

MEMORANDUM

TO: Pullman Board of Adjustment

FROM: Pete Dickinson, Planning Director
Heidi Sowell, Assistant City Planner

FOR: Meeting of May 15, 2006

SUBJECT: Conditional Use Permit Application No. C-06-4
Palouse River Counseling Offices

DATE: May 4, 2006

Staff Report No. 06-8

BACKGROUND DATA

Applicant: Palouse River Counseling.

Property Location: 400 NE Maiden Lane on College Hill (See Attachment A, Location and Zoning Map; and Attachment B, Site Plan).

Applicant's Request: Establishment of offices/ professional services (See Attachment C, Application C-06-4).

Property Zoning: R4 High Density Multi-Family Residential District.

Applicable Zoning Regulations: Section 17.70.030 states that offices/ professional services are a conditional use in the R4 district.

Property Features: **Current Land Use:** single-family dwelling unit.
Lot Area: 15,388 square feet.

Utilities: city water, sanitary sewer, and storm drain lines are provided to the subject property.

Topography: slope downhill from northwest to southeast.

Vegetation: deciduous and evergreen trees, shrubs, and grass.

Adjacent Zoning and
Land Use:

North and East: R4 zoning district; Greystone Church Apartments, multi-family dwelling units, duplexes and single family homes;

South and West: R4 zoning district; Palouse River Counseling Offices, multi-family dwelling units, Simpson United Methodist Church.

Access:

Maiden Lane, designated as secondary arterial on the Pullman Comprehensive Plan Arterial Street Plan Map.

Environmental Review:

This proposal was determined to be categorically exempt from the documentation requirements of the State Environmental Policy Act; therefore no environmental checklist was submitted for this project.

Comments of Affected
Agencies :

Department of Public Works: Stated concerns regarding the limited parking in the area and suggested a requirement for off-street parking.

Protective Inspections Division: *No response.*

Department of Public Services: Noted concerns with parking and traffic.

Fire Department: Noted no concerns with the project.

Police Department: *No response.*

Pullman School District: *No response.*

Hearing Notification:

Notice of Public Hearing mailed 5/3/06; Notice posted 5/3/06; Notice published 5/5/06.

PERTINENT PLANNING PROVISIONS

There are a number of provisions contained within the Comprehensive Plan and zoning code that relate to this conditional use permit application. These provisions, which are available for review at the city's web site (www.ci.pullman.wa.us), are referenced below.

Comprehensive Plan Goals LU3, LU4, LU5, H1 and T4, and their respective policies.
Zoning Code Chapters 17.01, 17.70, 17.75 and 17.125.

ZONING CODE DEVELOPMENT STANDARDS

The following table compares applicable zoning code development standards to the characteristics of the subject proposal.

DEVELOPMENT STANDARDS	ZONING CODE REQUIREMENT	SUBJECT PROPOSAL
Lot Size	5,000 square feet minimum	*15,388 square feet
Lot Width	50 feet minimum	*56 feet
Building Coverage	60 percent maximum	*16 percent
Building Height	50 feet maximum	16 feet
Setbacks	Front: 15 feet minimum Side: 5 feet minimum Rear: 10 feet minimum	Front: 1 foot (existing house) Side: 5 feet Rear: 199 feet
Off-Street Parking	4 stalls (one per 400 sq. ft. of net floor area)	2 stalls on-site; 30 parking stalls leased from Simpson Methodist Church

* This number refers to the entire lot. The lot contains two existing single family homes; the conditional use pertains to the conversion of the westernmost home and the eastern home is being used as a rental.

CONDITIONAL USE PERMIT REVIEW CRITERIA

In accordance with Zoning Code Section 17.125.020, a conditional use permit may be approved when all of the following findings can be made:

- (1) that the proposed use is consistent with the Comprehensive Plan;
- (2) that the proposed use, and its location, are consistent with the purposes of the zone district in which the use is to be located;
- (3) that the proposed use will meet all required yard, parking, and other material development standards of the Zoning Code unless otherwise varied in the approved conditional use permit;
- (4) that the use, as approved or conditionally approved, will
 - (a) be located on a site that is adequate in size and shape;
 - (b) be located on a site that has sufficient access to streets and highways adequate in width and type of surface to carry the quantity and quality of traffic generated by the proposed use;

- (c) not have a significant adverse environmental impact on the adjacent area or the community in general;
- (d) be compatible with surrounding land uses;
- (e) be provided with adequate parking; and,
- (f) be served by adequate public utilities and facilities.

STAFF ANALYSIS AND RECOMMENDATION

Planning staff is in favor of granting this conditional use permit application request. Staff believes the existing home is adequate in size and shape to accommodate the applicant's proposal. As noted above, the home is one of two houses located on a shared property. Since a structure already exists for this proposed use, and the applicant is not proposing any changes that would require addition to the structure, it is permitted that this legal nonconforming home does not meet the front yard setback requirement. The applicant has proposed renovations for the interior that are requirements for the change in use of the structure from residential to commercial.

As noted above, water, sewer, and storm drain lines are already provided to the subject property, so planning staff believes the site is served by adequate public utilities and facilities. Professional services at this site are not expected to have any significant environmental impacts; the proposal is categorically exempt from the documentation requirements of the State Environmental Policy Act.

Policy LU5.9 of the Pullman Comprehensive Plan includes the following language, "Permit neighborhood commercial development in high-density residential areas so long as it caters primarily to immediate neighborhood residents, and the development is designed and operated to be compatible with the neighborhood." The proposed development will serve neighborhood residents and appears to be compatible with the existing neighborhood.

Currently, the neighborhood has a mix of high-density residential development, a church, and other commercial uses. The existing Palouse River Counseling building is currently located directly west of the proposed offices. The existing office has proved to be compatible with the neighborhood. The central business district is also located one to two blocks from the site. The addition of 1,571 square feet of office space does not seem to be a significant change of character for the area.

The applicant has represented that the proposed offices, referred to by Palouse River Counseling as the Harvest House, would serve an average of 12-15 clients a day. The Harvest House works with chronically mentally ill adults preparing them for integration into community life. Clients are only scheduled during the hours of 9:00 a.m. and 4:00 p.m., and no evening meetings are proposed.

With such a small number of clients each day, no significant impact on the neighborhood is expected.

As noted above, several city departments commented with concerns regarding parking and traffic congestion in the area. Required off-street parking is provided for the project. The parking demand for offices would be one parking stall per 400 square feet of net floor area. The net floor area of the proposed office space is 1,571 square feet; based on this requirement, four parking stalls would be required. The site contains two off-street parking stalls located south of the structure. Aside from this, Palouse River Counseling has an agreement with Simpson United Methodist Church for the use of 30 parking stalls in their parking area located across NE Maple Street from the site. This parking area is located within 200 feet of the subject property as required by the zoning code. The Simpson United Methodist Church parking area is shared with the existing Palouse River Counseling offices. The existing offices provide two off-street parking stalls on the site and require seven stalls. Therefore, a total of 23 parking stalls above the number of required stalls would be provided by the applicant.

Staff expects the traffic associated with the offices to be minimal. According to the Institute of Transportation Engineers' publication, Trip Generation, a general office building with 1,571 square feet would generate an average of 17.3 vehicle trips per day. This amount of traffic could easily be absorbed by the neighborhood under consideration.

Zoning Code Section 17.125.025 states that the Board shall determine at the time of issuing a conditional use permit whether or not said permit should be used by a subsequent user of the same property or if the permit should be personal. Staff suggests that the permit in this case be deemed non-transferable to another party.

In conclusion, staff recommends that the proposed conditional use permit be approved, subject to the following condition:

1. This conditional use permit shall not be transferable to another party. If the applicant sells the subject property or discontinues use of it as offices, said other party must apply for a new conditional use permit.

FINDINGS OF FACT AND CONCLUSIONS

The applicant has prepared findings of fact for the Board to review (See Attachment D). Planning staff has also prepared findings of fact and conclusions for consideration at the public hearing. Staff's findings and conclusions are incorporated in draft Resolution No. BA-2006-5 (See Attachment E).

Prior to making a decision to approve or deny a conditional use permit application, the Board must adopt findings of fact and conclusions which specify the basis for its decision. The Board may

abstract findings and conclusions from the applicant, staff, public, or Board of Adjustment members.

ACTION REQUESTED

- A. Establish rules of procedure and ask Appearance of Fairness questions.
- B. Accept staff report.
- C. Take testimony on the request for a conditional use permit.
- D. Adopt, by motion, Findings of Fact.
- E. Adopt, by motion, Conclusions.
- F. Move to approve or deny the granting of the conditional use permit. If the motion is to approve, the same motion should include any conditions the Board wishes to apply.

ATTACHMENTS

- “A” Location and Zoning Map
- “B” Site Plan
- “C” Conditional Use Permit Application C-06-4
- “D” Applicant’s Findings of Fact
- “E” Draft Resolution No. BA-2006-5