

**TOWN OF ERIE
BOARD OF TRUSTEES MEETING
June 14, 2016**

SUBJECT:	GENERAL BUSINESS:
	Sketch Plan Review of a Proposed Apartment Development at 4060 East County Line Road.
CODE:	Erie Municipal Code, Title 10
PURPOSE:	Review of the revised Sketch Plan for 32 apartment units at 4060 East County Line Road.
DEPARTMENT:	Community Development Department
PRESENTER:	Deborah Bachelder AICP, Senior Planner

STAFF RECOMMENDATION: See Attachments for Staff Review Memo.

PLANNING COMMISSION: Planning Commission reviewed and commented on the Sketch Plan application at their June 1, 2016 meeting; see Attachments for Draft Planning Commission Minutes.

SUMMARY AND BACKGROUND OF SUBJECT MATTER

Owner: Steppe Development, LLC
Michael Green & Tom Beckius
6333 Apples Way, Suite 115
Lincoln, Nebraska 68516

Location:

4060 E. County Line Road is located on the northeast corner of E. County Line Road and Balcolm Street in Old Town.



Existing Conditions within the Sketch Plan Area:

Zoning: OTR – Old Town Residential

Project Size: 2.73 Acres

Existing Use: Vacant (site previously used as a concrete business)

Adjacent Land-Use/Zoning:

	ZONING	LAND USE
NORTH	OTR – Old Town Residential	Old Town – Single Family Residential
SOUTH	OTR – Old Town Residential	Old Town – Single Family Residential
EAST	OTR – Old Town Residential	Old Town – Single Family Residential
WEST	B - Business	Exploring Minds Day Care Center Single Family Resident Vacant Warehouse Building

PREVIOUS SKETCH PLAN REVIEW:

The 4060 E. County Line Road – Sketch Plan application was originally reviewed at the Planning Commission on October 21, 2015 and at the Board of Trustees on November 10, 2015. At those meetings there was great concern over the massing of the structures and compatibility with the historic character of the Old Town neighborhood. The applicant was asked to revisit the plans to modify them to be more in character with the neighborhood. The applicant has completed the updates and is going to present the revised Sketch Plan application during the Planning Commission meeting.

Previous Sketch Plan Submittal



The previous Sketch Plan submittal contained:

- 40 apartment units.
- 2 apartment building structures; 20 units per building.
- Proposed height varies; 2 and 3 story heights.
- 4 detached garage buildings (20 parking spaces) on north side of lot.
- Additional surface parking lots.
- 1 Pocket Park combined within a Detention Pond; 0.25 acre in size.

SITE SPECIFIC DEVELOPMENT INFORMATION - UPDATED SKETCH PLAN:

The 4060 E. County Line Road Sketch Plan application is for the former site of a concrete business at the northeast corner of E. County Line Road and Balcolm Street in the Old Town neighborhood. The previous building associated with the concrete business was demolished so the site is now vacant. The applicant proposes to build 32 apartment units in 4 buildings. The proposed apartment buildings are classified as “Multi-family Dwelling” which is an “S – Special Review Use” in the OTR zone district.

Sketch Plan Development Data:

- 2.25 acre Lot Size after Street Right of Way Deductions
- 4 apartment building structures; 8 units per building.
- 32 total apartment units.

OTR – Old Town Residential Zoning:

In MC 10.2.2 H.1., the purpose statement of the OTR zone district is to “ensure the preservation of the unique character and quality of life in the historic residential area of the Town by encouraging compatible redevelopment and infill development.”

In the staff review of the previous Sketch Plan application, staff was supportive of a higher density housing option on this site as infill development, however, we had concerns with:

1. The overall building size and mass of the 2 apartment buildings that held a total of 40 dwelling units.
2. The 3 story building height that appeared out of scale with the surrounding single family neighborhood.
3. The architectural character needing to complement the historic character of the Old Town residential neighborhood.

Staff is in support of the revised Sketch Plan submittal as the applicant has:

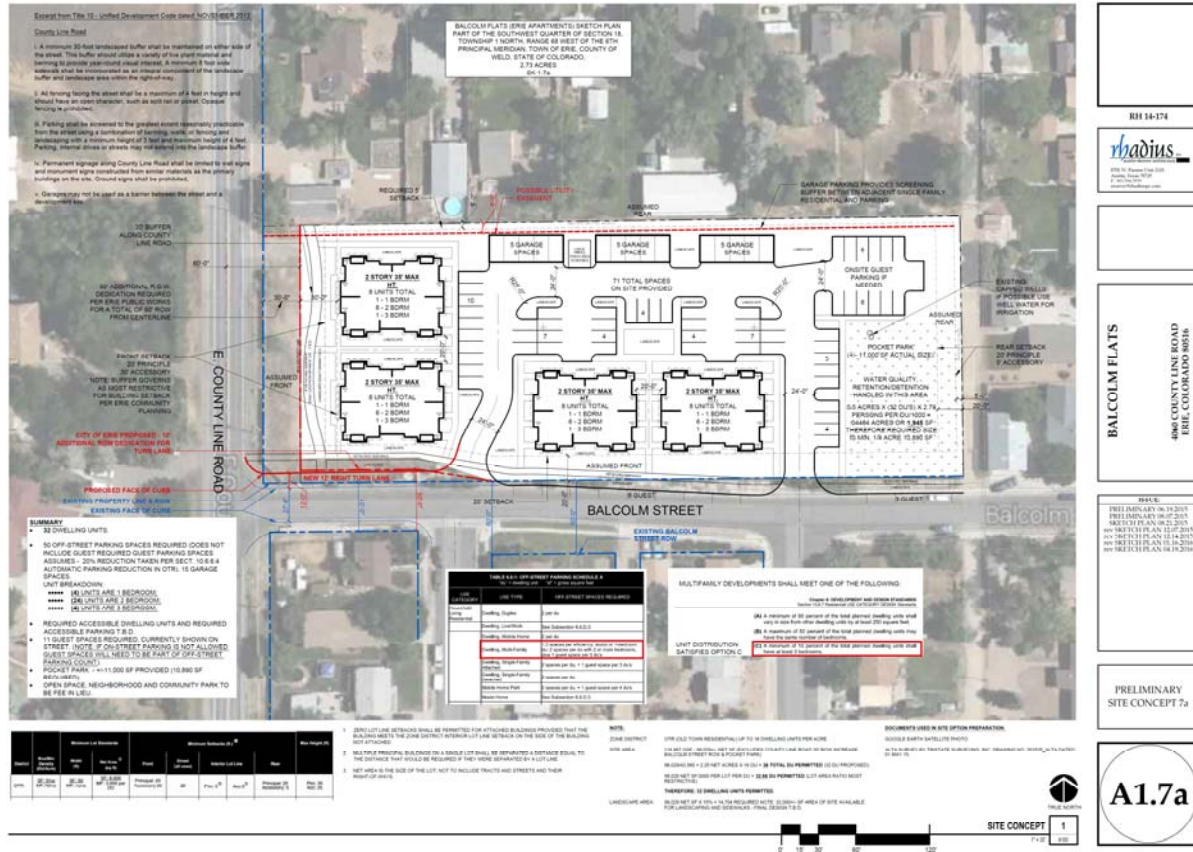
1. Significantly reduced the mass of the 2 original apartment buildings by distributing the apartment units into 4 buildings.
2. Reduced the height of the buildings from 3 story to 2 story.
3. Reduced the number of apartments from 40 to 32 dwelling units.
4. Proposed a mix of siding materials and massing of the buildings that further breaks the massing of the building.
5. Completed a character study of the historic single family architecture in the Old Town neighborhood and proposed more detailed architectural illustrations for the exterior of the buildings that complement the historic character of the Old Town neighborhood.

Off Street Parking Requirements:

Based on the Sketch Plan proposal for 4 – 3 bedroom units; 24 - 2 bedroom units; and 4 - 1 bedroom units, the applicant is required by Code to provide 62 resident parking spaces and 11 guest parking spaces for a total of 73 off street parking spaces. MC 10.6.6E.4.a. states that “*development in the Old Town Residential district are eligible for an automatic parking reduction of 20 percent of the minimum parking requirements*”; this brings the total required off street parking requirement for the proposed Sketch Plan to 59 off-street parking spaces.

In the updated Sketch Plan submittal, the applicant has submitted 2 Sketch Plan variations to the potential parking layout for the site. Both meet the required quantity for off street parking; the Sketch Plan above has 64 parking spaces and the Sketch Plan alternative below has 71 parking spaces. Staff will be asking the Planning Commission and Board of Trustees for their comments on which parking layout they prefer.

Updated Sketch Plan Submittal – Alternative Parking Layout



Parks and Open Space:

The proposed Sketch Plan application for 32 apartment units would require dedication of the following quantity of parks and open space:

	Site Dedication Requirement	UDC Minimum Dedication
• Pocket Park:	0.05 acre	0.25 acre
• Neighborhood Park:	0.27 acre	7.0 acres
• Community Park:	0.45 acre	30.0 acres
• Open Space:	1.52 acre	10.0 acres

The dedication requirement for 32 apartment units does not meet the minimum acres required for each classification of park and open space. As the site is not within ¼ mile of an existing pocket park in the Old Town neighborhood, the applicant is proposing to provide a 0.25 acre combined pocket park and detention pond. The neighborhood park, community park and open space dedication requirements are proposed to be satisfied with a fee-in-lieu payment.

Special Review Use:

The proposed apartment buildings are classified as “Multi-family Dwelling” which is an “S – Special Review Use” in the OTR zone district. A Special Review Use application will be required to be processed concurrently with a Site Plan application (MC 10.7.13 B.1.) Below are the approval criteria for a Special Review Use application (MC 10.7.13 C.9.).

1. *The proposed use is generally consistent with the Town's Comprehensive Master Plan and all applicable provisions of this UDC and applicable State and Federal regulations;*
2. *The proposed use is generally consistent with the purpose and intent of the zoning district in which it is located;*
3. *The proposed use is generally consistent with any applicable use-specific standards set forth in Section 3.2;*
4. *The proposed use is compatible with adjacent uses in terms of scale, site design, and operating characteristics (hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts);*
5. *Any significant adverse impacts anticipated to result from the use will be mitigated or offset to the maximum extent reasonably practicable;*
6. *Facilities and services (including sewage and waste disposal, water, gas, election, police and fire protection, and streets and transportation, as applicable) will be available to serve the subject property while maintaining adequate levels of service for existing development;*
7. *Adequate assurances of continuing maintenance have been provided; and*
8. *Any significant adverse impacts on the natural environment will be mitigated to the maximum extent reasonably practicable.*

SKETCH PLAN PROCESS

Below is the process outlined in Title 10 (UDC) of the Municipal Code for Sketch Plan review.

2. Step 2A (Development Application Submittal – Sketch Plan)

Two types of application submittals are required – first, a Sketch Plan, followed by a Preliminary Plat. The Sketch Plan requirements are listed in this Subsection. The Preliminary Plat requirements are listed below as “Step 2B.” Applications for Subdivision shall only be accepted for property annexed into the municipality. A Subdivision application cannot be reviewed concurrently with an annexation application.

a. Purpose

A Sketch Plan represents a generalized land use plan and layout for the area proposed to be included within a subdivision. Sketch Plan is required to allow early, informal evaluation of a proposed subdivision before detailed planning and engineering work has been undertaken and before substantial expenses have been incurred by the applicant.

b. Sketch Plan Submittal Requirements

A Sketch Plan shall be prepared and submitted to the Community Development Director pursuant to the User's Guide. An Alta Survey shall be prepared and submitted to illustrate the existing conditions on the property and, at a minimum, the Sketch Plan shall contain the following:

- i. Uses proposed;
- ii. Intensity or density of uses proposed;

- iii. Location of public and private open space;
- iv. Drainage Facilities;
- v. Road, street, and pedestrian networks proposed; and
- vi. Existing or proposed utilities and public services for the development.

c. *Staff Review*

The Community Development Department shall review the Sketch Plan, focusing on standards and criteria of this UDC that are applicable to the proposed development. The Community Development Department shall summarize the results of the review in writing and provide a copy to the applicant. The summary shall include any special information regarding the proposed project, plus an evaluation of the proposal with respect to the current policies of the Town, identifying areas of potential compatibility or conflict with these policies. All comments made by the Community Development Department shall not be binding on the Town's consideration of any subsequent application, and are intended only to provide an informal evaluation of the proposed project.

d. *Meeting to Discuss Sketch Plan*

At the request of the Community Development Director or applicant, the parties shall meet to discuss the results of the review. The applicant shall be informed of the necessary provisions of this UDC relating to subdivision application, including submittal requirements, required public improvements, design standards, and Development Agreements. The Community Development Director shall inform the applicant whether or not a Planning Commission Review shall be required.

e. *Planning Commission Review*

In addition to the staff review the Community Development Director may require that the Sketch Plan be reviewed by the Planning Commission or the applicant may request this review. The staff review summary shall be submitted to the Planning Commission for consideration. All comments made by the Planning Commission shall not be binding on the Town's consideration of any subsequent application, and are intended only to provide an informal evaluation of the proposed project.

f. *Effect of Review*

The Sketch Plan is not part of a formal application for approval of a subdivision and any comments made by the Town in reaction to a Sketch Plan shall not be binding on the Town's consideration of any subsequent Preliminary or Final Plat application, nor result in a vested property right under this UDC or State Statute. Since the Sketch Plan is conceptual only, there are no lapse provisions applicable.