



Staff Report

To: Development Review Board
From: Christopher Yuen, Community Development Director
Date: 04/14/2023
Subject: 1 Jackson Street, Maple Mill Apartments
Final plan review

EXISTING CONDITIONS AND GENERAL INFORMATION

Project Location: 1 Jackson Street

Project Area Size: 75,582 sf (1.74 acres)

Lot Frontage: 39.57 feet

Existing Land Use: Commercial

Surrounding Land Use: Commercial & Residential

Zoning District: Mixed Commercial Use

Minimum Lot Size: 15,000 sf (0.34 acres)

Existing Lot Coverage: 31.8%

Permitted Lot Coverage: 65% (up to 80% with a waiver)

Project Description: The second floor of the existing two-story building is proposed to be renovated to create six one-bedroom dwelling units. The new second floor units will utilize existing entrances on the north and east sides of the existing building. Parking will be provided in the existing paved parking area, which is accessed from Jackson Street via the existing paved access drive. New building mounted exterior lighting is proposed on the north and east sides of the existing building to provide illumination for the existing parking area.

Section 615: Mixed Commercial Use District (MCU)

A. Purpose.

The proposed project provides residential housing mixed in with existing commercial uses, which is consistent with the purpose of the MCU district.

B. Density/Lot Coverage.

The existing lot size of 75,582 sf exceeds the minimum lot size of 15,000 sf.

The maximum allowable density is determined by the ability to meet the LDC standards including but not limited to parking, setbacks, lot coverage, and building height. See below for further discussion regarding these standards.

The maximum lot coverage allowed is 65% but may be increased to 80% with a waiver. The proposed lot coverage is 31.8%.

C. Setback Requirements.

The minimum front, side, and rear setbacks are 20 feet, 10 feet, and 10 feet respectively. Section 703.K.7 requires parking spaces to meet the setback requirements of the zoning district in which they are located. Several existing parking spaces are located within the side and rear setback areas. However, the existing parking spaces are existing with no proposed changes.

D. Permitted and Conditional Uses.

A multi-family dwelling is a permitted use in the MCU district.

E. Parking Requirements.

Section 703 requires 2 parking spaces per dwelling unit plus 1 guest parking space for each 10 units for multi-family residential. The LDC requires a total of 13 parking spaces for the proposed six one-bedroom apartments. The site also contains $\pm 2,008$ sf of professional office and $\pm 18,532$ sf of warehouse. The LDC requires 7 parking spaces for the office use (3.5 parking spaces per 1,000 sf of gross floor area) and 5 parking spaces for the warehouse use (0.25 parking spaces per 1,000 sf of gross floor). In total for the existing and proposed uses at the site, the LDC requires a total of 25 parking spaces.

There are a total of 32 parking spaces currently existing at the site. **Staff is satisfied that the requirements of Section 703 are met.**

F. Building Height.

In the MCU district, the maximum building height is 4 stories or 58 feet, whichever is less.

The proposed building is a maximum of 2 stories. The application submittal included Exterior Elevation views of north and east sides of the existing building which indicates a building height of 28'. **This is well within the height limits of the MCU district.**

Section 703: Parking and Loading

C. Off-Street Parking Requirements.

Per the LDC requirements, existing parking spaces are a minimum of 9 feet wide and 18 feet long. In the existing parking area on the east side of the building, the parking aisle width appears to be less than 24 feet, which is the minimum width for two-way travel per the LDC. In addition, the access drive from/to Jackson Street measures less than 24 feet wide.

Staff notes that while narrower-than-standard parking isle widths may cause inconvenience for drivers, particularly those maneuvering larger vehicles, they are unlikely to negatively impact safety. Additionally, while the LDC specifies 24 ft driveways for two-way travel, the driveways at the proposed development appear to have been functionally sufficient serving commercial and industrial uses in the past.

The DRB has discussed the parking aisle and driveway widths during the Conceptual Plan hearing and has not any concerns.

Refer to Section 615.E above regarding the number of parking spaces.

K. Other Parking Standards and Applicability

1. Location.

Parking for the existing office and warehouse and proposed residential units are located on the project site, per the LDC.

3. Surfacing

Per the LDC requirements, all existing parking areas have a paved surface.

4. Drainage

All existing parking and drive areas associated with this project are existing, with no changes proposed as part of this project.

5. Accessible Provisions

The existing parking area includes two accessible parking spaces per the LDC. The revised site plan submitted by the applicant on 01/30/2023 indicates that the dimensions and grading within accessible parking spaces meet the requirements of the Americans with Disabilities Act.

7. Setbacks

The LDC requires that *"All parking spaces shall meet the setback standards for the District in which it is located."* Several existing parking spaces are located within the side and rear setback areas. However, the existing parking spaces are existing with no proposed changes.

8. Screening

The Site Plan depicts existing trees located along the west side of the site, on the adjacent property, and an existing coniferous hedge along the east side of the site, bordering the adjacent property. No additional landscaping is proposed as part of the proposed project. **The existing landscaping and existing vegetation to remain should be reviewed by the DRB for compliance with Section 708 of the LDC, see below.**

9. Landscaping

The Site Plan depicts existing trees located along the west side of the site, on the adjacent property, and an existing coniferous hedge along the east side of the site, bordering the adjacent property. No additional landscaping is proposed as part of the proposed project. See Section 719 below for more discussion on Landscaping.

10. Pedestrian Access

There is no sidewalk connection depicted on the Site Plan from the existing parking area to existing sidewalk along Elm Street. The potential for a sidewalk or traffic calming measures between the parking Lot and Elm Street was discussed during the Conceptual Plan phase DRB hearing. However, given the existing parking lot infrastructure and the relatively small scale of proposed construction and lot traffic volumes, staff believes that the current

proposal to leave pedestrian access unchanged may be reasonable.

11. Bicycle Access

The LDC requires “Any parking lot which is required to have fifteen (15) or more parking spaces shall provide bicycle racks at a location convenient to the main entrance to the business. The Commission may waive this requirement if in their judgment the business will not generate bicycle traffic.”

Staff recommends that bicycle racks be provided at or inside one of the building entrances serving the residential units as a condition of approval.

12. Striping

Existing parking spaces are hard-surfaced and striped to meet the parking dimensional requirements of Section 703 of the LDC.

14. Lighting

The LDC requires that “Lighting shall be provided in all parking lots and related walkways as specified in Section 704 of this Code.”

The applicant provided an Outdoor Lighting Plan depicting four exterior light fixtures, along with a numerical grid of illumination levels throughout parking and drive areas on the project site; with lighting statistics presented as well. Please refer to the comments from the City Engineer regarding the proposed lighting. Staff concurs with the City Engineer comments. **See Section 704 below.**

15. Joint Parking Facilities

The LDC requires that “Joint parking arrangements may be approved by the Commission, provided that the applicant has submitted legal documentation to guarantee continued long-term availability of said parking.”

There is previous lease agreement between this property and the City for off-site parking on the City Public Works property along Jackson Street. This previous lease agreement is separate and not related to this proposed project; and off-site parking is not necessary for this current proposed project. Adequate parking for the existing and proposed uses on the site are located on the project site.

Section 704: Lighting

The applicant proposes one overhead light and multiple wall-mounted lights to illuminate the parking area. The proposed lighting on the northern parking area is quite bright and exceeds the uniformity ratio specified in the LDC. This may have adverse impacts on neighbors. Please refer to the comments from the City Engineer regarding the proposed lighting in relation to the specifications set in Section 704 of the LDC.

The DRB should review the lighting plans and provide direction as to whether the proposed lighting is acceptable.

Section 705: Curb Cut and Access to Public Streets

The project will utilize the existing access drive from Jackson Street.

The LDC requires curb cuts for multi-family and commercial uses be a minimum of 24 feet wide for two-way traffic. The existing curb cut is approximately 22 feet wide. **Given the curb cut is existing, staff recommends the DRB allow for the continued use of the existing curb cut for the proposed project.**

The LDC has multiple requirements regarding the location and geometry for curb cuts. The existing curb cut location and geometry is somewhat unique and does not comply with several of the LDC requirements (too close to property line, angle of street intersection, pavement radius). **Given the curb cut location is existing, staff recommends the DRB grant an exception with regard to curb cut location in this instance per Section 705.D.7.**

Section 706: Accessory Uses and Structures

C. Set-back Exceptions

4. Heating, ventilation and air conditioning equipment

K. The LDC requires that *“Equipment for heating, ventilation or air conditioning which encroaches into a setback by not more than twelve (12) inches shall not be deemed to violate this Code. Equipment placed upon the roof of any commercial or residential structure shall not be deemed a violation of this Code if:*

(a) It extends less than two (2) feet above the roof;

(b) It occupies no more than eight (8) square feet of area; and

(c) It generates no additional sound discernable at the adjoining property line.”

This issue was brought up during the Conceptual phase review, but upon further review of this requirement, staff now understands the “two feet above the roof” limitation to only apply to equipment that encroaches into a setback.

D. Satellite Dish Antenna

The applicant does not propose any satellite dish antennae.

J. Dumpsters or Other Trash Containers

Existing dumpsters are located adjacent to the existing access drive serving the warehouse building. Existing sidewalks provide access to the dumpsters from the existing building(s).

Dumpsters will be required to be covered and drainage plugs installed at all times. Covers shall be opened only for depositing refuse and/or emptying of the dumpster.

Section 707: Fences

No fences are proposed as part of this project.

Section 708: Screening/Buffering

The DRB should review existing landscaping and existing vegetation to remain to confirm that adequate screening/buffering is provided between the proposed residential use and adjacent commercial uses.

Section 713: Storm Water Management

The existing building and all existing parking and drive areas associated with this project are existing, with no changes proposed as part of this project.

No exterior construction is proposed as part of this project and as such erosion prevention and sediment control measures are not proposed. **Should any exterior soil disturbance occur, proper erosion prevention and sediment control measures shall be provided.**

Section 714: Sign Standards

The Site Plan does not depict a proposed sign for the project. If a sign is proposed, it should be depicted on the Site Plan with a detail provided to ensure compliance with Section 714 of the LDC.

Section 718: Performance Standards**G. Visual Impact**

The project proposes to renovate the interior of the existing building on the site, with minimal modifications to the building exterior. Visual impacts associated with the proposed project are not anticipated to alter the existing character of the area.

Section 719: Landscape and Tree Planting Requirements

Section 719.D.3 states that on existing development, landscaping standards apply at a time of an application to “add, enlarge or reconstruct a structure on the property”. Given that the applicant is not proposing to construct or enlarge any structures, existing landscaping can be considered “non-conforming” and be allowed to remain.

Section 719.D.3 also states that “Nothing in this Section shall prevent the Commission from requiring landscaping for the proposed area designated for change.” Staff believes that it would be reasonable to consider the areas around the residential building entrances as areas “designated for change” so the DRB may choose to review whether existing landscaping near building entrances is sufficient to meet the intent of Section 719 of the LDC if desired.

Section 720: Lot Frontage

The LDC requires that *“Within any District, a minimum frontage of sixty (60) feet is required at the street, unless specifically stated otherwise. The Commission may waive this requirement in unusual circumstances, including but not limited to small and preexisting, non-conforming lots.”*

The project site is existing and is currently served by an existing access drive from Jackson Street.

Staff Comments

Staff comments from the Public Works Department and City Engineer are summarized in the attached letter dated April 7, 2023.

Recommendations

Staff recommends the DRB approve the Final plan pending a DRB determination that the LDC standards are met with regard to the following:

- Section 703.C. The DRB should review and discuss the width of the existing parking aisle and access drive.
- **Section 704. The DRB should review the lighting plans and provide direction as to whether the proposed lighting is acceptable.**
- Section 705. Given the curb cut is existing, staff recommends the DRB grant an exception with regard to curb cut location and geometry in this instance per Section 705.D.7.
- Section 708. The DRB should review existing landscaping and existing vegetation to remain to confirm that adequate screening/buffering is provided between the proposed residential use and adjacent commercial uses.
- **Section 719. The DRB should review existing landscaping and existing vegetation to remain to ensure protection and enhancement of the quality of the project and adjacent properties.**

Proposed Stipulations

- 1) All staff comments are addressed to the satisfaction of staff and the DRB.
- 2) The applicant shall request and obtain additional sewer and water allocations for this project from the City prior to a zoning permit being issued.
- 3) A bike rack should be provided at or inside one of the building entrances serving the residential units as a condition of approval.
- 4) Dumpsters will be required to be covered and drainage plugs installed at all times. Covers shall be opened only for depositing refuse and/or emptying of the dumpster.
- 5) Should any exterior soil disturbance occur, proper erosion prevention and sediment control measures shall be provided.
- 6) If additional landscaping is deemed necessary by the DRB, the applicant shall submit a landscaping plan prior to a zoning permit being issued.
- 7) Applicant shall submit an electronic copy of an updated plan that includes all amendments to the plan set, prior to the issuance of a zoning permit.
- 8) If final construction differs from plans, applicant shall submit as-built plans prior to the issuance of a Certificate of Occupancy.
- 9) Applicant shall adhere to the applicable construction inspection requirements detailed in Public Works Specifications Section 119 of the Land Development Code.