

Ponderay - City Planning

Staff Report

March 8, 2017 - Ponderay Planning and Zoning Commission
SP17-032 - Site Plan Review - JSG Properties, Inc.



Aerial of Vicinity

Project Summary

JSG Properties, Inc. is requesting site plan approval to construct approximately 122 mini storage units, ranging in size from 5'x10' to 10'x25' on ±1.09 acres. The original application included possible future 2nd story office and living space. However, based on agency discussions the application has been revised to include possible second story storage units in building "C" only. Mini storage is a use that is permitted

by right in the commercial zoning district of Ponderay. The project is located along the east side of Triangle Drive ±.2 miles South of Kootenai Cutoff Road in Section 11, Township 57 North, Range 2 West, Boise Meridian.

Site Information

- A. Site Data:** The ±1.09 acre parcel is commercially zoned property is currently vacant. Clearing was completed in preparation for future development.
- B. Access:** Primary access to the site is provided by Triangle Drive, an existing publically maintained, hard surfaced local access road. Triangle Drive is currently located, partially within the city public right of way and partially within an existing public right-of-way easement. The landowner has verbally agreed to formally dedicate the area located within the existing public right-of-way easement to the City of Ponderay.
- C. Environmental Factors:** The site is relatively flat. According to the submitted Stormwater management and erosion control plan completed on December 29, 2016 the ±1.09-acres site is covered in native vegetation, grasses and mature trees. However, the site was logged recently in preparation for development. Additionally, the plan indicates that the site contains Oden Silt Loam soil. According to the Bonner County GIS the site does not contain mapped wetlands or water bodies mapped by the Nation Hydrography Dataset. The Ponderay Greenbelts and Pathways Plan, recently adopted as an addendum to the Ponderay Comprehensive Plan, depicts a future greenbelt and drainage way along the east property boundary.
- D. Services:** The subject property is served by Sandpoint City Water and Kootenai-Ponderay Sewer District. The site is located within the Boundaries of the Lake Pend Oreille School District and Northside Fire District. The landowner indicates that solid waste facilities will not be placed onsite. It is the intent of the landowner to conduct parking lot clean-up on a regular basis. All refuse would be taken to the Bonner County Landfill.
- E. Stormwater:** A stormwater management and erosion control plan was completed by Tim C. Blankenship, P.E. of James A. Sewell and Associates on December 29, 2016.

Applicable Ponderay City Code (PCC) sections:

- PCC 9-8-3 Site Plan Approval
- PCC 9-4C-2 Commercial Zoning District – Lot Restrictions and Access Requirements
- PCC 9-4C-3 Commercial Zoning District – Uses Permitted
- PCC 9-5-4 Performance Standards for Commercial and Industrial Uses
- PCC 9-5A Property Line Setbacks and Height Restrictions
- PPP 9-5C Supplemental General Provisions
- PCC 9-5E Parking Standards
- PCC 7-6 Sign Code

Project Review

Staff finds that the proposal complies with all of the applicable requirements of Ponderay City Code. Items warranting discussion or conditions are discussed below. Staff reserves the right to develop a full record in the event of an appeal.

Planning Review

Ponderay City Code (PCC) 9-4C-3 lists “Rental warehouse and mini storage” as a permitted use in the Ponderay commercial zoning district. Therefore, only site plan approval is required for the proposed use.

While the use is permitted outright Ponderay City Code provides specific design criteria that must be met. The following provides additional detail regarding the required design criteria:

Ponderay Code Section	Requirement	Provided by the Applicant
PCC 9-4C-2 (A) Open space	A minimum of 25% of the total lot or parcel must remain as open space	The proposed green space and paved areas total ±28,548 sq feet or ±60% of the parcel.
PCC 9-4C-2 (B) Compliance	Construction, alteration or relocations of structures must be in compliance with the provisions of this title and the requirements of the zone	The proposed site plan has been reviewed for compliance with the provision of this title. Construction shall be in accord with the approved site plan and shall comply with the adopted building and fire codes. (Condition 3)
PCC 9-4C-2 (C) Parking Space Requirements	All uses in the commercial zone shall meet the minimum parking space requirements as provided in PCC 9-5 Article E	No specific parking standards were provided for the proposed use. The applicant has verbally indicated that vehicles will stop in front the rented unit. No formal parking spaces are proposed.
PCC 9-4C-2 (D) Signs and advertising	Signs and advertising must comply with ITD regulations and the standards of this title	The applicant has indicated that a combination of 1 monument sign (the site is located within the scenic byway district. Monument signs are limited to 64 sq ft) and one a wall mounted sign are proposed. The proposed location of the monument sign is depicted on the site plan. The proposed location of the wall mounted sign is depicted on the elevation drawings. (Condition 3)

Ponderay Code Section	Requirement	Provided by the Applicant
PCC 9-4C-2 (E) Green space	Not less than 10% nor more than 25% of the total lot area shall be required as green space.	11,132 Sq ft of green space or ±23% of the parcel has been provided as green space according to the February 6, 2017 email from Hailey Olson of James A. Sewell and Associates
PCC 9-4C-2 (F) Access	All lots in the commercial zone shall have at least one existing access	The parcel has direct frontage onto Triangle Drive. An encroachment permit (File EN16-003) was issued in 2016 to construct the approach.
PCC 9-4C-2 (G) Sidewalks	Site plan shall depict sidewalks and/or bike paths if required by the commission or city council	Sidewalks were constructed along the West side of Triangle Drive in the summer of 2016 in this location. Therefore, sidewalks are not proposed as a part of this development. The applicant has verbally agreed to dedicate the land contained within the existing easement for public right-of-way in lieu of sidewalk construction.
PCC 9-5A-3 (C) Setbacks, Commercial and Industrial Zones	Structures shall be 45-feet from the centerline of the street or legal access right-of-way or 25-feet from the edge of the right-of-way whichever is greater. The minimum property line setback from all other lines shall be 10-feet, unless the abutting property is zoned residential.	The subject parcel abuts commercially zoned property in all directions. The proposed site is found to be in compliance with the required setback minimums.
PCC 9-5A-4 (A) Maximum Height	No structure in any zone shall exceed two stories in height. Structures in the commercial and industrial zones may seek Planning and Zoning Commission approval to exceed the maximum height.	The applicant has proposed single story storage units with the exception of Building "C" which is proposed at two stories.

Ponderay Code Section	Requirement	Provided by the Applicant
PCC 9-5C-5 Trash	All trash and/or garbage collection areas shall be enclosed on at least three (3) sides by a solid wall or sight obscuring fence of at least four (4) feet in height, or within an enclosed building or trash and/or garage collection dumpster. Adequate vehicle access to and from such area or areas for collection of trash and/or garbage shall be provided. Trash and/or garbage collection areas must also be animal proof.	The applicant proposes that there will be no trash collection facilities onsite. (Condition 7)
PCC 7-6-8 Sign Size	Allows for 1 sq ft of signage per lineal foot of property and building frontage, up to 300 feet. An additional ½ sq ft of signage is allowed for each additional lineal foot of property and building frontage beyond the first 300-feet.	205 sq feet of signage is allowed for this site. The applicant proposed one monument sign which is limited to 64 sq ft, by PCC 7-6-12 (E) and one 32 sq ft wall mount sign.
PCC 9-8-3 (H) Site Plan Approval	Shall be considered to be a concurrent signage plan, landscape plan, lighting plan, stormwater and erosion control plan or other required plan if submission is adequate to satisfy the above requirement.	The listed plans were submitted and reviewed as a part of the site plan application.

Additionally, PCC 9-8-3(G) allows the Planning and Zoning Commission to place supplementary conditions and safeguards during site plan approval. Conditions may involve, but are not limited to:

1. Minimizing adverse impact on adjacent property.
2. Controlling the sequence and timing of development.
3. Controlling the duration of development.
4. Assuring that the development is maintained properly.
5. Designating the exact location and nature of development.
6. Requiring a provision for on site or off site public facilities or services.
7. Requiring more restrictive standards than those generally required by this title.
8. Requiring buffers, lighting restrictions, and building materials as necessary to protect the nature and character of any scenic byways within the city.
9. Requiring professional design review, by criteria and process established by the planning director and adopted from time to time by resolution of the council.

Staff Note: Staff has listed recommended conditions of approval on pages 7 and 8 of this report. The commission has the ability to modify the recommended conditions of approval or place additional conditions consistent with PCC9-8-3(G) at the time the motion is made.

Engineering Review

Dan Larson, P.E. reviewed the proposal for compliance with Ponderay City Code and provided comments on February 9, 2017. He noted that the report submitted appeared to meet the Design Criteria and Performance standards of PCC 8-4 Stormwater management. He added the following comments:

- PCC 8-4-4.B.1 Assurance of Adequate Funding; The stormwater section of Code provides no further guidance on this matter but has made this a requirement in the storm water management plan unless relieved by a properly approved variance.
- PCC 9-1-2 DEFINITIONS defines a Performance Bond or Surety Bond as a financial guarantee by a subdivider or developer, to be filed with the City in the amount of 1-1/2 times the estimated construction cost of physical improvements according to plans and specifications. In this instance, I am only interested in the Assurance of stormwater facility improvements.
- This Site Plan does not show but is in compliance with PCC 9-4C-2G: "include sidewalks or bicycle paths." There is reported to be room to stripe a bicycle lane on the east side of Triangle Drive as is planned for completion the summer of 2017 (by IHD or City forces).

Staff Note: The city, as a general rule, has not required an assurance of adequate funding, a performance bond or a surety bond for projects of this size.

Building/Fire Code Review

Pat Park, James A. Sewell and Associates, Contract Building Official, commented stating that he has no comments at this time concerning site plan approval. However, he noted that a preliminary review indicates that some fire walls will be needed.

Northside Fire Chief Brad Mitton stated that he had no comment on the memo received February 24, 2017.

Agency Comment

The application was sent to the following agencies for comment on February 7, 2017:

- Kootenai-Ponderay Sewer District
- City of Sandpoint Water
- Independent Highway District
- Northside Fire District
- Ponderay Police Department
- Avista Utilities
- Frontier Communications
- Northland Cable
- Lake Pend Oreille School District
- Pat Park, Building Official

At the time this report was prepared, the following comments were received:

- Dan Larson, P.E., HMH Engineering, LLC, email dated February 9, 2017 (see summary above in engineering review)
- Part Park, James A. Sewell and Associates, Contract Building Official, email dated February 10, 2017 (see summary above in Building/Fire Code Review)
- Colleen Johnson, Kootenai-Ponderay Sewer District, letter dated February 21, 2017: The property is within the boundaries of the sewer district and a capacity reserved in the system and hook-up fees for 1 ER use have been paid. However, the site is not currently connected to the system. There is a stub-out currently in place for this property. When the land owner is ready to connect he should contact the district to discuss options to connect. When all conditions/requirements are met the district will provide service to the property.
- Northside Fire, Chief Brad Mitton, memo received February 24, 2017: No comment

Staff Analysis & Recommendation

Subject to the recommended conditions of approval, staff finds that this project is consistent with Ponderay City Code. The proposal meets the applicable provisions of Ponderay City Code. Lighting, landscaping, signage and stormwater would be managed through the approved plan meeting the requirements of Ponderay City Code. Therefore, staff recommends approval of the proposed site plan.

Motion

Motion to Approve: I move to **approve** this project FILE SP17-032 for construction of 122 ground level storage units with additional second story units in building “C”, finding that it is in accord with the applicable provisions of Ponderay City Code. I further move to adopt the conditions of approval as listed in the staff report [**Note any new conditions or amendments at this time**].

Motion for Remand: I move to **remand** this project FILE SP17-032 for construction of 122 ground level storage units with additional second story units in building “C”, **to the applicant for redesign**, finding that it **is not** in accord with the applicable provisions of Ponderay City Code.

Conditions of Approval

1. Prior to submitting a building permit application, the applicant shall submit a final site plan to the Ponderay Planning Department. The site plan shall incorporate any required revisions or conditions of approval.
2. The site shall be developed in accord with the approved site plan.
3. Building permits shall be obtained prior to construction of buildings or signage. Construction and signage shall be in accord with the approved site plan, applicable Ponderay City Codes and the adopted building and fire codes at the time of construction.
4. Prior to building permit issuance the land owner shall formally dedicate the land located within the existing road right-of-way easement to the public.

5. Prior to building permit issuance the landowner shall grant a greenbelt easement for drainage maintenance and access over, under and across the east 15-feet of the subject property, consistent with Ponderay Greenbelts and Pathways plan.
6. Construction must begin within one (1) year after the site plan is approved. An extension of time for beginning construction may be requested, in writing, from the planning and zoning commission, which shall grant such an extension for a specified reasonable time upon a showing of good cause.
7. All proposed or future trash and/or garbage collection areas shall be enclosed on at least three (3) sides by a solid wall or sight obscuring fence of at least four (4) feet in height, or within an enclosed building or trash and/or garbage collection dumpster. Adequate vehicle access to and from such area or areas for collection of trash and/or garbage shall be provided. Trash and/or garbage collection areas must also be animal proof.
8. Landscaping shall be installed and maintained in accord with the approved landscaping plan.
9. External lighting shall be installed in accord with the approved lighting plan. Exterior lighting shall not be placed in any manner as to permit beams and illumination onto a public right of way. All lighting shall be downwardly directed.

Attachments:

AGENCY COMMENTS

SITE PLAN

LIGHTING PLAN

LANDSCAPING PLAN

SIGNAGE PLAN