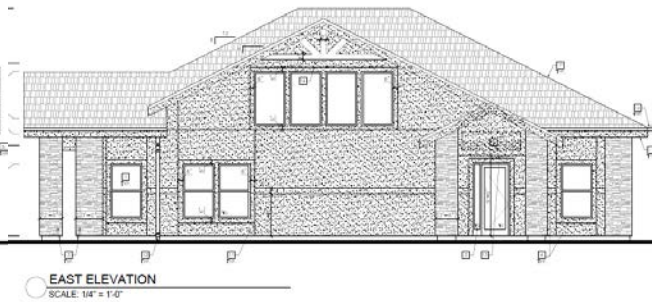
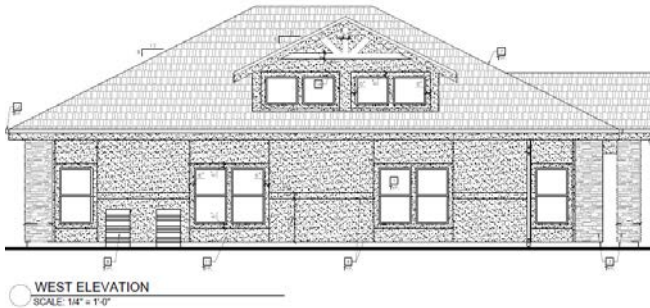
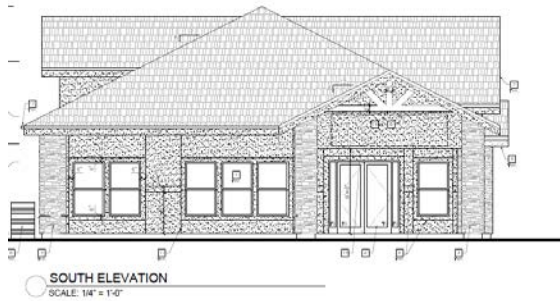
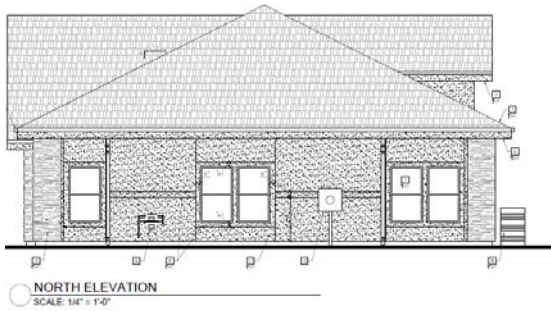




CITY OF GARDEN CITY

6015 Glenwood Street □ Garden City, Idaho 83714
Phone (208)472-2921 □ Fax (208)472-2926

File Number: DSRFY2022 - 0005
Application Scope: Pre-Application Conference
Location: 5659 N Glenwood St.
Applicant: Mysti Stelluto
Pre-application Date: March 21, 2022
Revision Date: TBD



Staff Report
Prepared by Hanna Veal

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A. Meeting Summary:

This summary will be updated to reflect the previous meetings as this application progresses.

B. Project Information

Proposed Scope of Work:

Request	Review Process	Notes
Pre-application conference for a design review	8-6B-3 Design Review Committee	March 21, 2022
Public Hearing	8-6B-3 Design Review Committee	TBD

Project Details: Single story commercial building for office use.

- 1) Proposed development: New construction
- 2) Site Coverage:
 - a) Building: 3,588 sq ft.
 - b) Landscaping: % of site
 - c) Paved Areas: % of the site
- 3) Square footage dedicated to uses:
 - a) Commercial Building, Office use
- 4) Number of Structures: 1
- 5) Total number of vehicular parking spaces: 29
 - a) Enclosed: 0
 - b) Surface: 29
 - c) On-Street: 0
 - d) Off-site with a cross parking agreement: 0
 - e) ADA: 1
- 6) Total number of bicycle parking: 2
 - a) Enclosed: 0
 - b) Surface: 2
- 7) Trash Enclosure: The refuse will be in a common location
- 8) Fencing: No fence
- 9) Sidewalk:
 - a) Attached proposed
- 10) Landscaping:
 - a) Street Trees: Unknown
 - b) Parameter Landscaping: Existing shrubs and trees along property line.
- 11) Connections: Installing safety crossings along Glenwood, potential activity node connecting Chinden to the City Hall and the River.
- 12) Closest VRT Stop: N Glenwood St & Backstretch Blvd NEC

Site Conditions:

- 1) Street Address: 5659 N Glenwood St
- 2) Parcel Number(s): R0540180080
- 3) Property Description: LOT 24 BLK 01 ASHLAND PLAZA SUB #2
- 4) Legal Lot of Record: Yes
- 5) Property Size: 0.231 acres
- 6) Zoning District: C-2
- 7) Zoning Overlay(s): None

-
- 8) Comprehensive Plan Land Use Map Designation:**
 - a) Mixed Use Commercial**
 - 9) Floodplain Designation:**
 - a) 2003 FIRM: Outside of the Special Flood Hazard Area**
 - b) 2017 Draft FIRM: Outside of the Special Flood Hazard Area**
 - 10) Adjacent Uses:**
 - a) 8-7A-1 Retail Store, Health Club, Vehicle Service, Personal Service**
 - 11) Existing Use: Vacant**
 - 12) Easements on site: There are no records on file with Garden City of existing easements**
 - 13) Site Access:**
 - a) Side: N Glenwood St**
 - 14) Sidewalks: no sidewalk**
 - 15) Wetlands on site: none identified**

C. Discussion

From what staff was able to review, this appears to be an application that conforms with Garden City Code, the Garden City Comprehensive Plan and other pertinent plans, and there is no public opposition to date.

This application was submitted in conjunction with DSRFY2022-0004 located at 5663 N. Glenwood Street, another application for a new construction for office space(s).

Some items were not submitted for review, such as the landscape plan. As such, staff was not able to provide for a full analysis of the project.

D. Decision Process

General Provisions

A formal application will be processed per [GCC 8-6A-5 Administrative with Notice](#).

Required Decisions: The following decision processes are required for the project as governed by [GCC Table 8-6A-1](#):

Decision	Recommendation Authority	Decision Authority	Hearing Date
Design Review	N/A	Design Committee	Pre-application conference: 03/21/2022 Design Review formal hearing: To be scheduled

Required Findings:

Findings are not required at a pre-application conference.

For the approval of a Design Review Application, the Design Review Committee must find the application meets the following findings, found in [GCC 8-6B-3](#):

1. The proposed design is in conformance with the purpose of the zoning district and all dimensional regulations of that district;
2. The proposed design adheres to standards for the protection of health, safety, and general welfare;
3. The proposed design creates a sense of place and contributes to the uniqueness of the different districts and neighborhoods within the city;

4. The proposed design improves the accessibility of development to nonmotorized and public modes of transportation;
5. The proposed design supports a development pattern in nodes rather than strip commercial along arterial corridors;
6. The proposed design supports a compact development pattern that enables intensification of development and changes over time; and
7. The proposed design provides outdoor spaces and landscaping compatible with the southwest Idaho climatic conditions and that encourage pedestrian activity.
8. There has been no denial of any application on this property within one year.

Preapplication Conference Options:

Pursuant to [GCC 8-6B-3](#), a preapplication conference with the Design Review Committee is required. The purpose of the preapplication conference is threefold: to provide direction based on design objectives that are relevant to the application, determine the level of review process, and what application materials will be required.

It is appropriate for Committee to take of the following actions:

- Determine the application is ready for a formal application with the Design Review Committee.
- Delegate the decision to the Planning Official as an administrative decision.
- Request the applicant return with more information.

The direction provided by the committee at the preapplication meeting may be changed or reversed at any time during the process if the design or the scope of the project changes.

Decision

Pursuant to [GCC 8-6B-3](#), if the Design Review Committee does not delegate the decision to the Planning Official for an administrative decision, based on the required findings, the Committee shall take one of several actions:

1. Approve the application;
2. Conditionally approve the application with the requirement that the committee review further design details; or
3. Deny the application.

If there is a denial, state code requires that the decision maker identify what could be done to obtain approval.

Appeals of Decision:

A pre-application conference is not a decision and cannot be appealed.

Per Garden City Code [8-6A-5 Administrative Process with Notice](#), there is a 15-day period to file a written objection to the application. This period starts from the signed decision date. If a written objection is received within the 15-day period, a City Council hearing will be scheduled to decide the application. Written objections received after the 15-day objection period will not be accepted.

Pursuant to [8-6A-9 Appeals](#), there is a 15-day appeal period to appeal the decision to the City Council. This period starts from the signed decision date and runs concurrently with the 15-day objection period noted above. An appeal is \$210 and must be filed on the appeal application form provided by the City. Appeals received after the 15-day appeal period will not be accepted.

E. Agency Comments

This section will be completed during the report drafted in conjunction with the public hearing. The following agency comments were provided:

Agency	Comment Date	Summary
Ada County Highway District	None received to date	
Boise School District	None received to date	
Central District Health	None received to date	
COMPASS	None received to date	
Garden City Engineer	None received to date	
Idaho Transportation Department	None received to date	
Irrigation: Fairview Acres	None received to date	
North Ada County Fire and Rescue	None received to date	
Meridian School District	None received to date	

F. Public Comment

This section will be completed during the report drafted in conjunction with the public hearing.

G. Code/Policy Review

The below serves as an analysis of applicable provisions Garden City Code, Title 8, Development Code and identified applicable policies, plans, and previous approvals.

Garden City Title 8 Code Sections			
Code Section	Review Authority	Compliance Issues	Analysis/ Discussion
Title 8, Chapter 1: General Regulations			
8-1A-4 Applicability			The regulations of Garden City Code, Title 8 Development Code of the City, shall apply and govern development and use of all properties within the corporate limits of the city.
8-1B-1 Nonconforming Properties		No compliance issues noted	Legal parcel of record as described

8-1B-2 Nonconforming Structures		No compliance issues noted	
8-1B-3 Nonconforming Uses		No compliance issues noted	
Title 8, Chapter 2: Base Zoning District Regulations			
8-2B-1 Purpose		No compliance issues noted	The purpose of the two (2) commercial districts is to provide a full range of commercial uses and services for both the residents of Garden City and the region. Location determines the type and form of commercial uses. Activities which are more compatible with mixed use or residential uses and minimally disruptive to the neighborhood are to be located in the general commercial (C-2) district.
8-2B-2 Allowed Uses		No compliance issues noted	Professional services are a permitted use. If the office spaces are to be used for an alternative use, the use might be subject to a conditional use permit prior to moving into the space.
8-2B-3 Form Standards	DC	No compliance issues noted	The required setbacks are: Front: 5' Interior Side: 5' Rear: 5' Street side: 5' The allowable maximum height is: n/a The minimum lot size is: n/a There are not encroachments
8-2C		Complaint as Conditioned	A use that is a private security, escort service or massage service shall comply with the licensing requirements as set forth in title 3, "Business And License Regulations.
Title 8, Chapter 4: Design and Development Regulations			
8-4A-3 Fences and Walls	DC	May not be complaint	Existing chain link fence with slats along the western, and northern property boundary line. Chain-link fencing is not permitted per Garden City Code. Removal of the fencing shall be required prior to the issuance of a certificate of occupancy This proposal does not identify any fence or wall. Any future fence or wall will be required to be in compliance with code at the time of development.
8-4A-4 Outdoor Lighting	DC	May not be complaint	This proposal does not identify any outdoor lighting. Any future outdoor lighting will be required to be in compliance with code at the time of development.
8-4A-5 Outdoor Service and Equipment Areas	DC	May not be complaint	Any future outdoor service equipment area will be required to be in compliance with code at the time of development.

			<p>This proposal does not identify any outdoor service equipment. Any future outdoor service equipment area will be required to be in compliance with code at the time of development.</p> <p>All on site service areas for waste, recycling, or trash; and equipment areas for transformer and utility vaults shall be located in an area not visible from a public street or adjoining property, or shall be screened from view from a public street and adjoining property with a privacy fence. The site accounts for a common trash enclosure located at the western property boundary line.</p> <p>HVAC equipment, trash dumpsters, recycling, trash compaction, and other service functions shall be incorporated into the overall design of buildings and landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets. AC unit does not appear to be shielded, however, in the south and north elevations, it does not appear to be visible from the public right-of-way and is placed towards the sides of the building, which are the east and west elevation.</p>
8-4A-7 Stormwater Systems	DC	Complaint as Conditioned	<p>It appears that there is existing stormwater mitigation along the perimeter of the property, as shown in the submitted site plans.</p> <p>A draft condition of approval has been provided requiring that the stormwater systems be built in compliance with provisions of 8-4A-7.</p>
8-4A-8 Utilities	DC	Complaint as Conditioned	<p>Another draft condition of approval is provided requiring that all utilities be underground.</p>
8-4C-3 Design Provisions for Nonresidential Structures	DC	No compliance issues noted	<p><i>Objective 1: The design of all structures shall have a scale, massing and urban form that has a relationship to the street, the pedestrian, and adjacent properties.</i></p> <ul style="list-style-type: none"> No comment as the building is not adjacent to a public street and is set back within the interior of the already developed commercial subdivision. The proposed design has a varied façade on three sides of the building. However, the north elevation includes a blank space between the air condenser equipment and a window. The blank space does not appear to be a detriment to the overall design <p><i>Objective 2: The design layout of all sites shall maximize opportunities for safe and comfortable pedestrian accessibility and minimize the obtrusive effects of parking and vehicular circulation.</i></p> <ul style="list-style-type: none"> Parking lot has been pre-determined by subdivision. Additional parking spaces have been proposed between this application's structure and associated DSRFY2022-0004 office structure located at 5663 N. Glenwood. The parking lot associated with this application does not front the street.

			<ul style="list-style-type: none"> • Pedestrian pathways have been provided throughout the site and subdivision to connect the primary entrance to the public sidewalk. <p><i>Objective 3: Buildings shall be designed and constructed of quality materials.</i></p> <ul style="list-style-type: none"> • No comment. Materials appear to be compliant with code. <p><i>Objective 4: The site design shall respect existing notable site features including existing buildings, landscaping, trees and water.</i></p> <ul style="list-style-type: none"> • All existing trees, significant vegetation and surface water features should be maintained. Landscape plans not submitted. Not enough information to review. <p><i>Objective 5: The design of all buildings shall provide visual interest, support the vision for the area as articulated in the comprehensive plan and positively contribute to the overall urban fabric of the community.</i></p> <ul style="list-style-type: none"> • South and east elevations appear to orient themselves to the parking lot. Architectural features on facades help draw attention to the entrances on every side of the building. • The proposed design is oriented toward the adjacent lot associated with DSRFY2022-0004, across the parking lot to the east. The building is articulated through varied architectural features. <p><i>Objective 6: The site development should support and be consistent with the adopted streetscape.</i></p> <ul style="list-style-type: none"> • No comment. Appears compliant.
8-4C-5 Prohibitions	DC	No compliance issues noted	There are no visible false fronts, prefabricated structures or prohibited materials proposed with this application.
8-4D Parking and Off Street Loading Provisions			
8-4D-3 Parking Design and Improvement Standards	DC	No compliance issues noted	
8-4D-4 Parking Use Standards	DC	No compliance issues noted	
8-4D-5 Required Number of Off-Street Parking Spaces	DC	No compliance issues noted	<p>The minimum and maximum number of required off street vehicle parking for nonresidential uses and mixed use shall be determined by the planning official based on the following criteria:</p> <ol style="list-style-type: none"> a) The specific use(s) proposed and/or on the property; b) Uses in the vicinity of the property; c) A traffic study, if prepared, forecasting the expected traffic and parking needs expected from the use(s); d) The availability of on street, shared, and/or public parking within the vicinity of the use; and

			<p>e) The availability of public transit, vanpooling or other alternative transportation to serve the use.</p> <p>The above information has not been provided. Staff often refers to the City of Boise parking code for parking requirements. Office, Business or Professional uses require 1 parking space per 300sqft of gross floor area. The proposed building is 3,588sqft. Based off the calculations:</p> <p>Total number of vehicular parking spaces required: 12 Total provided: 21 (counting only closest parking spaces available) (8 of the vehicular parking spots along the western portion of the property are currently enclosed within a fence, and the parking lot looks as if there are children games painted on the hard surface.)</p> <p>There is one bicycle space required for every 20 vehicle spaces and 1 space per commercial tenant necessitating 1 bicycle spaces. The site has provided 1 bike rack on site, allowing for two bicycles.</p>
8-4D-6 Standards for Alternatives to On Site Parking	DC	No compliance issues noted	None requested
8-4E Transportation and Connectivity Provisions			
8-4E-3 Public Street Connections	DC	Complaint as Conditioned	Application is located within a pre-existing commercial subdivision. Street access and clear vision triangles should not be impacted by this application. However, there is a general condition of approval requiring that all streets and driveways shall adhere to the standards of a clear vision triangle at all times.
8-4E-4 Internal Circulation Standards	DC	No compliance issues noted	The drive is 20' or greater in width
8-4E-6 Sidewalk Standards	DC	No compliance issues noted	Existing detached sidewalk along N. Glenwood. The scope of the application does not impact the frontage of N. Glenwood.
8-4E-7 Pedestrian and Bicycle Accessibility Standards	DC	No compliance issues noted	Pedestrian connectivity from the public sidewalk, through the site, and to primary entrances of buildings exist. Pedestrian cross-connections through drive isles exist and are proposed.
8-4F Sign Provisions			
8-4F-13 Master Sign Program	DC	May not be complaint	8-4F-13: A master sign program is required for any new multi-tenant commercial building. It is unclear if this building is intended to be multi-tenant or not. If so, a master sign plan will need to be submitted showing the integration of signs into the site and the building design. If a master sign program is not submitted, then the signs associated with the building shall follow the standards set forth in GCC 8-4F-11 and 8-4F-12.
8-4G Sustainable		May not be complaint	Not enough information to review. Sustainability checklist was not provided.

Development Provisions			The development is required to provide 12 points.
8-4H Flood Hazard	Planning Official	Complaint as Conditioned	The City highly encourages that the applicant build to the best available data identified in the FIS study due to the potential cost of flood insurance and safety concerns for the property. Should the applicant choose not to build above the base flood elevations identified in the FIS, the City will request that the applicant record a Flood Acknowledgement on the property.
8-4I Landscaping and Tree Protection Provisions			
8-4I-3 General Landscaping Standards and Irrigation Provisions	DRC	May not be complaint	Landscape plans were not provided. Not enough information to review.
8-4I-4 Landscaping Provisions for Specific Uses	DC	May not be complaint	Landscape plans were not provided. Not enough information to review.
8-4I-5 Perimeter Landscaping Provisions	DC	May not be complaint	Landscape plans were not provided. Not enough information to review. Perimeter landscaping required along northern property boundary line. Existing perimeter landscaping along the northern property boundary line.
8-4I-6 Parking Lot Landscaping Provisions	DC	May not be complaint	Landscape plans were not provided. Not enough information to review.
8-4I-7 Tree Preservation Provisions	DC	May not be complaint	Landscape plans were not provided. Not enough information to review. There are existing trees on-site, along the northern property boundary line. These trees are also located in the existing drainage area, but were obviously planted as perimeter landscaping with the original approvals of the subdivision.
Title 8, Chapter 6, Article A: Administration			
8-6A-3 General Application Process		No compliance issues noted	The application was reviewed and considered complete within 30 days of submittal, a notice of application acceptance was issued to the applicant, and staff started processing the application.
8-6A-4 Required Application Information			No application waivers requested pursuant to 8-6A-4A.
8-6A-5 Administrative Process with Notice		No compliance issues noted	To be completed with formal application A notice of intent was sent to adjoining property owners within 300' and agencies with jurisdiction. If no objections are filed within 15 days, the Design Review Committee's decision shall be considered final.

			<p>Objections will be heard by City Council following the public hearing provision set forth in section GCC 8-6A-7.</p> <p>Conditions of approval that are deemed necessary to protect the public health, safety, and welfare, and prevent undue adverse impacts on surrounding properties may be required.</p>
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Other Items Reviewed	
Plan/Policy	Discussion/ Analysis
Garden City Comprehensive Plan	<p>This application is in future land use designations of the Comprehensive Plan:</p> <p style="padding-left: 20px;">a) Mixed Use Commercial</p> <p>The application may be supported by:</p> <p>Goal 1. Nurture the City</p> <p style="padding-left: 20px;">a.) 1.4 Objective: Create a premier destination place to live, work, and recreate.</p> <p>Goal 2. Improve the City Image</p> <p style="padding-left: 20px;">a.) 2.3 Objective: Promote quality design and architecturally interesting buildings.</p> <p>Goal 7. Connect the City</p> <p style="padding-left: 20px;">a.) 7.4 Objective: Maintain and improve standards for sidewalks, curbs and gutters.</p> <p>Goal 12. Evolve as a Destination</p> <p style="padding-left: 20px;">a.) 12.1 Objective: Support a positive business environment</p> <p style="padding-left: 20px;">b.) 12.2 Objective: Continue to support commercial and industrial land uses.</p> <p style="padding-left: 20px;">c.) 12.3 Objective: Create a premier destination for work, recreation, entertainment, culture and commerce.</p> <p>The application may not be supported by:</p> <p>Goal 4. Emphasize the “Garden” in Garden City</p> <p style="padding-left: 20px;">a.) 4.3 Objective: Beautify streets, sidewalks and gateways with landscaping, trees, and public art.</p>
Garden City Sidewalk Policy	Not applicable.
Garden City Transportation Needs List	<p><u>Safety Crossings</u></p> <p>Chinden, State Street, and Glenwood create a barrier between the properties on either side of the roads that segments the City. Installing safety crossings that are comfortable and safe will perforate the barrier effect of these large busy roads. Safe and comfortable access can assist in unifying the City and assist in increasing bike and pedestrian modes of transportation for school children and the rest of public. The more that people chose to ride or walk, the more vehicle trips are decreased. Additionally, the more that residents and patrons are able and comfortable to move about the City outside of their vehicles, the more they will feel a sense of place.</p> <p><u>Between Glenwood and Coffey: Marigold to Chinden</u></p> <p>If the ITD District 3 property ever redevelops there would be an opportunity to create a road that can serve as an activity node road from Chinden to the City Hall and the River.</p> <p><u>Safety Crossing on Glenwood at Lorimer</u></p>

	Provide a safe and comfortable crossing of Glenwood to connect pedestrians coming from the eastern part of the City or from the fair to the western part of the City.
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