**Planning Commission Staff Report**

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| **MEETING DATE**: | February 13, 2024 |
| **SUBJECT:** | Cemetery Building |
| **RESPONSIBLE:** | Anthony L. Kohler, Community Development Director |
| **DEPARTMENT:** | Planning Division |
| **STRATEGIC RELEVANCE:** | Community Development |

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**SUMMARY**

The City is proposing a new cemetery building for office and reception space for the cemetery. The building will access through the cemetery as well as to the future eastern bypass road. A 35 stall parking lot will accompany the building; the parking lot will include future additions as the need arises to potentially include an additional 146 stalls.

**RECOMMENDATION**

Staff recommends final commercial site plan approval of the proposed cemetery building, conditional upon submittal of a dark sky compliant lighting plan as per Chapter 18.78, landscaping plan as per Chapter 18.76. The plans shall meet the requirements of the City Engineer.

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**BACKGROUND**

The City needs more office and reception space in the cemetery. The proposed building provides that needed space.

**DISCUSSION**

The plans conform to the requirements of the code as follows:

1. Height: compliant (max 40 feet height, proposed 1 story @ approximately 30 feet height)
2. Parking: compliant (32 stalls required, 35 provided, 5 future stalls needed, with over 300 stalls available in cemetery)
3. Permitted Uses: complaint (public buildings & cemeteries)
4. Building Elevations: no architectural requirements in the RA-2 Zone, but submitted for review
5. Main Building Setbacks: compliant (30 feet front & side ROW & rear setbacks, 10 feet side setback minimums
6. Accessory Structure Setbacks: the niches are only 5-10 feet from Right of Way. These structures will need to be reviewed further by staff to determine if they need to be setback 30 feet from the right of way.
7. Open Space: no requirement
8. Impervious: no requirement
9. Landscaping: TBD
10. Lighting: TBD

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| **Development & Parking Summary** | | | |
| **Location** | **Area (sf)** | **Requirement** | **Required** |
| Main Assembly | 647 sf | 1 space/25 sf,  or 30 space min | 30 |
| Main Net Office | 721 | 3 spaces/1,000 sf | 2 |
| Main Other | 796 | 0 | 0 |
| **Main Gross** | **2,164 sf** |  |  |
| Basement Other | 366 | 0 |  |
| Basement Future Office | 1,790 | 3 spaces/1,000 sf | 5 future |
| **Basement Gross** | **2,156** |  |  |
| **GROSS TOTAL** | **4,320** |  | 37 stalls |

**FISCAL IMPACT**

The proposed building will have a continuing maintenance cost for the City.

**CONCLUSION**

The proposed plan is consistent with the permitted uses in the RA-2 Zone, conditional upon submittal of 1) dark sky compliant lighting plan as per Chapter 18.78, and 2) landscaping plan as per Chapter 18.76.

**ALTERNATIVES**

1. Approve as proposed
2. Approve as amended in the meeting
3. Continue
4. Deny

**POTENTIAL Motions**

**Staff Recommended Option – Approve**

I move to approve the item as presented, with the findings and conditions as presented in the conclusion above.

**Alternative 2 – Approve as Amended**

I move to approve the item as presented, with the findings and conditions as presented in the conclusion above, with the following changes:

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**Alternative 3 – Continue**

I move to continue the item to another meeting on [DATE], with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

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**Alternative 4 – Deny**

I move to deny the item with the following findings.

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**ACCOUNTABILITY**

**Department:**  Planning Department, Planning Director

**Staff Member:** Anthony L. Kohler