



MEMORANDUM

To: Mayor and City Council

From: Mindi Hurley, Director of Community Development

Date: August 11, 2020

Reference: Consider approval of an Ordinance for PD-303-H, RVIS Office Expansion, to approve a Detail Site Plan to allow for an approximate 1,782 square foot expansion and additional parking to an existing 1,548 square foot professional office on 0.65 acres of land located at 412 W Bethel Road, and authorizing the Mayor to sign.

2030: **Business Prosperity**

Executive Summary:

On July 14, 2020, City Council approved the recommendation of the Planning and Zoning Commission for a Detail Site Plan to allow for an approximate 1,782 square foot expansion and additional parking to an existing 1,548 square foot professional office on 0.65 acres of land located at 412 W Bethel Road subject to various conditions which have been addressed in the Ordinance.

Analysis:

On July 14, 2020, the City Council (7-0) approved this request subject to:

1. Building Plans are not fully reviewed at this time. Comprehensive building plan review will take place with the building permit submittal.
2. On drainage plan, show the tie-in to the city's system. Detailed engineering review will be performed during engineering permit process. Plans will need to show sizes and slopes of proposed storm drains.
3. A 72 linear foot encroachment into the 10' landscape perimeter area on the western property line.
4. Allowing for the existing 8' fence in lieu of a brick wall screening requirement on the eastern and northern property lines.
5. The staining, maintenance and replacement responsibility of the fence, including but not limited to the integrity of the building elements or materials, shall be the sole responsibility of the property owner. Such maintenance and/or repair shall be performed annually or more often as needed.

Legal Review: The city attorney reviewed this Ordinance

Fiscal Impact: None

Recommendation: The Planning & Zoning Commission and Planning Department recommended Approval.

Attachments:

1. Ordinance
2. Exhibit A – Legal Description
3. Exhibit B - Site Plan
4. Exhibit C – Landscape Plan & Tree Survey (3 Pages)
5. Exhibit D – Elevations