

# Memo

**To:** Planning Commission  
**From:** Bryan Myrkle, Community Development Director  
**Date:** July 6, 2018  
**Re:** Site Plan Review – Parking Lot – 619 W. Harris

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Jeff Dornbos, of Dornbos Sign, owns property to the immediate east of his building that was recently re-zoned to commercial. His intended use of this property is for off-street parking. Planning Commissioners may remember that this parcel was split-off from a residential lot that fronts on Lawrence Avenue, south of his business.

While he recently put gravel down in this area for employees to park on, he is obligated to construct a permanent paved parking lot, and obtain site plan approval from the Planning Commission.

I have worked with Mr. Dornbos to plan a parking lot that substantially meets the requirements of our zoning ordinance and that I believe the Planning Commission can consider for approval. A copy of that parking lot plan is included in the packet for your reference and review.

In preparing the site plan, we determined that Dornbos Sign would be required to have a minimum of nine spaces in this lot, and this plan shows 13. It also has the required accessible space.

Because this is not a 'thru' lot, it will need to have 90-degree spaces and two-way traffic. This lot shows the required 20-foot deep spaces and 20 foot two-way traffic lane. The spaces are also the required 9-feet wide.

The entrance way is at least 20 feet away from the neighboring residential property, as required

The plan shows a 10-foot green belt with required plantings at the front of the lot.

The only planned parking lot lighting is the existing lighting on the side of the building.

Because this borders a residentially-zoned parcel, the code calls for more landscaping and screening than a commercial lot would otherwise need. Therefore, I would like to highlight a couple things on this plan for Planning Commissioners.

- The fence is proposed at our normal standard of 4 feet, 6 inches; but should be raised to 6 feet due to its proximity to residential. This should also be a fully-obscuring, or privacy-style, fence, not a chain-link fence.
- The code calls for 15-feet of landscaping between adjacent land uses like this (commercial next to residential), but also says this requirement should be imposed 'insofar as practical.' In this case, fully 40 feet of the lot's 46 feet of width is necessary to allow parking ingress or egress. Requiring the full 15 feet would mean the site could not be used for parking.

In developing this plan, I believe Mr. Dornbos has worked in good faith to meet the letter and spirit of the City Code and is proposing a site plan the Planning Commission can approve.

This is a photo of the site, and there is a site plan for the area elsewhere in your packet.

