

Development Review Team Memo

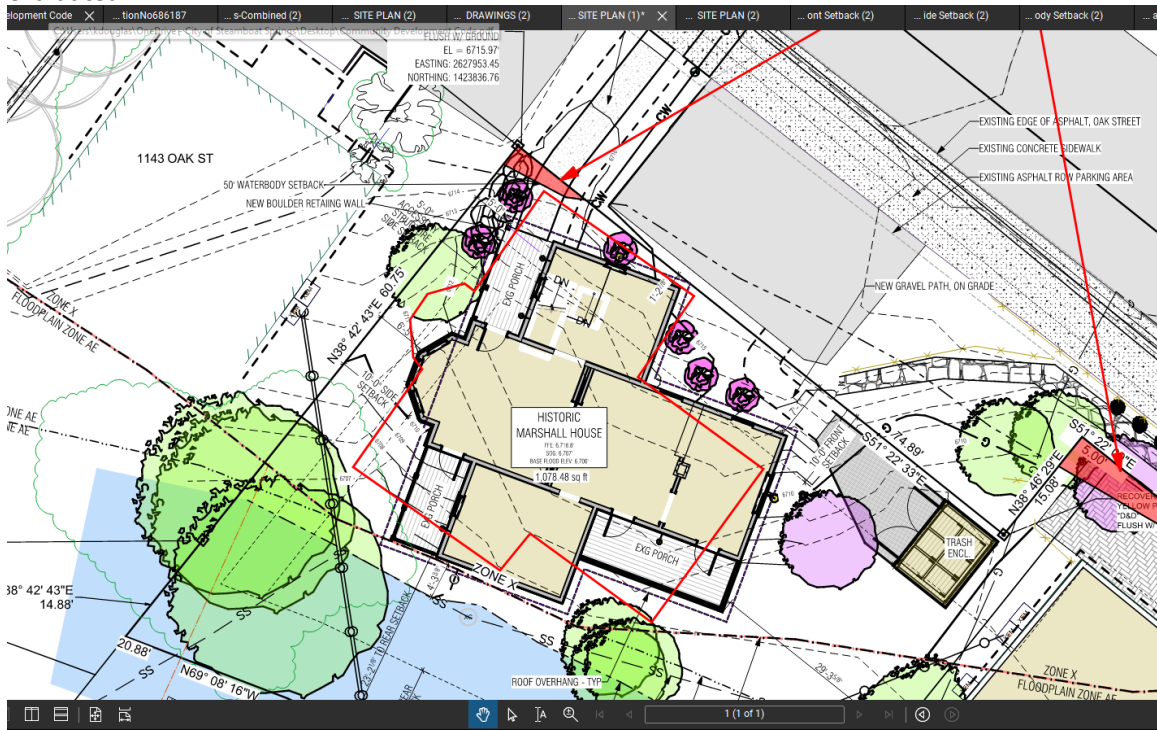
FROM: Kelly Douglas, AICP – Senior Planner

DATE: 10/07/2025

RE: PL20250309 Marshall House Development Plan & Major Variance
Planning Review Submittal #1

Section 401 Waterbody Setbacks

1. Please provide additional information demonstrating that all options to minimize the waterbody setback encroachment have been fully explored. Section 401 is intended to account for stream meandering, scouring, the protection of structural foundations, etc.; therefore, even minor encroachments can be significant. Staff recognizes that the site is highly constrained, but please walk us through the design process and alternatives considered to ensure the requested variance represents the least modification to the standard necessary. In reviewing the site plan, staff also notes there may be limited opportunity to shift the structure slightly to further reduce the waterbody setback encroachment. Please include in your response whether this option was evaluated.



Section 406 Off-Street Parking

2. On page 2 of the Development Plan narrative, it states "A parking variance has been granted for this project under engineering variance PL20250081, dated April 23, 2025." This is not a correct characterization of the Engineering Variance granted, nor does its approval relieve the applicant from compliance with the requirements of 406.C.1.
3. PL20250081 indicates that the existing parking located within the Oak Street right-of-way serves the existing Riverhouse Building uses (two residential units and *Smell That Bread*). As such, the

parking shown with this application is already designated for those existing uses and is not available to serve the new commercial use. Based on the current proposal, two additional parking spaces are required to serve the new use, and no new parking appears to be provided at this time. Please evaluate options to address the parking requirement, which may include:

- Expanding the existing parking area in the right-of-way (subject to City approval) and providing off-site parking facility findings per 406.E.2;
 - Payment of fee-in-lieu, per 406.E.1 (\$27,550.00 per space); or
 - Requesting a Major Variance to 406.C.1.
4. The parking location standards outlined below do not appear to be addressed or met with the current proposal. Please revise the site plan and/or provide a narrative demonstrating compliance with these standards.
- 406.C.2.a – Accessory parking facilities shall be located on the same site as the use they serve.
 - 406.C.2.b – Parking spaces, aisles, and turning areas shall be located entirely within lot lines and shall not encroach on any public right-of-way.
 - 406.C.2.c – Parking facilities with more than four parking spaces shall be designed so that it is not necessary for vehicles to back into any street or public right-of-way.
 - The parking area shown is not striped; application and compliance will depend on the design proposed.
 - 406.C.2.g – In CO, CY-2, and CK zone districts, off-street surface parking shall be located in the rear yard.

Section 408 Refuse Management

5. Please clarify how access between the building and the trash enclosure will be accommodated.

Section 418 Retaining Walls

6. Please demonstrate how the new retaining wall proposed complies with 418.

Section 435 Community Design Standards (Exemption)

7. 435.C exempts the Marshall House portion of the development from the requirements of 444. As such, a variance request to 441.C.1.a is unnecessary. Please revise the narrative to reflect this exemption.

Section 444 Commercial Oak Design Standards

444.C Building Placement and Orientation

8. 444.C.1.c requires that accessory structures be placed along the alley or to the rear of the primary structure. Because the proposed trash enclosure is a new accessory building, this standard applies. Please include this standard as part of the front setback variance request and provide justification demonstrating why compliance cannot be achieved.