following condition:

1. Provide 10' perimeter utility easements along the west line of Lot 2 and the east line of Lot 1.

Unanimously approved 8-0.

ACTION TAKEN on Item 2C

Motioned by Commissioner Sands, seconded by Commissioner Butler, to approve rezoning, Z-16-00396, approximately 1.45 acres from IM (Medium Industrial) District to CS (Commercial Strip) District, and forwarding it to the City Commission with a recommendation for approval based on the findings of fact found in this staff report.

Unanimously approved 8-0.

PC Minutes 11/16/16

ITEM NO. 3 TEXT AMENDMENT TO DEVELOPMENT CODE; COLUMBARIUMS (BJP)

TA-16-00388: Consider a Text Amendment to the City of Lawrence Land Development Code, Articles 4, 5, & 17, regarding *Funeral and Interment Services as defined in Section 20-1729. The requested amendment would allow Columbariums as Accessory Uses to established Religious Assembly Institutions.* Submitted by Corpus Christi Catholic Church. *Initiated by City Commission on 9/20/16.*

STAFF PRESENTATION

Ms. Becky Pepper presented the item.

PUBLIC HEARING

No public comment.

COMMISSION DISCUSSION

Commissioner Carpenter asked what would happen to cremated ashes if a church disbanded.

Mr. McCullough said it would be a civil matter.

Ms. Courtney Shipley said she had done research on the topic and that a religious institute was not required in the state of Kansas to have a trust that protected things in the circumstance of a church disbanding. She said if it was a private for profit organization they would have to carry a certain amount of money in trust in case that happened.

Commissioner Sands said they could contact the archdiocese and ask.

Commissioner Britton said they could require a Special Use Permit in some instances.

Mr. McCullough asked if Planning Commissioners were concerned about the health impacts of cremated remains or if it was a moral issue that they were concerned about.

Commissioner Willey said churches not only disband but they move and grow out of spaces. She was concerned about what process should be in place to deal with ashes. She did not feel it would be out of line to have a plan or trust to take care of that portion of a property.

Commissioner Britton said his concern was marketability of a property and wanted to ensure that it would not be vacant for a long time.

Commissioner Sands said if the item was deferred they could get some best practices or case studies, if they exist, of what other cities have done in the past.

Commissioner Kelly suggested sending the item back to staff for additional information.

Commissioner Sands wondered if there was any kind of legal mechanism for states/cities to use when enforcing the maintenance of remains.

ACTION TAKEN

Complete audio & video from this meeting can be found online:
<http://www.lawrenceks.org/boards/planning-commission/agendas>

Motioned by Commissioner Britton, seconded by Commissioner Struckhoff, to defer the item to allow staff time to look into the issue of a church disbanding and any applicable laws in dealing with human remains.

Motion carried 8-0.

MISCELLANEOUS NEW OR OLD BUSINESS

Consideration of any other business to come before the Commission.

2017 Calendar

Planning Commission decided to meet on December 18, 2017 and not December 20, 2017.

They also discussed keeping the deadline for communications to Monday at 10:00am.

Next Planning Commission meeting is Monday, December 12, 2016 and the next Mid-Month meeting is November 30, 2016.

ADJOURN 7:44pm

Planning Commission

Key Links



City of Lawrence
Douglas County
PLANNING & DEVELOPMENT SERVICES



Plans & Documents

- [Horizon 2020](#)
- [Sector/Area Plans](#)
- [Transportation 2040](#)
- [2015 Retail Market Study](#)

Development Regulations

- [Community Design Manual](#)
- [County Zoning Regulations](#)
- [City Land Development Code](#)
- [Subdivision Regulations](#)

Online Mapping

- [City of Lawrence Interactive GIS Map](#)
- [Douglas County Property Viewer](#)
- [Submittals to the Planning Office](#)

Planning Commission

- [Bylaws](#)
- [Mid-Months & Special Meetings](#)
- [Minutes](#)
- [Planning Commission Schedule/Deadlines](#)

**PLANNING COMMISSION REPORT
NON PUBLIC HEARING ITEM**

PC Staff Report
12/12/2016

**ITEM NO 1: PRELIMINARY PLAT FOR RIVERRIDGE ADDITION NO. 4; 1901
RIVERRIDGE ROAD. (KES)**

PP-16-00439: Consider a Preliminary Plat for Riverridge Addition No. 4, located at 1901 Riverridge Road. Submitted by CFS Engineers on behalf of Larry & Linda Copp, property owners of record.

STAFF RECOMMENDATION:

Staff recommends approval of the Preliminary Plat of Riverridge Addition No. 4.

Reason for Request: The property is being platted to accommodate a lot split.

KEY POINTS

- Platting is required as pre-development step.

SUBDIVISION CITATIONS TO CONSIDER

- This application is being reviewed under the Subdivision Regulations for Lawrence and Unincorporated Douglas County, effective Jan 10, 2012.

ATTACHMENTS

Attachment A: Preliminary Plat.

ASSOCIATED CASES/ OTHER ACTION REQUIRED

N/A

OTHER ACTION REQUIRED:

- Administrative approval of a Final Plat and recordation with the Douglas County Register of Deeds.
- City Commission acceptance and dedication of the utility easement.
- Application and release of building permits prior to development.

PLANS AND STUDIES REQUIRED

- *Downstream Sanitary Sewer Analysis* – N/A
- *Drainage Study* – N/A
- *Traffic Study* – N/A

PUBLIC COMMENT

None received prior to publication.

Site Summary

Gross Area:	1.28+/- acres (55,784 SF)
Right-of-Way Dedicated:	None

Number of Proposed Lots:	2
Propose Lot Size	Lot 1 - .64 acres (27,892 SF); Lot 2 .64 acres (27,892 SF)

GENERAL INFORMATION

Current Zoning and Land Use: RS10 (Single-Dwelling Residential) District; Existing Single-Dwelling Structure and open land.

Surrounding Zoning and Land Use: To the north: A (County Zoning) District; Single-Dwelling structures.

To the east: RS7 (Single-Dwelling Residential) District; Single-Dwelling structures.

To the west: RS7 (Single-Dwelling Residential) District; Single-Dwelling structures.

To the south: RS7 (Single-Dwelling Residential) District; Single-Dwelling structures.



Figure 1. Zoning and land use of area.

STAFF REVIEW

The preliminary plat is a pre-development requirement for development. The subject property is currently used as residential property and has an existing Single-Dwelling residential structure. The Preliminary Plat proposes the property be platted as 2 lots. The property is located on the south side of Riverridge Road, west of N. Michigan Street and east of N. Iowa Street.

The subject property contains unplatted land (Figure 2). The plat will create 2 lots. It is intended that in the future Lot 2 will be developed with another Single-Dwelling residential structure.

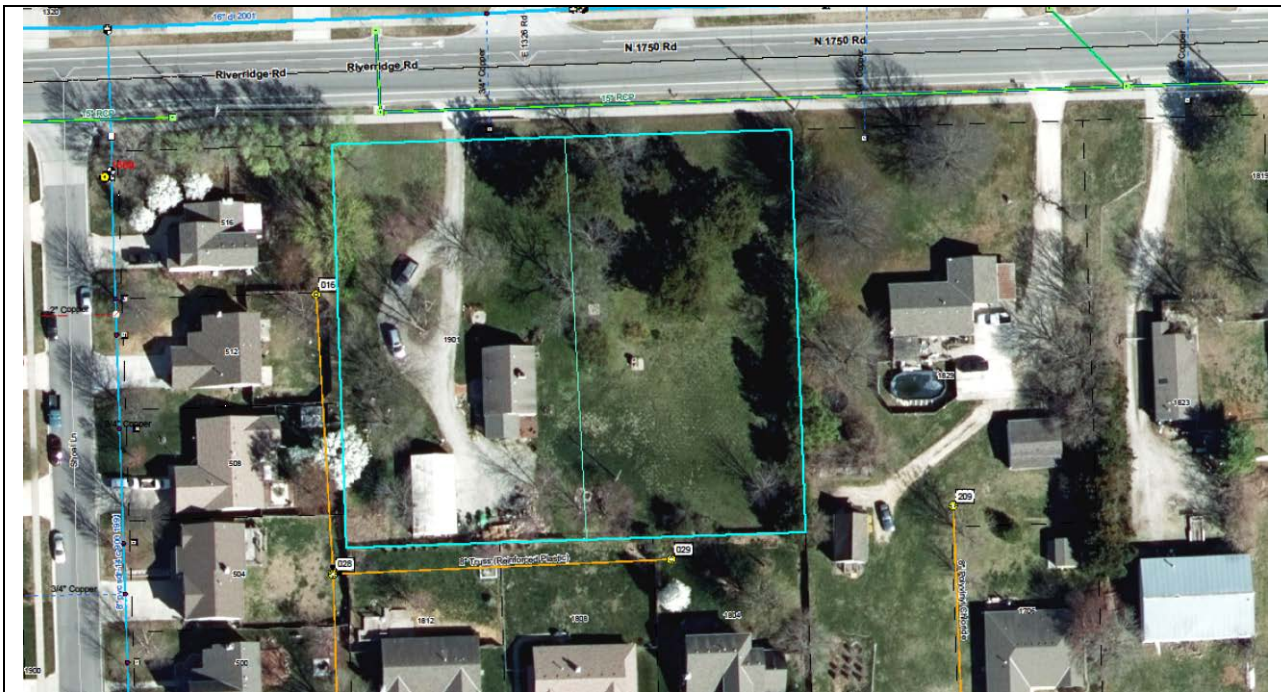


Figure 2. Current conditions. The proposed 2 lots are outlined.

Zoning and Land Use

The subject property is currently zoned RS10 (Single-Dwelling Residential) District. The proposed Preliminary Plat is in conformance with the current zoning and land use. Single-Dwelling residential use is proposed to remain and the newly created lot will also accommodate residential use. The proposed lots meet the minimum standard dimensions in width and area for the RS10 (Single-Dwelling Residential) District, which is 70' wide and 10,000 SF in area.

Streets and Access

Lots 1 and 2 will take access from Riverridge Road. Lot 1 has existing access which will remain the same. Both lots meet the minimum requirement for frontage associated with their corresponding zoning district, which for the RS10 District is 40 feet.

Utilities and Infrastructure

Water and sanitary sewer mains are located adjacent to the property in existing easements and in the Riverridge Road right-of-way.

Easements and Rights-of-way

There is a new 15' wide utility easement proposed with the preliminary plat. The new easement will run along the newly created lot line between the two lots.

The subject property is adjacent to Riverridge Road. This street is classified as a collector road. The existing right-of-way meets Section 20-810(e)(5)(i) of the Land Development Code which requires 60' of right-of-way. There is 80' of right-of-way provided. No additional right-of-way is required for Riverridge Road.

Conformance

The preliminary plat is in conformance with the standards and requirements of the Subdivision Regulations and the Land Development Code.

\\2016\\001\\162507\\CAD\\P\\Riverridge_Zoning_and_Legal_Survey\\162507_Prelim_Plat.dwg



GENERAL NOTES:

- According to "FIRM" Map Community Panel Number 20045C0157E effective Sept 2nd, 2015, this property lies in Zone X; areas determined to be outside the 0.2% annual chance flood.
- Basis of Bearings: Assumed NAD 83 Kansas North Zone 1501 (GRID).
- Water service shall be by City of Lawrence.
- Sewage disposal shall be by City of Lawrence.
- All utilities shall be placed underground pursuant to the City's management standards.
- The Developer is responsible for any costs associated with the relocation of existing utilities, if necessary to serve the proposed subdivision.
- Topographic information was obtained from site survey.
- This document is for planning purposes only - not for construction.
- Approval of preliminary plat does not certify approval of the proposed land uses.
- All new telephone, cable television, and electrical lines (except high voltage lines) must be located underground.
- All proposed landscaping will maintain 8' of horizontal separation from any public waterline & sanitary sewer mains.
- The city is hereby granted a temporary right of entry to plant the required street trees pursuant to chapter 21, article 7, section 21-708a of the city subdivision regulations.
- Soils investigations shall be performed before primary structures are erected on lots with slopes greater than 3:1, or non-engineered fill greater than 12 inches. a soils engineer licensed by the state of Kansas shall perform investigations, and a report of the investigation shall be submitted to the city of Lawrence codes enforcement division. other lots may be required to be investigated where excavation reveals indications of unsuitable conditions.
- No fences or obstructions shall be constructed within dedicated drainage and utility easements.

BENCHMARK:

Chiseled Square Cut @ the Southeast corner of concrete curb inlet on the South side of Riverridge Road near the Northwest corner of Lot 1, Block A. Elev. = 884.55

SITE SUMMARY:

Gross Area: 65,797 sq. ft. (1.510 acres)
Right of Way: 10,073 sq. ft. (0.231 acres)
Net Lot Area: 55,724 sq. ft. (1.279 acres)
Total Number of Lots: 2

Existing Zoning: RS10
Proposed Zoning: RS10
Current Use: Residential Urban
Proposed Use: Residential Urban

UTILITY INFORMATION:

Power: Westar Energy
Tim Brunner
785.865.4854
timothy.brunner@westarenergy.com

Gas: Blackhills Energy
Carmen Shultz
785.832.3917
carmen.shultz@blackhillscorp.com

Water: City of Lawrence
Troy Shaw
785.832.7820
tshaw@lawrenceks.org

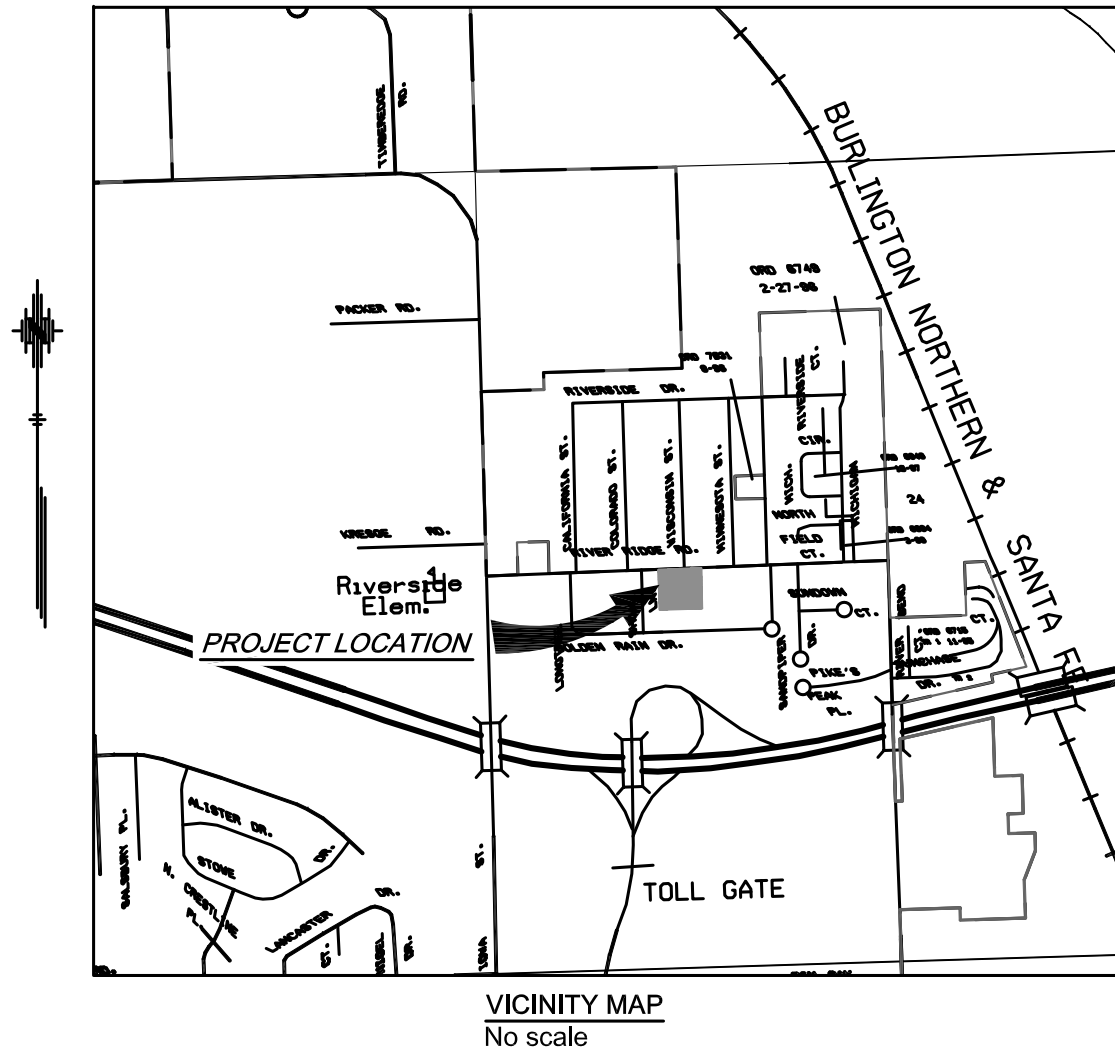
Telephone: AT&T
Jeff Prosser - (Construction)
816.231.3937
jp1458@att.com

Sewer: City of Lawrence
Troy Shaw
785.832.7820
tshaw@lawrenceks.org

Cable: WOW
Richard Parnell
785.840.5979
richard.parnell.wowinc.com

CERTIFICATE OF SURVEYOR: I hereby certify the details of this plat to be correct to the best of my knowledge and belief, that all boundary corners of this subdivision of land have been monumented, that iron pins are set as shown on the attached plat this ____ day of _____, 2016.

Michael A. Adams, P.S. 1126
CFS Engineers, P.A.
2121 Moodie Road, Lawrence, KS. 66044



LEGAL DESCRIPTION:

Beginning at the Northeast corner of Riverridge Addition, a Subdivision in the City of Lawrence, in Douglas County, Kansas; thence North 90° East, along the North line of the Southwest Quarter of Section 24, Township 12 South, Range 19 East, of the Sixth Principal Meridian, 251.76 feet; thence South 00° 11' 11" East, 261.14 feet; thence North 90° West, 252.21 feet; to the East line of said Riverridge Addition; thence North 00° 05' 13" West, along said East line of Riverridge Addition, 261.15 feet to the point of beginning, containing 1.511 acres, all in the City of Lawrence, in Douglas County, Kansas, and lying in the Southwest Quarter of said Section 24.

PLANNING COMMISSION REPORT
Non-Public Hearing Item

PC Staff Report
12/12/16

ITEM NO. 2 FINAL DEVELOPMENT PLAN FOR PARKWAY PLAZA NO. 4; 2161 QUAIL CREEK DR (MKM)

FDP-16-00442: Consider a Final Development Plan for Lot No. 5 Parkway Plaza No. 4 of the Parkway Plaza PCD for a 625 sq ft addition to the approximately 5,000 sq ft Arterra Event Gallery, an *Event Center*, located at 2161 Quail Creek Drive. Submitted by Allen Belot Architect, for Arterra LLC, property owner of record.

STAFF RECOMMENDATION: Planning staff recommends approval of the Final Development Plan based upon the findings of fact presented in the body of the Staff Report subject to the following conditions:

1. Prior to recording the Final Development Plan with the Register of Deeds Office the applicant shall provide a revised drawing with the following notes and changes:
 - a. Provide the following information in the site summary table:
"Existing Building: 5,066 sq ft Proposed Building: 5,691 sq ft"
 - b. Add a note to the parking summary that lists the net area of the 625 sq ft building addition and notes the additional parking required. This note should also clarify the total square foot of the Arterra building, as it is less than approved with the previously approved plans.

REASON FOR REQUEST: *"This property has been part of the original Parkway Plaza PCD since its inception and was approved for a 3,900 sf restaurant as Phase III of this PCD in November of 1985. The current iteration of this building was approved for slightly larger 4,720 sf restaurant in an updated PCD in April 2000. Ultimately, a 4,992 sf restaurant building was constructed on this site. In 2012, after the building had been vacant for over 6 years, the current Owner purchased the building and commenced a significant renovation of the restaurant into an event space to be used for weddings, receptions, banquets & business meetings. This renovation has met a pressing community need for this type of space and has grown in popularity since opening in June of 2013.*

The purpose of this addition is to provide out of the way accessory space for events to display materials, wedding gifts & other items related to the specific event in order to relieve congestion adjacent to the main entrance where these items are currently located."

DESIGN STANDARDS TO CONSIDER

- Consistency with approved Preliminary Development Plan for the Parkway Plaza PCD.
- Consistency with Article 10 of the 1966 Zoning Code.
- Consistency with standards in the 2006 Development Code and the Community Design Manual.

KEY POINTS:

- Prior to the adoption of the 2006 Development Code, the subject property was zoned PCD-2. This zoning designation converted to the PCD-[Parkway Plaza] Special Purpose Base District with the adoption of the Development Code. Standards of the Development Code

apply to development on this property, unless there is a conflict with the terms and conditions of the approved Planned Development.

- Final Development Plans for projects with preliminary approvals prior to the adoption of the 2006 Development Code require Planning Commission approval.
- The most recently approved Final Development for Phase III-restaurant, administratively approved on April 12, 1996, proposed minor changes to the site. A 4,720 sq ft restaurant was approved with this plan. The size of the building was increased to 5,066 sq ft through building alterations. This Development Plan documents the size of the existing building and proposes a 625 sq ft addition.

Per Section 20-1013 of the pre-2006 Zoning Ordinance, if there is an increase of more than 10% of the total floor area proposed for non-residential or commercial uses or an increase by more than 5% of the total ground area covered by buildings, the proposed change requires a public hearing before the Planning Commission. As the proposed addition does not increase the floor or building area within the overall PCD beyond these limits, a public hearing is not required.

ASSOCIATED CASES/OTHER ACTION REQUIRED

Associated Cases

- B-16-00441: Variance from the required 30 ft perimeter building setback in the PCD District to allow the addition to extend to within 10 ft of the property line. Board of Zoning Appeals approved the variance request, for the proposed addition only, at their November 3, 2016 meeting.

Other Actions Required

- When the conditions of approval have been met, the Final Development Plan will be recorded at the Douglas County Register of Deeds Office and released to Development Services for processing of building permits.
- Submittal/approval of building permit application and construction plans. Construction may commence only after building permits have been issued.

PUBLIC COMMENT

- A nearby property owner contacted the Planning Office regarding the events. His concerns are discussed later in this report.

PLANS AND STUDIES REQUIRED

- *Traffic Study* – Not required.
- *Downstream Sanitary Sewer Analysis* – Not required as no new fixtures are being installed with this addition.
- *Drainage Study* – Not required as the increase in the amount of impervious surface will be less than 10%.

GENERAL INFORMATION

Current Zoning and Land Use:	PCD-[Parkway Plaza] (Planned Commercial Development) District. <i>Event Center</i>
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Surrounding Zoning and Land Use	To the north: PUD [Alvamar], (Planned Unit Development) District; <i>Detached Dwellings.</i>
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To the west: PUD [Alvamar], (Planned Unit Development) and FP (Floodplain Management Regulations Overlay) Districts; golf course, *Passive Recreation*, and *Detached Dwellings*.

To the south and east: PCD-[Parkway Plaza] (Planned Commercial Development) District; commercial center with mix of uses: *General Retail Sales and Services, Food and Beverage Sales, Personal Convenience, Office, a Fast Order Food and Multi-Dwelling Structures*

(Figure 1)



Figure 1. Zoning and Land Use/Development in the area. Subject property outlined and marked with a star.

STAFF REVIEW

The Parkway Plaza Planned Commercial Development was developed in phases. The subject property was included in Phase III. The most recently approved plan for Phase III contained a 4,720 sq ft building for restaurant use. The applicant indicated that a slightly larger building was constructed (the plan notes the existing building area as 5,065 gsf on the plan and 5,066 gsf in the notes under Existing/Proposed Use). This development plan documents the existing size and proposes an increase to 5,691 sq ft.

The change of use for the subject property from *Quality Restaurant* to an event center was approved in 2013 with the building permit for the interior revisions which included the removal of interior walls, Permit No. 1-13-00370. The *Event Center* use was added to the Development Code in 2015 and this building is now classified as an event center. The Development Plan noted that parking, with the exception of the residential uses, was calculated at a rate of 1 space per 200 net sq ft. This is the parking requirement that applies to this project.

This plan proposes a 625 sq ft building addition, but no change in use. This proposed change will increase the subject building by 12.3% but will increase the overall building area in the Parkway Commercial Development slightly (151,856 sq ft to 152,481 sq ft; less than 1%). A public hearing is not required for this building addition as it is less than 10% of the total building or floor area.

The Board of Zoning Appeals approved a variance in 2014 to allow the building addition to encroach into the setback; however, a building permit was not issued within 24 months of the variance and the approval expired on August 7, 2016. On November 3, 2016, the Board of Zoning Appeals approved a variance, B-16-00441, to allow the addition to extend to within 10 ft of the west property line. This variance is valid for 2 years—to November 3, 2018. If a building permit is not obtained within that time frame, or an extension requested, the variance will expire. The variance is noted on the plan.

Public Comment

A neighboring resident/property owner contacted the Planning Office with concerns about the noise associated with the late night events and the event center guests' use of the golf course for photos and mingling near their residence. These concerns were relayed to the applicant. The applicant indicated that the event center has a contract with the golf course which allows event guests to use the golf course to take photos on the bridge near Hole No. 3 only when they have permission and are sponsored by a member. The owner of the event center indicated they would be more diligent about overseeing the guests' use of the golf course and asked that the complainant contact them at any time if there is an issue with the use of the golf course. As the use of the neighboring property is a private business arrangement concerning off-site property, it would not be possible to address it with conditions on the Final Development Plan. The event center is located within a commercial zoning district and is separated from residences by a wooded buffer area (on the golf course) of approximately 300 ft. The City noise ordinance would be the best means of dealing with late night noise levels, as it would be difficult to regulate that with the Final Development Plan as the use is a permitted use in the zoning district.

Parking Summary

Parking is shared throughout the planned development. The parking table with the most recently approved development plan noted that there was a total of 151,856 gross sq ft of building area and 86,542 net sq ft. Parking was required at a rate of 1 space per 200 sq ft of net building area for the commercial uses within the development. The parking summary noted that 807 off-street parking spaces were required and 840 were provided; 17 ADA accessible spaces were required and 27 were provided. (Figure 2) The building addition of 625 ft would increase the required parking by 1 space per 200 net sq ft. A note should be added to the parking summary that lists the net area of the building addition and notes the additional parking required. This note should also revise the building area in Phase III as it is less than shown on the previously approved plan. Sufficient parking exists in the development to support the additional building area.

	GROSS BLDG. AREA	NET BLDG. AREA	PARKING REQUIRED	PARKING PROVIDED	PARKING RATIO (STALLS/1,000 GSF)	ACCESS REQUIRED	ACCESS PROVIDED	BICYCLE PKG REQUIRED	BICYCLE PKG PROVIDED
PHASE I									
GROCERY STORE	60,700 GSF	30,350 NSF	304 (1/100 NSF)	447 (incl. HC)	7.36	9	9	5	10
FUTURE EXPANSION	15,000 GSF	7,500 NSF							
TOTAL GROCERY	75,700 GSF	37,850 NSF (50%)	379 (1/100 NSF)	438 (incl. HC)	5.78	9	9	5	10
PHASE II									
RETAIL SHOPS	36,210 GSF	21,726 NSF	109 (1/200 NSF)	218 (incl. HC)	6.02	7	7	5	6
PAD SITES/ATM	9,965 GSF	5,979 NSF	30 (1/200 NSF)	46 (incl. HC)	4.61	2	3	5	8
TOTAL	46,175 GSF	27,705 NSF (60%)	139	264 (incl. HC)	5.71	9	10	10	14
PHASE III									
RESTAURANT/OFFICE	7,240 GSF	5,068 NSF	25 (1/200 NSF)	54 (incl. HC)	7.45	3	3	10	12
TOTAL	7,240 GSF	5,068 NSF (70%)	25	54 (incl. HC)	7.45	3	3	10	12
PHASE IV									
IV-A TOWNHOMES	17,941 GSF	12,559 NSF (70%)	42 (1.5/UNIT)	56 (incl. HC)	3.12	3	3	4**	12
IV-B * NEIGHBORHOOD COMMERCIAL & PROFESSIONAL OFFICES	4,800 GSF*	3,360 NSF (70%)	MAX. 17 (1/200 NSF)	23 (incl. HC)	4.79	2	2	6**	8
IV-B * MEDICAL & RELATED OFFICES		N/A	MAX. 16 (1/300 GSF)						
IV-B RESIDENTIAL (2ND FLOOR)		N/A	5 (2.5 PER UNIT)						
TOTAL	22,741 GSF	15,919 NSF	VARIES	84	3.23	5	5	10**	20
TOTAL SITE	136,856 GSF	79,042 NSF	532	849	6.20	17 (2% of Total)	27	35	56
TOTAL AFTER EXPANSION	151,856 GSF	86,542 NSF	607	840	5.53	17 (2% of Total)	27	35	56

* PLUS TWO 3-B.R. APARTMENTS (1,800 S.F. EACH) ** PER SEC. 20-1212

NOTE:
PARKING REQUIRED PER APPROVED P.D.P.: 1 SPACE PER 200 N.S.F.
EQUIVALENT PARKING GROUP FOR RESIDENTIAL USES PER SEC. 20-1212: 2B (1.5 SPACES PER 2 BEDROOM UNIT), PH. IV-A
EQUIVALENT PARKING FOR MEDICAL OFFICE USES PER LAND DEVELOPMENT CODE: 1 SPACE PER 300 GSF

Figure 2. Parking Table from revised Final Development Plan FDP-12-00176; the most recently approved development plan for the development.

Site Summary

Per Code, the site summary table is to provide the building area, the pavement area, and the total area that is pervious surfacing. The submitted plan indicates the roof areas rather than the building area. The plan should be revised to include the building area in the site summary.

	Existing	Proposed	Change
Building	5,066 sq ft	5,691 sq ft	+ 625 sq ft
Pavement	21,050 sq ft	20,606 sq ft	- 444 sq ft
Impervious	26,116 sq ft	26,297 sq ft	+ 181 sq ft
Pervious	29,559 sq ft	29,378 sq ft	- 181 sq ft
Site Area	55,675 sq ft	55,675 sq ft	---

Green Space/Landscape:

Landscaping for this site was approved with the previous development plans. The subject plan proposes changes to the landscaping around the building as shown in Figure 3 and notes that the interior and perimeter parking lot landscaping shall be installed per the Planting Schedule and layout shown on Parkway Plaza PCD Final Development Plan, revised April 14, 2000.

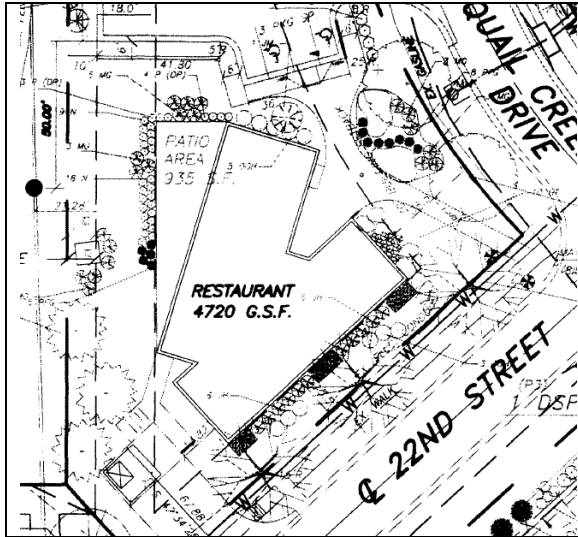


Figure 3a. Landscaping shown on previous approved development plan.

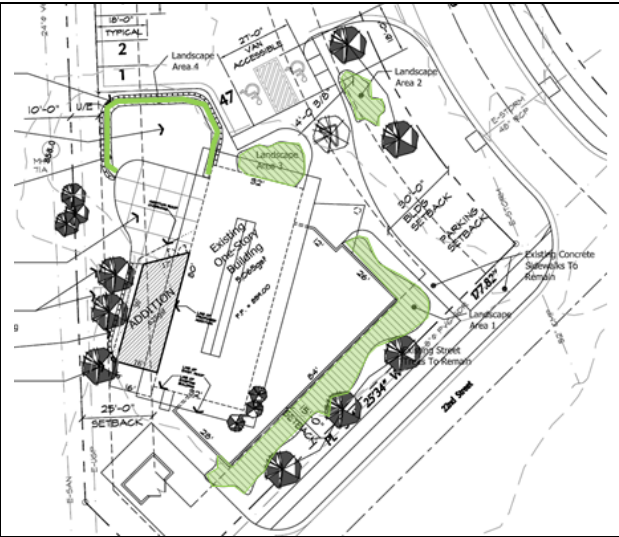


Figure 3b. Landscaping proposed with this revised development plan.

Access/Pedestrian Connectivity/Exterior Lighting

The revised plan does not propose any change to the access and circulation to or within the site or to the pedestrian connectivity and no additional external lighting is being proposed.

Commercial Design Standards

The small addition will be located away from the street and will have low public visibility. The building addition provides a varied roofline and there is horizontal and vertical variation. The building materials and pattern of the principal building is continued on the addition. (Figure 4) The addition is compliant with the Commercial Design Standards for infill or redevelopment.

CONCLUSION

The proposed development is consistent with the planned development for this area and is compliant with the provisions of the Land Development Code and the Commercial Design Standards.

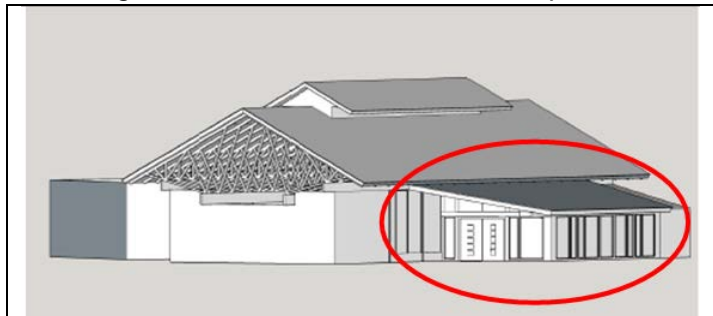


Figure 4. Northwest elevation of the building with addition circled.



Plant Schedule PCD

Plant List			
Symal	Name	Size	Package
SA	Summit Ash	2 1/2" caliper	bbb
APA	Aulnum Purple Ash	2 1/2" caliper	bbb
AW	Anthony Waterer Spiraea	18"-24" Spread	container
WPS	White Pine	6"-8" H.	bbb
SL	Skyline Locust	2 1/2" caliper	bbb
MG	Maiden Grass	3 gal.	container
PGF	Purple Fountain Grass	5 gal.	container
N	Nandiba	5 gal.	bbb
CBP	Compact Burning Bush	18"-24" Spread	container
A	Aluja	18" o.c.	container
POP	Petunia Double Pink	1 gal.	container
HT	Hosta Tardiana 'Halcyan'	12"-18" Spread	container
OGH	Oregon Grape Holly	12"-18" Spread	container
JH	Japanese Maple	1" caliper	bbb
DL	Daylilies	18" o.c.	container
W	Wisteria (White)	1 gal.	container
JH	Japanese Honeysuckle	1 gal.	container
PLS	Purple Liatris Spicata	18" o.c.	container
BB	Baby's Breath	18" o.c.	container

Augment as required including landscaping to describe below to achieve the quantity & type approved in the original Site Plan, February 19, 1996

Landscape Area 1			
HT	Hosta Tardiana 'Halcyan'	12	
W	Wisteria (White)	12	3 Groupings of 4 Each
N	Nandiba	13	
OGH	Oregon Grape Holly	6	
DL	Daylilies	3 Beds	360 sf total
PLS	Purple Liatris Spicata	1 Bed	150 sf total

Note:
Replace eyecalls & cable along building for Wisteria to climb
2" away from wall as required

Landscape Area 2			
MG	Maiden Grass	6	
DL	Daylilies	2 Beds	300 sf total
PGF	Purple Fountain Grass	6	

Landscape Area 3			
JH	Japanese Honeysuckle	1	
OGH	Oregon Grape Holly	5	
CBP	Compact Burning Bush	20	
A	Aluja	2'x45' Perimeter Bed	

Landscape Area 4			
A	Aluja	112 sf Total' Perimeter Bed	
POP	Petunia Double Pink	7	
PGF	Purple Fountain Grass	5	
MG	Maiden Grass	5	
HT	Hosta Tardiana 'Halcyan'	9	

Landscape Area 5			
N	Nandiba	45	
MG	Maiden Grass	9	
PGF	Purple Fountain Grass	5	

Interior & perimeter parking lot landscaping shall be installed per the Planting Schedule & detail shown on the Preliminary Phase PCD Final Development Plan last revision April 14, 2000.

General Notes

Americans with Disabilities Act Compliance

This site has been designed to comply with the provisions of the Americans with Disabilities Act (ADAA) Accessibility Guidelines for Buildings and Facilities, 28 CFR Part 36. The Architect has used reasonable professional efforts to interpret & comply with applicable ADAA requirements. However, the Architect does not warrant or guarantee that this document will comply with all interpretations that may occur and revisions may be required to comply with these interpretations.

Utilities

The utility locations/sites/types shown on this document are for general reference only. The Owner or Owner's agent shall be responsible for contacting the utility to determine exact locations/sites/types.

Minimum Separation of Utilities - Tree Building

Per City Code 20-811(g) (2)(i), a minimum of eight' height horizontal separation shall be maintained between trees planted & any sewer lines & 15' from buildings.

Outdoor Dining Areas

Per City Code 9-302, the outdoor dining area must be managed to prevent stormwater pollution. Food waste, trash, cigarettes & other solid waste must be collected & disposed of properly. Collection must be frequent enough to prevent wastes carried off by wind or stormwater runoff. Litter removal & furniture must be placed far enough to prevent contamination of stormwater runoff. Fluid waste, including wastewater from pavement or furniture cleaning, will be collected & discharged to the sanitary sewer system.