

# Pre-Application Meeting Report

Project Number 23-197

Orchard Street Medical Office Building

SW Corner of Lincoln Avenue and Orchard Street

Date: January 23, 2024

Location: City of Lincoln City Hall (Virtual)

Facilitator: Mike Marshall, Tolosa Property Group

## Planning Commission Members:

Dale Smith, Chairperson

Laura Gale, Chairperson Pro Tem

Ed Longview, Commissioner

Jennifer Cox, Commissioner

Larry Griffin, Commissioner

## City Council Members:

Kathy Bowles, Mayor

Marsha Milten, Mayor Pro Tem

Roland Reynolds, Councilperson

Vanessa Rowles, Councilperson

Robert Cadence, Councilperson

## Attendees:

James Richards, Senior Planner (661)-555-1232 staff@city.com

Richard Williams, Associate Engineer (661)-555-1232 staff@city.com

Wilson Leonard, Environmental Services (661)-555-1232 staff@city.com

Lauren Smith, Economic Development (661)-555-1232 staff@city.com

Rick Gradir, Fire Engineer (661)-555-1232 staff@city.com

Jim Jermand, Senior Building Engineer (661)-555-1232 staff@city.com

## Not in attendance:

Lauren Powell, Traffic Engineer (661)-555-1232 staff@city.com

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## **I. Project Summary:**

The proposed project consists of a 2-story, 44,590 square foot medical office building situated on a 2.45 acre lot located at the SW corner of Lincoln Avenue and Orchard street in the C1 zone in the City of Lincoln. The site currently consists of an unoccupied 29,000 square foot building previously used as a private school with associated outdoor play equipment. The property currently gains access via three driveways on Orchard Street. The proposed development would remove one of the three existing driveways on Orchard Street and incorporate a new driveway at southbound Lincoln Avenue. Further, the proposed project includes a proposal for a condo map to allow for the sale of 35 individual suites.

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## **II. Key Insights:**

This section summarizes the key discussions and feedback from the meeting, including:

- a. In general, the City is in support of the project.
- b. Public outreach efforts will be required prior to the required hearing.
- c. The proposed project helps the city achieve jobs to housing ratio goals.
- d. The proposed project helps remove blight by redeveloping the site.
- e. A traffic analysis will be required to address offsite queueing.
- f. Additional development impact fees will apply. See section k.
  
- g. Timing Mechanisms
  - The following comments shall be adequately addressed prior to site plan approval.

*Comments: 1, 5, 9, 13, 17, 21, 25, 29, 33, 37,*

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- The following comments shall be adequately addressed prior to grading permit approval.

*Comments: 2, 6, 10, 14, 18, 22, 26, 30, 34, 38*

- The following comments shall be adequately addressed prior to building permit approval.

*Comments: 3, 7, 11, 15, 19, 23, 27, 31, 35*

- The following comments shall be adequately addressed prior to Certificate of Occupancy issuance.

*Comments: 4, 8, 12, 16, 20, 24, 28, 32, 36*

- The following comments shall be adequately addressed as an ongoing condition of approval.

*Comments: None at this time. Draft conditions of approval to be issued subsequent to project review. Applicant will have the ability to review draft conditions of approval at that time.*

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### **III. Feedback Received:**

The purpose of this section is to document feedback and suggestions from planning and zoning officials, categorized by relevant topic areas..

#### **a. Zoning and Land Use:**

1. What is the current zoning classification of the property?

*Comment: The current zoning classification is Commercial 1 (C1).*

2. What entitlements are required for the proposed project?

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- Building Height
- Setbacks
- Density/FAR
- Drive aisle dimension and design
- Landscaping (Amount, species and placement)
- Architectural Design Guidelines?

Comprehensive Plan Consistency?

- Specific Plans, Corridor Plans, etc. Consistency?

*Comment: The proposed project is inconsistent with the development code in terms of maximum allowable building height in the C1 zone, thus requiring the approval of a Conditional Use Permit. Further, the development code requires that 10% of the overall lot area consist of vegetation consisting of native species. As proposed, the project site consists of 8% landscaping.*

*The proposed project shall be consistent with the City of Lincoln Architectural Design Guidelines which has identified Craftsman and Victorian as preferred architectural styles.*

*The proposed project is consistent with the Comprehensive Plan with the approval of the required entitlements.*

*It is recommended that the applicant provide direction to the project landscape architect to seek opportunities to provide additional landscaping to meet the 10% minimum. Areas to explore include increasing the length of the proposed landscape fingers at the end of drive aisles and increasing the size of the proposed tree wells.*

8. Is there a potential to rezone the property?
- What is the zoning of the surrounding properties?
  - What is the future land use of the subject property?

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- Geology and Soils
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Mineral Resources

*Comment: Upon review of the site, there is a single oak tree of specimen size that is located at the southwest corner of the property. An oak tree report will be required to allow for the encroachment into the protected zone of the tree during construction activity. It is believed that the tree can be saved in place and that no further mitigation will be necessary. However, protective fencing will be required and any work to be done under the oak tree will be required to be completed with hand tools. Further, an oak tree monitor will be required during the time of work to verify the health of the tree.*

*A line of sight exhibit must be prepared to show that the height of the proposed structure does not adversely impact the residential uses to the south of the subject property. The applicant shall be aware that additional screening, such as specimen sized landscape trees may be required to mitigate any potential aesthetic impacts.*

d. Infrastructure Requirements:

15. Can you discuss the availability and capacity of utility services?

*Comment: All utilities are available at the front lot line. The City Engineer does not anticipate a need for additional capacity studies as the demand created by the proposed use is not believed to be greater than that was created by the previously existing school use.*

16. Are utility capacity studies required for any utility?

*Comment: Based on the proposed project, it is not anticipated that additional capacity studies will not be required for any required utility.*

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*Comment: It is recommended that the applicant conduct outreach with the Sunset Hills HOA which is the residential subdivision located to the south of the subject property. This outreach shall be conducted prior to the public hearing before the Planning Commission.*

g. Timeline and milestones:

22. What is the anticipated timeline for entitlement approval?

*Comment: The anticipated time frame for entitlement approval is approximately 9-12 months. However, it must be noted that delays can occur if the comments provided by the city are not addressed in a timely fashion by the applicant and/or their representatives.*

23. What is the anticipated timeline for grading permit approval?

*Comment: It is anticipated that grading permit approval and issuance would occur approximately 4-5 weeks after entitlement approval.*

*The applicant shall be aware that the grading permit review process may run concurrently with the entitlement review process to save overall processing time with the clearance of the Planning Division. Grading permits themselves will not be issued until entitlements are approved.*

*The applicant shall be aware that the anticipated timeline is based on the current workload being processed through the Engineering Division at this time. Actual processing time will be based on the workload being processed at the time of submittal.*

24. What is the anticipated timeline for building permit review and issuance?

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*a portion of the city that is underserved in terms of medical services. Further, the proposed project would redevelop a currently vacant site that has been the source of community concern due to the condition of the property.*

31. Can you offer insight into surrounding development projects that have either been recently completed, in construction, in building permit process, in the entitlement process or early planning process?

*Comment: Within a quarter mile of the project site, a 150-unit assisted living facility has been approved and is scheduled for completion within the next 12-18 months.*

32. Can you discuss any potential economic impacts and benefits resulting from the proposed project?

*Comment: The primary economic impacts to the area are related to job creation. The city is consistently looking for opportunities to increase the jobs to housing balance which would reduce the need for commuting out of the area and reduce environmental impacts associated and improve quality of life for residents.*

k. Financial Considerations:

33. What are some of the development impact fees associated with the project? Is it possible to get a list of affected divisions or agencies?

*Comment: The applicant should anticipate development impact fees relating to the following:*

<i>Bridge and Thoroughfare Fees</i>	<i>\$34,562.00</i>
<i>Sanitation District Fees</i>	<i>\$16, 234.00</i>

*The applicant shall contact the applicable representatives for a detailed description of how these fees are determined.*

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