



**Planning and Zoning Commission
STAFF REPORT**

Monday - July 1, 2019 at 6:00 PM

CASE NUMBER: #2019-07

APPLICANT: Jeffrey Finegan

EXISTING ZONING: R-6 (Urban Residential)

REQUEST: #2019-07 A request by Jeffrey Finegan for a Use Variance at 341 Main Street, Parcel #185-000204.

DESCRIPTION: The applicant is requesting a use variance to operate his insurance agency office at the above listed address. The property is currently zoned Urban Residential (R6). Business office use is not a permitted or conditional use in the Urban Residential zoning district. The properties to the west and south are residential homes, the property to the east is an existing non-conforming commercial use although the property is zoned R6. The properties to the north are residential homes and the Certified Gas station. The applicant is also requesting a variance as to the number of required off-street parking spaces, ten (10) spaces are required, and the applicant states that there are currently six (6) spaces including the detached garage. The variance request also is asking to use existing landscaping to meet the buffer requirements to separate the commercial use from the residential use on adjacent properties. The applicant also desires to install a ground sign at the front of the building which would be located in the right-of-way which requires Council approval. The site plan submitted shows a future driveway on the west side of the property leading to a parking area to the rear of the building.



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CONCLUSION:

Staff has no objection to the granting of the requested use variance with the following condition:

When the proposed future parking lot is developed the required rear and west side buffers and parking lot landscaping shall be installed to comply with Chapter 1176 Landscaping Regulations.



DEPARTMENT OF ENGINEERING
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MEMORANDUM

Office of the City Engineer

Date: June 26, 2019

To: Mayor Lance Westcamp
Members of Planning and Zoning Commission

From: Stephen Farst, PE, CFM, City Engineer

Copy: Stephen Moore, Chief Building and Zoning Official

Re: **CASE # 2019-07** -- Planning & Zoning Commission – July 1, 2019

Case – 2019-07 Application for Use Variance

Site address:	341 Main Street
Containing parcel (s):	185-000204
Current Zoning:	Urban residential (R-6)
Proposed Zoning:	No Change proposed
Current Use:	Residential
Proposed Use:	Insurance Office

Request: The applicant, Jeffrey Finegan, is requesting a use variance to allow operation of an insurance agency at the above address.

Comments:

The applicant shows a concept for a future driveway on the west side of the lot with a future small parking area at the rear of the existing structure. This concept is not drawn to scale, nor sufficient for approval of these features at this time.

Conclusion:

Engineering Staff have no objection to the granting of the proposed Use Variance and staff supports the recommended conditions for approval as suggested by the Chief Building Official. Moreover, Engineering Staff recommend a condition be established that a Site Development Plan shall be prepared and submitted to the City's Engineering Department and Building and Zoning Department for review and approval, before any future site improvements on this property are constructed, including but not limited to the addition of a new driveway and parking area. The Site Development Plan will illustrate the site property boundaries, existing site features and will also show the proposed site improvements and their detail and specification for construction, which shall conform with applicable City requirements.