



TO: Planning and Zoning Commission

DATE: 3 March 2010
(Meeting Date)

FROM:
Judy Daniel, AICP,
Planning and Development Director

Prepared by:
Julia C. Cogburn, AICP,
Urban Planner II

Project: The Larchmont
Conditional Zoning Application

Proposal: Conditional Zoning Request – Institutional to Urban Residential Conditional Zoning (URCZ)

PIN(s): 9740.40-2891

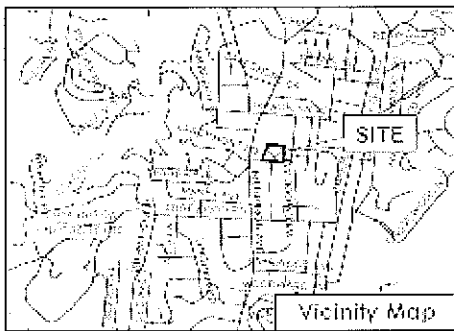
Site Address: 785 Merrimon Avenue

Owner(s) Name: Buncombe County

Applicant(s) Name: Mountain Housing Opportunities

Date of Request: January 27, 2010

Location Map



Driving Directions:

Take Merrimon Avenue North (US 25N) approximately two miles from the I-240 Interchange. Turn right onto E. Larchmont Road. The property is the vacant property on the left.

Site Conditions

Acreage: 2.29 Acres (See Staff Report and Findings)

Current Land Use: Vacant

Current Zoning: Institutional (INST)

Affected Roadways: E. Larchmont Road; Long Street; Merrimon Avenue

Compatibility Analysis

Existing Conditions to the	Zoning	Degree of Compatibility	Existing Land Use
North	RS8	High	Place of Worship
South	CBI and RM8	High	Financial Institution; Commercial Center; Fire Station and Community Center
East	RS8	Moderate	Single Family Housing
West	INST	High	Post Office

Compliance with Comprehensive Plan:

The Larchmont project supports a number of goals found in the *Asheville City Plan:2025*. Among these are:

- The goal of pursuing compatible infill development in places where infrastructure capacity exists or where it will be provided to accommodate development.
- The goal of permitting and encouraging transit supportive density along and adjacent to major corridors and at logical transit nodes.
- The goal of promoting the use of green building techniques.
- The goal of providing affordable housing.

City Council Goals and Vision Plan Considerations:

The Larchmont project supports ongoing City Council goals for 2009-2010 and 2010-2011 of creating and preserving affordable rental opportunities in Asheville.

Staff Report & Findings:

The subject property, 2.29 acres, is located within the city limits off of East Larchmont, east of Merrimon Avenue behind the Grace Station Post Office. It has a current address of 785 Merrimon Avenue. The property is currently vacant, is zoned Institutional, and is owned by Buncombe County. The site was formerly occupied by the Naval Reserve Center.

Property to the north contains the Grace Covenant Presbyterian Church and is zoned RS8 (Residential Single-Family, High Density District). To the south are properties zoned CBI (Community Business I) and RM8 (Residential Multi-Family Medium Density District) containing a financial institution, small commercial center, and a City of Asheville fire station and community center. The property to the west is zoned INST (Institutional) and contains the branch post office. To the east are single-family homes facing Melrose Avenue, zoned RS8.

The applicant, Mountain Housing Opportunities, Inc., is requesting the conditional zoning of the property. The request is for conditional zoning to URD (Urban Residential District - Conditional Zoning) CZ to allow for the development of a 60-unit residential rental community.

The sixty units in the proposed development are to be housed in two buildings, each with a footprint of 9,644 square feet. Each building has a total gross floor area of 28,725 square feet and is 29'6" in height (per the City of Asheville Unified Development Ordinance). At the highest point the structural height (as measured from the lowest point where the structure meets the ground to the top of the roof pitch) is 61 feet (Merrimon Avenue elevation). This structural height varies throughout the development.

The developer is proposing a mix of one- (32), two- (23), and three- (5) bedroom units for a total residential density of 28.4 units per acre, lower than the thirty-two (32) units per acre (up to 67 units) that could be permitted in the URD. A 1,120 square foot community building is also proposed for the development along with a play area and open space/courtyard. All of the units are proposed to meet the City's requirements for affordable housing.

The location of the boundary for the property has led to some confusion. Buncombe County mapping information shows the property line running alongside East Larchmont Road and indicates that there are 2.29 acres on the site (see attached Exhibit Maps). A recent survey (in plan documents) of the property shows the property contains 2.725 acres that includes the land containing East Larchmont and its right-of-way. For the purposes of computing density on the site and designing the project to meet City standards, the applicant did not include the .435 acres containing the road or road right-of-way. Should the project be approved the applicant is committed to working with the City of Asheville to resolve the lot size discrepancy so the development parcel will be as shown in Buncombe County mapping information.

In addition to deleting the .435 acres containing the road and right-of-way for purposes of calculating density, the developer also deleted from acreage figures a small portion of the site (.18 acres) located within a regulated steep slope area.

Access to the site is off of East Larchmont Road. Seventy-one (71) parking spaces are to be provided on site, although the URD zone would allow a minimum of thirty-three (33) parking spaces because the zoning district standards allow for a 50% reduction in required parking. In addition, the developer is proposing a sidewalk along its frontage which is intended to connect to Merrimon Avenue pending discussions with the postal service about obtaining an easement across their property to complete that

connection. The developer has begun to initiate these discussions.

Modification Requests: The developer is seeking three (3) development standard modifications for this project.

- The first request is for a reduction in the buffer width and plantings along the northern property boundary. The request is to reduce the buffer from the required thirty (30) feet to twenty (20) feet and to reduce some of the required plant material (for plant health) in this reduced buffer. This plant material will be placed elsewhere on the site. This modification is requested due to site constraints and the desire of the developer to limit grading and work with the existing site layout. The parking in this area will be in line with the existing/former asphalt for the previous use of the site. This modification must be granted by the Asheville City Council.
- The second request is for a modification to the setback requirement for URD. The URD district standards provide for a maximum setback of fifteen (15) feet from the right-of-way. Due to topographic constraints, Building A and the Community Building would be placed from twenty-two (22) to six (6) feet further back from this maximum. The URD standards provide that the Planning and Development Director may increase the setback line based on an assessment of site constraints. Given the topographic constraints on the site this modification request has been granted.
- The final request is to the requirement for entrance locations in the URD. The requirement states that all buildings shall include a well-defined operable entrance at regular intervals not exceeding forty-five (45) feet. The proposed site plan shows two entrances along the front façade (one in Building A and one in the Community Building). There is also an access point along a covered walkway between these two buildings. Again, topographic constraints prevent additional entrances along the front building elevation. This modification must be addressed by the Asheville Planning and Zoning Commission.

Staff supports all of these modifications.

TRC Review

At a meeting on February 15, 2010, the City of Asheville Technical Review Committee (TRC) reviewed the conditional zoning request and made a positive recommendation (with conditions) that the project be forwarded to the Asheville Planning and Zoning Commission. The developer has subsequently submitted additional information which addresses the bulk of the conditions (see attached report with comments on revisions).

Community Comments and Concerns

The developer has held several meetings with the neighborhood and adjoining property owners and continues to do so. There is a meeting on the landscape revisions scheduled for February 25th. If additional changes are requested, the developer proposes to try to accommodate the concerns of neighboring property owners while maintaining compliance with City requirements and standards, which may necessitate minor changes between the plans attached and what will be reviewed by the Commission.

In addition, there has been substantial community interest in the project, both in support and in opposition. The majority of the concern expressed by the opposition has related to traffic and density concerns.

Conditional Zoning Findings:

Section 7-7-8(d)(2) of the Unified Development Ordinance (UDO) states that planning staff shall evaluate conditional zoning applications on the basis of the criteria for conditional use permits set out in Section 7-16-2. Reviewing boards may consider these criteria; however, they are not bound to act based on whether a request meets all seven standards.

- 1. That the proposed use or development of the land will not materially endanger the public health or safety.**

The project, if approved, must meet all the technical standards set forth in the City's Unified

Development Ordinance and Standards and Specifications manual. The developer has been working closely with City staff to ensure compliance. The City of Asheville Fire and Rescue Department has been involved in the review of the project, particularly as it concerns the ability for rescue vehicles to gain ingress and egress from East Larchmont and are satisfied that life safety issues have been addressed. There is a traffic signal at the intersection of Merrimon Avenue and Larchmont Road that is equipped with emergency preemption. This allows Asheville Fire and Rescue to change the traffic signal to allow quicker egress onto Merrimon Avenue.

- 2. That the proposed use or development of the land is reasonably compatible with significant natural or topographic features on the site and within the immediate vicinity of the site given the proposed site design and any mitigation techniques or measures proposed by the applicant.**

The proposed site is primarily flat, which appears to have been the result of grading when the Naval Reserve Center was built, resulting in significant topographic changes around the perimeter of the site. Given the already significantly altered terrain, the developer has been able to design the project to minimize further grading and maintain the existing land profile as much as possible.

- 3. That the proposed use or development of the land will not substantially injure the value of adjoining or abutting property.**

The property as currently zoned (Institutional), allows a wide range of commercial, institutional or office uses, whereas, this proposal is to develop a multi-family residential community which is often viewed as an appropriate "buffer" between commercial corridor development and single-family housing. The property is surrounded by an equally wide range of use types and zones. The building design shown on the development plan depicts a project that should not injure the value of adjoining properties. The developer has worked with adjoining property owners to attempt to satisfy their wishes for landscaping of the development.

- 4. That the proposed use or development of the land will be in harmony with the scale, bulk, coverage, density, and character of the area or neighborhood in which it is located.**

The area surrounding the project site is varied in scale, bulk, and coverage of building firmly establishing a mixed use character in this general area (including a range of other multi-family developments). The building footprints for the proposed development are comparable to many buildings along the Merrimon Corridor. Many non-Merrimon fronting developments contain larger footprints than the proposed development (Red Cross, SteinMart Center, Asheville Catholic School, Asheville Pizza and Grace Covenant Presbyterian Church). The proposal forms a moderate density residential transitional use between the mixed commercial/residential uses along and adjoining Merrimon, and the single-family residential neighborhoods beyond. Thus the proposed development contributes to the area's existing mixed use character, while providing a buffering use.

- 5. That the proposed use or development of the land will generally conform to the comprehensive plan, smart growth policies, sustainable economic development strategic plan and other official plans adopted by the City.**

The proposed use supports the 2025 goals and Council vision as follows:

- The goal of pursuing compatible infill development in places where infrastructure capacity exists or where it can be provided to accommodate a development.
- The goal of permitting and encouraging transit supportive density along and adjacent to major corridors and at logical transit nodes.
- The goal of promoting the use of green building techniques.
- The goal of providing affordable housing.

- 6. That the proposed use is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal, and similar facilities.**

The proposed use is located off of a major thoroughfare in the City. Regular transit service is available along this corridor. Needed infrastructure is in place or can be provided to meet City

standards.

7. That the proposed use will not cause undue traffic congestion or create a traffic hazard.

The City Traffic Engineer has evaluated the project. Using accepted trip generation standards, it is projected that the project will generate a daily peak hour volume of 51 trips between 4-6 PM, and a morning peak hour volume between 7-9 AM of 33 vehicles. By comparison, recent turning movement counts and tube count data (taken along Larchmont and Long) show that currently, the daily peak hour in the area is between the hours of 12:00 noon and 2:00 PM. Since the projected peak hours for the project are at different times, the additional traffic should not cause an undue burden on Larchmont Road. [The City Traffic Engineer will be at the Planning and Zoning Commission meeting to address issues].

Pro

- This project supports the City of Asheville's goal of pursuing higher density infill development along major traffic corridors with transit availability.
- The project provides for sixty (60) new affordable units.
- The project will be designed to meet a range of greenbuilding standards.
- The project will provide a new bus shelter and a sidewalk along its property frontage which is likely to be extended all the way to Merrimon Avenue.

Con

- The project will add traffic trips to Merrimon Avenue and increase traffic on Larchmont Avenue.
- The project may generate additional parking on Long and Larchmont.

Recommendation:

Staff recommends approval of this conditional zoning request and the requested modifications. The TRC met to discuss this project on February 15, 2010 and recommended it to you with conditions, generally noted below, and as outlined in the TRC Report.

Suggested Motions:

I move to approve the zoning map amendment from Institutional to URDCZ (Urban Residential District Conditional Zoning) with the modifications requested, the conditions set forth in the TRC report, and the standard conditions listed below. Additionally, based on the finding and analysis provided in the report, staff finds this request to be reasonable.

Standard Conditions:

1. The project shall comply with all conditions outlined in the TRC staff report.
2. All site lighting must comply with the City's Lighting Ordinance and be equipped with 90-degree cut-off fixtures and directed away from adjoining properties and streets.
3. All existing vegetation that is to be preserved must be clearly indicated and dimensioned on the site, landscape and grading plans.
4. The building design, construction materials and orientation on the site must comply with the conceptual site plan and building elevations presented with this application. Any deviation from these plans may result in reconsideration of the project by the reviewing boards.
5. This project will undergo final review by the TRC prior to issuance of any required permits.

Key Dates & Actions

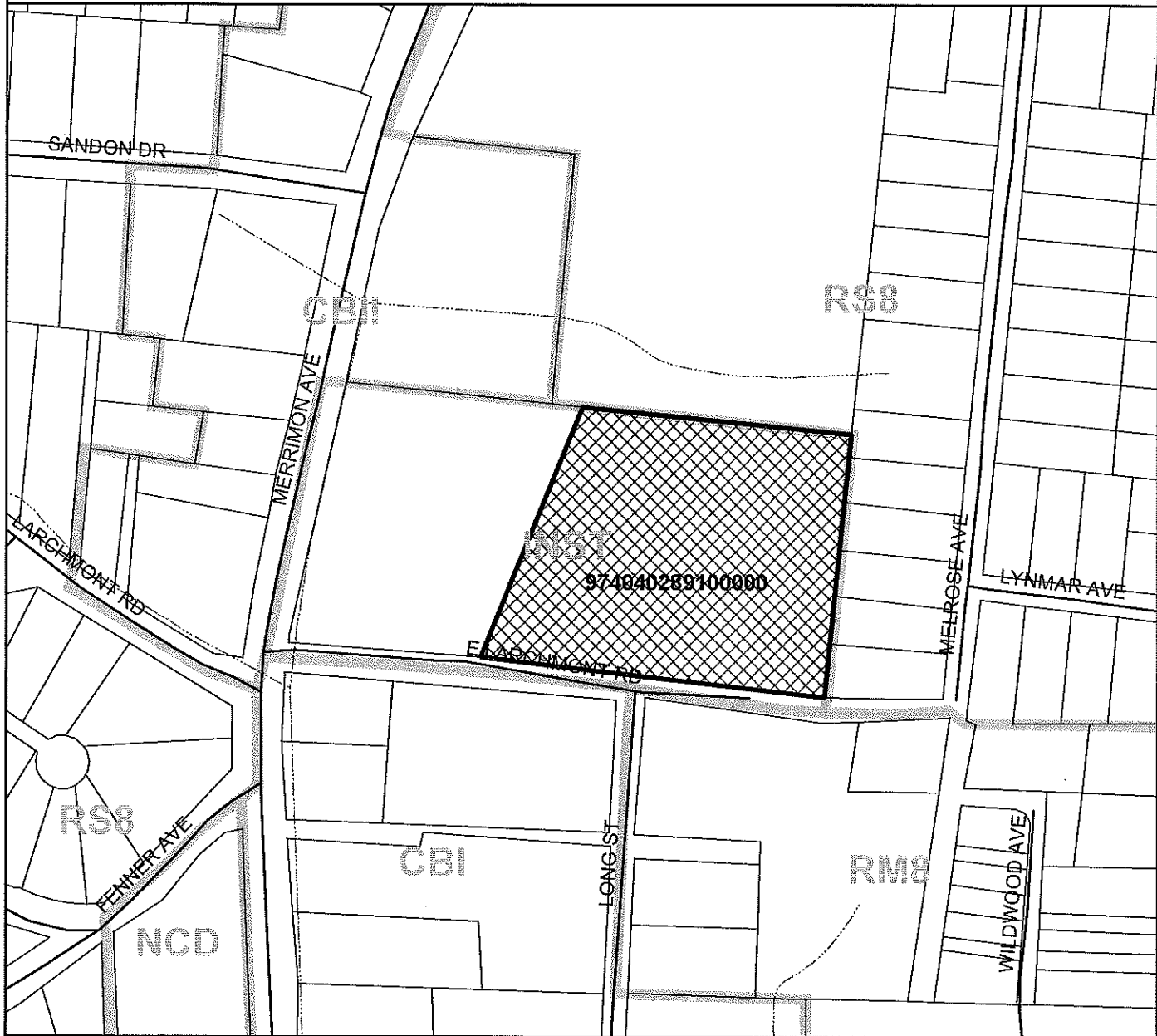
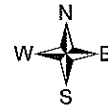
	Meeting Date	Signs Erected	Adjacents Notified	Advertised	Action
TRC	2/15/10	1/30/10	Yes	Yes	Approved with Conditions
Planning & Zoning Commission	3/3/10	2/10/10	Yes	Yes	
City Council					

Attachments

- TRC Report
- Exhibit A Map
- Exhibit B Map
- Site Plan



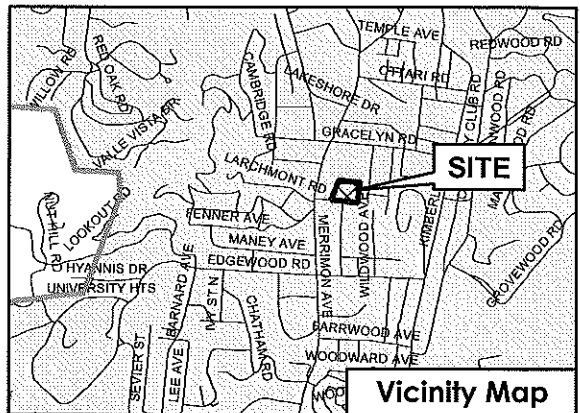
City of Asheville - Exhibit A Map Conditional Zoning Petition



Project Name: The Larchmont
Project Number: 10-51-001
Project Description: Conditional Zoning Inst to URDCZ
Petitioner(s): Mountain Housing Opportunities
Parcel ID Number(s): 9740402891

Location/Address: 785 Merrimon Avenue

- Project Site
- Zoning Districts
- Streets
- Parcels
- Asheville City Limits
- Streams



DRAFT TRC STAFF REPORT

(*****A final TRC staff report will be provided to the applicant following the TRC meeting to include any additional conditions that may have been added during the meeting.*****)

TO: TRC Members and Project Applicant
DATE: February 15, 2010 (Meeting Date)
PREPARED BY: Julia C. Cogburn, AICP, Urban Planner II
APPLICANT: Mountain Housing Opportunities
SUBJECT: Conditional Zoning – Institutional to URDCZ – The Larchmont

Summary Statement: A request to rezone a 2.29 acre parcel (PIN 9740.40.2891) from its current designation of Institutional to URDCZ (Urban Residential Conditional Zone) to allow for the development of a 60-unit multi-family development.

Review: The applicant, Mountain Housing Opportunities, Inc., is requesting the conditional zoning of property located off of East Larchmont Road that has a current address of 785 Merrimon Avenue. It is the site of the former Naval Reserve Center and is owned by Buncombe County. The deeded property boundaries (from 1905 deed) actually show the property containing 2.725 acres. The difference in acreage between the deeded area and the project site area is found in the acreage that is the road and road right-of-way. This area has not been included in the calculations and design of the project.

The 60-units in the proposed development are to be housed in two buildings each with a footprint of 9,644 square feet. Each building has a total gross floor area of 28,725 square feet and is 29'6" in height. The developer is proposing a mix of one- (32), two- (23), and three- (5) bedroom units for a total residential density of 28.4 units per acre. Thirty-two units per acre are permitted in the URD. A small portion of the site is located within a steep slope area. The developer has deleted this acreage (.18 acre) from their calculations. The resulting potential density on this site is sixty-seven units. All of the units are proposed to meet the City's requirements for affordable housing. A 1,120 square foot community building is also proposed for the development.

Access to the site is off of E. Larchmont Road. 71 parking spaces are provided on site. URD would allow a minimum of 33 parking spaces because the district standards allow for a 50% reduction in required parking. The developer is proposing to construct a sidewalk from the site to Merrimon Avenue.

The developer is seeking three development standard modifications for this project.

- The first request is for a reduction in the buffer width along the northern property boundary. The request is to reduce the buffer from the required 30 feet to 20 feet and to reduce some of the required plant material (for plant health) in this reduced buffer. This plant material will be placed elsewhere on the site. This modification must be granted by the Asheville City Council.
- The second request is for a modification to the setback requirement for URD. The URD district standards provide for a maximum setback of 15 feet from the right-of-way. Due

to topographic constraints, the developer is placing Building A and the Community Building from 22 feet to 6 feet further back from this maximum. The URD standards provide that the Planning and Development Director may increase the setback line based on an assessment of site constraints. This has been done and this modification has been granted.

- The final request is to the requirement for entrance locations in the URD. The requirement states that all buildings shall include a well-defined operable entrance at regular intervals not exceeding 45 feet. The proposed site plan shows two entrances along the front façade (one in Building A and one in the Community Building). There is also an access point along a covered walkway between these two buildings. Topographic constraints prevent additional entrances along the front building elevation. This modification must be addressed by the Asheville Planning and Zoning Commission.

Staff is supportive of all of these modifications.

"Please note: For Conditional Use Permits or Conditional Zoning applications additional measures that exceed the minimum technical requirements evaluated in this report may be recommended in subsequent analyses and review of the project."

PLANNING:

Staff Recommendation: Approve with Conditions.

Sheet L-100

1. If project is approved, work with staff to resolve property description, road ROW issues. We are working on resolving this issue. See note on drawings for clarification.
2. Zoning district should read Current- Institutional; Proposed – URDCZ. Plans revised.

Sheets L-200 and L-201

1. Maximum allowable parking spaces should be 125. Plans revised.
2. Correct number of parking spaces shown to 71. Plans revised.
3. Show property line dimensions. Plans amended to show survey metes and bounds.
4. For final TRC will need: detail lighting plan; detail on dumpster screening; tree protection detail for trees for which you are seeking credits. We will include at final TRC.
5. Meet with staff to go over retaining wall screening requirements for southernmost retaining wall. We will meet with staff to review wall heights and screening.
6. Staff understands that the developer is meeting with adjoining property owners concerning plant material selection and location. Final TRC detailed landscape plan must meet the City's requirements (with the exception of the modification request if granted) while addressing these interests. We have revised the plans and are presenting to the adjacent neighbors on February 25th. Provided that they are satisfied with the landscaping proposed against the shared property lines, the plans resubmitted 02-19-2010 are finalized. If they request additional changes, we will re-revise and have ready by March 3 for the Planning and Zoning Commission presentation.

Sheet L-300

1. Clarify setbacks. Setbacks are shown on plan.

Sheets C-200, 300, and 400

1. Provide TW/BW information from the northernmost retaining wall. Wall grades have been added to the northernmost retaining wall. A small area of additional grading was revised and noted on this sheet.
2. Correct proposed zoning district – should read URDCZ. Plans revised.
3. Show adjacent street rights-of-way. Plans revised.

TREE COMMISSION:

Recommendation:

We have revised the plans removing the Nandina species as requested. We have met with the adjacent church and they are supportive of the reduced buffer/ reduced plant material along their shared property line. They are submitting a letter to the city stating their support.

PARKS AND RECREATION: Al Kopf – 259-5838

1. No comments. YES!

BUILDING INSPECTIONS: Ron Evans – 259-5609 :

Staff Recommendation: 2/2/10 Concept Plans . General comments. Please call for any questions. E-mailed 2/2/10.

1. Sheet L-201. Code requires accessible route to common areas within site such as dumpster and community building. Please reference Section 1104.1 through 1104.3 for details.
2. Sheet L-201. Retaining Walls. Code requires a 42 inch guardrail where drop exceeds 30 inches.
3. Sheet L-201. Retaining Walls. Code requires a vehicular barrier at locations with parking perpendicular.
4. Accessible Parking. Accessible Parking shall comply with Table 1106.1 NCBC. 4 spaces are detailed and provide compliance with a maximum 100 spaces. For a maximum of 200 spaces, Code requires 6 accessible parking spaces.

We will provide details at final TRC to address these comments. We are providing accessible routes to common areas and we have more than the code's required handicap parking spaces for our proposed 71 spaces.

EMERGENCY ADDRESSES: Stuart Rohrbaugh: 251-4004

If project is approved the address assignment approval is required before any building permit can be issued, make application at Development Services Center, 161 South Charlotte Street. Upon approval, we will apply for address assignments.

WATER RESOURCES:

Mike Brookshire – 259-5961

Staff Recommendation: Approved with Conditions

1. The Letter of Commitment issued for this project calls attention to a potential fire flow deficit at the project site. The site engineer has acknowledged this issue and is working to address the concern via extension of the water system and reductions in the originally stated fire flow requirement.
2. Plans for the required water system extension must be submitted to Water Engineering for review, approval and permitting. Plans will be submitted if project is approved.

FIRE DEPARTMENT: Wayne Hamilton – 259-5641

Staff Recommendation: Approve with Conditions.

1. Developer has met with the Fire Department and the plan addresses all conditions of the TRC site plan approval.

PUBLIC WORKS: Richard Grant – 259-5937

Staff Recommendation: Approved with Conditions

1. 2/4/10 Show parking area lighting on drawing. Lighting will conform to COA specifications. We will submit a parking area lighting plan at final TRC.

Stormwater/ Erosion Control/ Flood Info: McCray Coates – 259-5966

Staff Recommendation: Approve with Conditions

1. Specific comments are not covered under this zoning review, covered under separate permit review. Separate grading and stormwater permits will be required and shall be applied for when or prior to submittal of TRC final plans. Detailed plans and calculations will be required with the Permit Applications. Any revisions or resubmittals are to be submitted to the Planning Department per the instructions at the end of this letter.
2. Provide complete impervious area information, including the pre- and post-development pervious and impervious areas and percentages of pre- and post-development impervious areas.
3. A pre-construction conference shall be held for this project. The conference shall be scheduled after all City departments have completed their review, and after any required Grading, Stormwater and Flood Permits have been approved.

Upon approval from City Council, we will address these comments at final TRC.

TRANSPORTATION AND ENGINEERING:

Traffic- Bobby Croom – 232-4586

Staff Recommendation: APPROVE WITH CONDITIONS

1. A traffic impact study is not required because the anticipated traffic is less than 100 vph (33 vph during the morning peak hour, 7 vph ingress and 26 vph egress, and 51 vph during the afternoon peak hour, 33 vph ingress and 18 vph egress).
2. Emergency vehicle pre-emption is in place and is used by AFR when responding to emergency calls.
3. City staff can regulate on-street parking along East Larchmont Street and Long Street if problems occur. Typically, the City encourages on-street parking along its streets as a traffic calming measure and a convenience to the residents and businesses adjacent to the streets. We are not proposing any on-street parking spaces for this project and we are not attempting to count any on-street spaces for our parking calculations.
4. Consider the possibility of realigning the access point to more of a 90 degree angle in order to improve traffic flow and safety (vehicle speed). Due to rock outcrop on the east of the existing entrance drive and potential subsurface rock in that area, we prefer to utilize the shown access point.
5. Sidewalk and curb and gutter construction is required for property frontage along East Larchmont Street. Sidewalk must be 5 feet wide with a 5-foot wide buffer strip between street and sidewalk or 6 feet back of curb. A 10-foot wide easement/right of way area, centered on the sidewalk, is required for sidewalk maintenance. The developer will work to try to extend the sidewalk to US 25 (Merrimon Avenue) and connect to a proposed bus shelter and/or existing sidewalk. We are proposing a 6 foot sidewalk with curb and gutter to replace the existing extruded asphalt curb. We are prepared to grant easements as applicable to the city for sidewalk maintenance. We will continue to update the city on our efforts to extend the sidewalk from our proposed development to US 25.

6. ADA compliant access ramps are required at all proposed pedestrian crossing locations. Depict the crossing locations and required ramps on the plans. The access ramps must meet current City specifications including truncated dome warning devices at street crossings. The truncated domes shall be constructed with cast iron plates. Provide standard detail # 3.17 (Rev 03/08/06) on plans. We will provide standard details at final TRC.
7. A bicycle rack(s) is/are required. The minimum number of bicycle parking spaces required shall be equal to 5% of the total number of automobile parking spaces. Bicycle racks must support the bicycle frame in at least two places, allowing the frame and wheel to be locked using a u-lock or cable lock; prevent the wheel of the bicycle from tipping over; not damage the bicycle; be durable and securely anchored; and allow front in or back in parking. Inverted "U" racks or "A" racks, as well as some other designs, meet this requirement. Detailed information may be obtained from Barb Mee at (828) 232-4540. Consider placing the bicycle racks throughout the project in order to encourage better usage. We will explore opportunities to place bike racks throughout the development.
8. Provide a bus shelter near the intersection of US 25 (Merrimon Ave) and Larchmont Street at a precise location to be determined by City staff and the developer. Detailed information may be obtained from Yuri Koslen at (828) 232-4522. We will coordinate with Mr. Koslen on the bus shelter location.

MSD: Kevin Johnson – 225-8289

Recommendation: Approve with Conditions.

1. MSD has issued a wastewater allocation approval letter for this project for 60 apartments. The developer will need to submit sewer extension plans and a copy of the off-site sewer easement to our office for review, approval, and issuance of permit.
 2. Please note that building permits for this project will not be released until a sewer extension permit has been issued for the on-site sewer and sewer service application(s).
- We acknowledge the need for detailed plans and building permits and will provide at final TRC.

Additional TRC Conditions added from Meeting

REVISED PLAN SUBMITTAL INSTRUCTIONS:

ALL plan submittals associated with this TRC project including Grading, Erosion Control, Stormwater and Driveway permits are to be delivered to the Planning Department at City Hall on the 5th floor made to the attention of the Technical Review Manager's office.

The resubmittal shall include:

- (6) complete sets of revised plans;
- A letter to the City addressing all TRC staff report conditions/comments. **The letter shall state the specific condition and how and where the items have been addressed on the revised plans.** ****In lieu of a letter, the applicant may utilize an electronic version of the staff report to respond to comments.****
- The revised plans shall **clearly identify and illustrate** the revision noted in the staff report (i.e. a symbol on the plan noted with the number of the condition).