

Exhibit 4

City of Hallandale Beach Planning and Zoning Board Agenda Cover Memo



Applicant :	St. Anne's Episcopal Church	Meeting Date:	October 23, 2013	
Project Name:	Off-Street Parking Lot for St. Anne's Episcopal Church	Project Address:	705 N.W.1 st Avenue	
Application #:	#109-13-CU	Application Type:	Conditional Use	
Planning District:	NW Quadrant	Quasi Judicial: <i>(Enter X in box)</i>	YES	NO
			X	
Parcel Size:	15,000 square feet (0.34 acres)	Public Hearing: <i>(Enter X in box)</i>	YES	NO
			X	
Existing Zoning :	(RD-12) Multi-Family (Duplex) District			
Existing Use:	Vacant			
Proposed Use:	Off-Street Parking Lot with 28 spaces			
Comprehensive Plan Future Land Use Designation:	Low-Medium Density up to 14.0 DU/Acre	Surrounding Land Use:		
Surrounding Zoning:		North – Parking Lot South – Single-Family (1 Unit) East – Commercial Business West – Church		
North – RD-12 (Residential Two-Family (Duplex) District) South – RD-12 (Residential Two Family (Duplex) District) East – BG (Business General District) West – RD-12 (Residential Two Family (Duplex) District)		Strategic Plan Priority Area:		
		Livable Community	<input type="checkbox"/>	
		Excellence in Government	<input type="checkbox"/>	
		Environmental Sustainability	<input type="checkbox"/>	
		Economic Development	<input checked="" type="checkbox"/>	
Sponsor Name:	Althea Jefferson, Planning & Zoning Manager	Prepared By:	Robert Collins, Senior Planner	

REQUEST

The Applicant is requesting a Conditional Use Permit to construct an off-street parking lot, located at the northeast corner of NW 7th Street and NW 1st Avenue. The lot is proposed to provide much needed parking (28 spaces) for St. Anne's Episcopal Church. The Church is

located directly across the street from the proposed parking lot, and has a physical address of 701 NW 1st Avenue.

The applicant's Conditional Use request is pursuant to Section 32-154(c)(6) of the City's Code of Ordinances, which allows parking lots as a conditional use within the RD-12 Zoning District. The review of the applicant's request is pursuant to Section 32-964 of the Code of Ordinances (Conditional Uses).

STAFF SUMMARY:

Background

The subject site is a vacant property consisting of .34 acres, and is owned by St. Anne's Episcopal Church. The church is located at NW 1st Avenue at 701 NW 1st Avenue, directly across from the proposed parking lot. The church has been located at this site since the 1920's and the current church building dates back to the 1940's. The church site is a non-conforming site with five (5) parking spaces, leaving a huge deficit in parking for its congregants. The church purchased the subject site in December 1998 with the goal of supplying additional parking for the church. Due to lack of funding and administration changes, the church did not pursue construction of the parking lot until now, but has informally used the property as parking for the church during the last 15 years.

Why Action is Necessary

Pursuant to Section 32-154(c)(6) of the City's Code of Ordinances, a conditional use permit is required to allow a parking lot in a Residential Two-Family (Duplex) District (RD-12). Pursuant to Section 2-231(f)(2) of the City's Code of Ordinances, the Planning and Zoning Board shall make an advisory recommendation to the City Commission on Conditional Use applications.

Analysis

Section 32-154(c)(6) requires a Conditional Use Permit be approved by the City Commission in order to have a parking lot in the RD-12 Multi-Family Residential (Duplex) District. The applicant is proposing to construct and utilize a parking lot with 28 spaces, which requires approval of a conditional use permit. The parking lot will be used by parishioners during St. Anne's church services and events.

Development Details

The applicant has submitted the following:

1. An existing Boundary Survey showing the vacant property.
2. A cover letter which states the request is necessary because the property is zoned residential and the church desires to increase the paved parking options for their congregants since only five (5) paved parking spaces exist for the church at 701 NW 1st Avenue. The cover letter also includes a complete response to the review standards noted in Section 32-964 of the City's Code, and contends the parking facility is expected

to have the limited impact on neighboring properties.

3. A proposed Site Plan reflecting the following:
 - a. A parking lot with 28 parking spaces that meets City parking space size requirements (9'x19');
 - b. Two (2) accessways from NW 7th Street that are 26 feet in width and one-way traffic flow through the parking lot connecting the access drives;
 - c. A pedestrian walkway on the west side of the property to NW 1st Avenue (St Anne's Church is across NW 1st Avenue);
 - d. Perimeter landscape buffers and parking lot islands with proposed trees and hedge material identified;
 - e. An associated site drainage plan with proposed drainage improvements.

Interdepartmental Review

The application was circulated to the Building Division, Fire Department, Police Department, and Public Works Department for review and no adverse comments were received. The Engineering Division commented on several items that would be required at time of building permit application. Pursuant to the Florida Building Code, the Building Division commented that two accessibility spaces will be required at the subject site. The applicant has requested to locate the two required handicap spaces at the church site. The Building Division has agreed to these terms, if cited as a condition for approval.

Review of Conditional Use Application Criteria

SECTION 32-964 - Applications for conditional uses shall be reviewed with consideration given to the following:

- (1) That the use is compatible with the existing natural environment and other properties within the neighborhood.

Compliance. The proposed parking lot is adjacent to other parking lots to the north and commercial properties to the east. The proposed parking lot with buffer strips and landscaping will improve the current vacant lot. The property will be compatible with the existing neighboring properties.

- (2) That the use will create no substantial detrimental effects on property values in the neighborhood.

Compliance. The proposed parking lot will meet the current City Code requirements for a parking lot, which reduce or eliminate any potential detrimental effects that a parking lot could cause in the neighborhood. The proposed parking lot is an improvement to the condition of the property, which is currently vacant.

- (3) That there are adequate public facilities such as schools, roads, parks, and utilities within the service areas involved.

Compliance. There are adequate public facilities in place. The associated church has been in existence for many years and the new parking lot will cause no new impacts to public facilities.

(4) That there will be adequate provisions for the traffic movement, both vehicular and pedestrian, both internal to the use and in the area which will serve the use.

Compliance. Traffic movement within the area will be unchanged since the church has been in existence for many years. For the church, traffic movement will be improved by turning their vacant lot into a structured parking lot meeting City Code requirements. The parking lot will include a pedestrian connection on the west side to the church across NW 1st Avenue.

(5) That there will be adequate drainage systems to service the use with particular attention to the necessity for on-site retention systems to alleviate drainage and pollution problems.

Compliance. The applicant submitted a drainage plan detailing proposed drainage improvements, which include two (2) catch basins leading to a French drain / infiltration trench system, curb and gutter, and asphalt paving. In addition, the Engineering Department had no objections at this time, and will review the proposed drainage improvements in more detail at time building permit application.

(6) That there are adequate setbacks, buffering, and general amenities in order to control any adverse effects of noise, light, dust, and other nuisances.

Compliance. Adequate buffering and setbacks are proposed. These details are discussed in the next section of this staff report.

(7) That the land area is sufficient, appropriate, and adequate for the use and for any reasonably anticipated expansion thereof.

Compliance. The proposed parking lot for the church meets current City Codes for layout, access, parking space size, buffering, landscaping and landscape area. The land area is sufficient, appropriate, and adequate for use as a parking lot. Expansion is not possible, since the parking lot is being developed at maximum design capacity (buffering, set-backs, drive aisles, space size, islands, landscaping, etc.).

(8) Any other conditions as may be stipulated and made a requirement in granting any application for a conditional use, when it is considered necessary to further the intent and general welfare, including but not limited to:

- a.) Limitations on the hours of business operations.
- b.) Limitations on the number of occupants of any building at any one time.

The application is for a church parking lot with limited use. No other limitations are deemed necessary.

Other Applicable Codes and Ordinances

1.) Section 32-452, Off-Street Parking Requirements, which requires parking for various uses found within the City.

This Code section does not apply since the church was in existence prior to December 1, 1998 and is not proposing a structural addition at this time. Pursuant to Section 32-452(f)(1) the church is considered non-conforming; and, therefore exempt from the parking requirements. If the church was built as new construction today, a total 42 parking spaces would be required (125 seats /3 = 42 spaces). The existing church site has five (5) spaces and the proposed parking lot has 28 spaces, resulting in a total of 33 parking spaces. Pursuant to Florida Building Code, the parking lot is required to have two handicap spaces. The applicant would like to allocate all of its required accessibility parking on-site, at the church. Therefore, the applicant has indicated that all of the existing five (5) parking spaces at the church site will be turned into handicap parking spaces, once the proposed parking lot is completed.

2.) Section 32-453, Design Requirements for Off-Street Parking Facilities, requires the following:

A. The City's minimum parking space size is 9 feet by 19 feet.

The applicant is proposing 9 feet by 19 feet parking spaces, which is in compliance with the code requirements.

B. The City's minimum setback from parking spaces to a public right-of-way line is ten feet.

The applicant is proposing a minimum 10-foot setback from the public right-of-way line on NW 1st Avenue and NW 7th Street to the parking spaces, which is in compliance with the code requirements.

C. The City's minimum accessways to parking facilities from public right-of-ways is required to be 13 feet for one-way traffic and 23 feet for two-way traffic.

The applicant is proposing one-way traffic flow through the parking lot between the two (2) accessways on NW 7th Street. Both accessways are 26 feet in width, which is in compliance with the code requirements.

D. The City's minimum drive aisle width for back to back 90 degree parking is 23 feet.

The applicant is proposing 25-foot drive aisles between parking spaces, which is in compliance with the code requirements.

E. City Code requires off-street parking facilities to be illuminated if utilized 30 minutes after sundown per standards contained in the Code.

The applicant has indicated that the parking lot will occasionally be used after sundown. The applicant is not currently proposing illumination, which is not in compliance with the

code requirements. The applicant has indicated to staff that they are not adverse to supplying lighting if required to do so.

3.) Section 32-384, Landscape Requirements, requires the following:

A. All institutional uses permitted within residential districts are required to have a minimum 25% landscape area.

The applicant is proposing a 28.86% landscape area for the proposed parking lot which is in compliance with the code requirements.

B. All project sites areas within the City are required to have one (1) tree per 1,500 square feet to total site area.

The applicant's total site area is 15,000 square feet, thus requiring 10 trees. The applicant is proposing 12 trees of which 5 are native species. The number of proposed trees is in compliance with the code requirements.

C. Landscaped buffer strips are required around the perimeter of all vehicular use areas. The buffer is required to be ten (10) feet if adjacent to public right-of-way and five (5) feet if adjacent to common property lines.

The applicant is proposing a ten (10) foot buffer strip adjacent to NW 1st Avenue and NW 7th Street, a five (5) foot buffer strip along the north property line, and a seven (7) foot buffer strip along the east property line. The buffer strips include trees and hedge material. The proposed buffering is in compliance with the code requirements.

D. All parking lots are required to have the parking spaces terminated with landscape islands of not less than seven (7) feet. In addition an interior island is required to be provided for every ten (10) spaces within each row on not less than seven (7) feet. One tree is required in each island.

The applicant is proposing terminal islands and interior islands of at least seven (7) feet. Each island also includes one (1) tree. The proposed terminal and interior islands are in compliance with the code requirements.

Staff Recommendations

Section 32-154(c)(6) of the Zoning and Land Development Code permits parking lots in the RD-12 Zoning District by a Conditional Use Permit. The applicant has provided a detailed plan to construct a parking lot in a manner which minimizes the impact on neighboring properties. The applicant has met all development standards associated with parking lots, and all requirements for a Conditional Use Permit have been met, pursuant to Section 32-964.

A comprehensive compatibility analysis has revealed the proposed parking lot will not negatively impact the surrounding properties, and will provide an aesthetic improvement to the site. The

immediate area includes other parking lots, already in existence and the proposal meets the criteria for granting a Conditional Use Permit. Therefore, staff recommends the Planning and Zoning Board forward Application #109-13-CU to the City Commission with a recommendation of approval with conditions, as noted below:

- Supply hedge material within the perimeter buffer area along NW 7th Street between the two (2) accessways and in the southeast corner;
- Supply appropriate lighting for the parking lot, pursuant to City Code requirements.
- Two accessibility spaces will be required to remain at the church site, in lieu of locating them in the parking lot across the street.

PROPOSED ACTION:

Move that the Planning and Zoning Board:

- Recommend denial of the requested Conditional Use Application; or,
- Recommend approval of the requested Conditional Use Application without conditions; or,
- Recommend approval of the requested Conditional Use Application, subject to the following conditions:
 1. Supply hedge material within the perimeter buffer area along NW 7th Street between the two (2) accessways and in the southeast corner;
 2. Supply appropriate lighting for the parking lot, pursuant to City Code requirements.
 3. Two accessibility spaces will be required to remain at the church site, in lieu of locating them in the parking lot across the street.

ATTACHMENT(S):

Exhibit 1 - Aerial Map
Exhibit 2 - Location Map
Exhibit 3 - Applicant's Letter
Exhibit 4 - Site Plans