

PLANNING AND DEVELOPMENT SERVICES REPORT
CONDITIONAL USE PERMIT

PUBLIC HEARING
PZ-20-00023-04

DATE: **March 3, 2022**
MEETING DATE: **March 23, 2022**
REPORT BY: **Tiffany Antol, AICP**

REQUEST:

A Conditional Use Permit request from Shamrock Food Company to establish an 18,680 square-foot building to be used as a wholesale food store that is open to the public. The proposed use meets the definition of General Retail Business in the Zoning Code, which is permitted in the Light Industrial (LI) Zone with a Conditional Use Permit. The subject property is located at 3611 E Industrial Drive.

STAFF RECOMMENDATION:

In accordance with the findings presented in this report, staff recommends approval of PZ-20-00023-04 with the following conditions:

1. The development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application and with the Site Plan as approved by the Inter-Division Staff on January 4, 2022. Modifications to the approved site plan shall require additional review by the IDS team.

PRESENT LAND USE:

This site contains an 8,449 square-foot building to support Shamrock Foods Transportation and local distribution. It is presumed that the original building was built in the 1950s as a gas station and auto repair shop. The exact date Shamrock acquired this property is unknown, but research to date indicates it was in the early 1970s. The transportation division began working with the dairy division at this location in 2012. Currently the building is approximately 85% vacant. The balance of the space contains three offices, a conference room, a small workspace used by drivers for re-charging communications equipment, and limited beverage product storage. Regional Shamrock Foods Dairy distribution delivers product to this building in the morning. These goods are immediately transferred to another truck via a cross-dock function for local distribution. Occasionally, local sales staff will pick up small amounts of product for missed customer orders. There is minimal customer pickup traffic. Approximately 10-12 trailers are regularly stored overnight on site.

PROPOSED LAND USE:

The applicant proposes to demolish the existing structure on site and construct an approximately 18,680 square-foot building, which can accommodate a general retail use on 1.71 acres. Shamrock Foodservice Warehouse stores cater to the restaurant and food service industry. They are also open to the public. No membership is required. Items can be purchased individually or in bulk. Hours of operation are Monday through Saturday 7AM to 7PM and Sunday 8AM to 6PM. The product mix includes restaurant supplies, dry and canned goods, dairy, frozen foods, and pre-packaged meat. All goods are sold pre-packaged. There is no on-site prep.

NEIGHBORHOOD DEVELOPMENT:

North: BNSF Railway; Route 66
East: Existing Industrial Uses, Light Industrial (LI) Zone
South: Existing Industrial Uses, Light Industrial (LI) Zone
West: Existing Industrial Uses, Light Industrial (LI) Zone

I. Project Introduction

A. Background/Introduction

Section 10-40.30.050.B of the Flagstaff Zoning Code (Page 40.30-21), *Allowed Uses*, identifies “General Retail Business” as an allowed land use in the Light Industrial (LI) Zone subject to the approval of a Conditional Use Permit (CUP) by the Planning Commission. IDS approved a site plan application for the proposed building on this site on January 4, 2022. A copy of the Site Plan Approval Letter and Conditions of Approval are attached to this report. The applicant proposes to redevelop the site with a new 18,680 square-foot building designed to be used as a warehouse store catering to restaurants as well as the general public.

The subject site includes two parcels that will be combined into one for the development of this site. A new, pre-engineered metal building will be built on the western side of the site to house the Foodservice Warehouse store with the remainder of the site accommodating parking. There is a drainage easement that will be abandoned located currently under the proposed building footprint. The City Stormwater staff have reviewed and agrees with abandonment of this easement. Both the parcel combination and the easement abandonment will need to occur prior to the approval of civil plans for the project.

The existing sidewalk along Industrial Drive will be updated where needed (along the western portion of Industrial Drive) to match recent improvements made along the rest of the site. The entrance to the proposed building will be on the eastern façade and will have a direct pedestrian connection to the adjacent sidewalk on Industrial Drive. The parking lot will be screened from Industrial Drive using landscaping. The dock door which trucks will back up to is located on the southern side of the building and will be screened from Industrial Drive by the building itself. Two separate, screened trash and recycling enclosures will be positioned along the southern end of the site out of direct view from Industrial Drive. Three new bicycle parking spaces will be provided, and two EV-ready parking stalls will be incorporated per city code, as well. An easement for a future traffic signal will be designated for the City of Flagstaff’s use.

II. Required Findings

The Planning Commission may approve the Conditional Use Permit only after making a finding that:

A. Finding #1:

The conditional use is consistent with the objectives of the Zoning Code and the purpose of the Zone in which the site is located.

“The Light Industrial (LI) zone applies to areas of the City appropriate for clean and quiet industries in proximity to commercial development, including manufacturing, warehousing, and related uses with limited and screened exterior storage. The LI zone establishes a transitional area between commercial and heavy industrial areas; while at the same time it is applied to areas of the City as a freestanding industrial zone.”

The Light Industrial (LI) Zone allows general retail uses with the granting of a Conditional Use Permit. The primary reasons for the Conditional Use Permit are to protect the uses that are allowed by right in the Light Industrial Zone which may be incompatible with general office uses, and industrially used buildings are not required to incorporate architectural design standards as would be required for retail and general service buildings in commercial zones.

B. Finding #2

That granting the conditional use will not be detrimental to the public health, safety, or welfare.

If the proposed project is developed in accordance with City codes, standards, and requirements, the project

should not be detrimental to the public health, safety, or welfare.

C. Finding #3

The characteristics of the conditional use as proposed, and as it may be conditioned, are reasonably compatible with the types of uses permitted in the surrounding area. The Conditional Use Permit shall be issued only when the Planning Commission finds that the Applicant has considered and adequately addressed the following to ensure that the proposed use will be compatible with the surrounding area (Flagstaff Zoning Code Section 10-20.40.050.E.3):

- Access, traffic, and pedestrian, bicycle, and vehicular circulation;
- Adequacy of site and open space provisions, including resource protection standards, where applicable;
- Noise, light, visual, and other pollutants;
- Proposed style and siting of structure(s), and relationship to the surrounding neighborhood;
- Landscaping and screening provisions, including additional landscaping in excess of otherwise applicable minimum requirements;
- Impact on public utilities;
- Signage and outdoor lighting;
- Dedication and development of streets adjoining the property; and
- Impacts on historical, prehistoric, or natural resources.

1. Access and Traffic; Pedestrian, Bicycle, and Vehicular Circulation

Primary access to the site will be via a new driveway located towards the eastern edge of the property along Industrial Drive moving further away from the existing intersection with Fanning Drive. The location of this intersection limits the driveway location for this site which has altered the design of the parking lot in order to accommodate large truck movements on site.

Project development includes replacing the existing driveway on Industrial Drive and completing sidewalk where the existing driveway currently exists. The majority of the property already has a five-foot sidewalk with a five-foot parkway. The on-site pedestrian/bicycle network is further improved with a pathway that extends from the building entrance to the adjoining sidewalk.

A total of 36 parking spaces are provided on site for the proposed use. The applicant provided a parking demand study prepared by a registrant to reduce the required parking from one space per 300 gross square feet to accommodate the unique retail experience provided by the Shamrock Food. A copy of that study is attached. Bicycle parking is provided in accordance with the Zoning Code requirements.

2. Adequacy of Site/Open Space/Resource Provisions

The Applicant is proposing to construct approximately 18,680 square feet of new general retail on 1.71 acres. Neither civic space nor open space are required to be provide as part of this development plan. The subject property is not located in the Resource Protection Overlay.

3. Noise, Light, Visual, and Other Pollutants

It is not anticipated that the proposed off use will create any noise, visual, or other pollutants into the area. All exterior lighting will be required to comply with the City of Flagstaff's strict outdoor lighting requirements which support and maintain our designation as an International Dark Sky City. The proposed uses are less intensive than the former industrial use on this site.

4. Style and Siting of Structure(s) and Relationship to Surrounding Neighborhood

The proposed building has been designed in accordance with the Site Planning Design Standards as identified in the Zoning Code. This includes a building-forward design with parking areas located to the side and rear of the building. There is a large landscape area along the front of the property intended to screen the parking lot. Alternative pavement materials are used to differentiate the space for vehicles and pedestrians/bicyclists on site. The building is designed to meet the Architectural Design Standards within the Zoning Code which dictate primary and secondary materials, colors, building massing, and scale. The property is surrounded by other uses in the Light Industrial Zone which are not required to comply with the same architectural standards.

5. Landscaping and Screening

The site is proposed to be landscaped in accordance with the requirements of the Zoning Code; see the attached landscaping plan. Additionally, screening is not required for this use or site.

6. Impact on Public Utilities

Only new service lines are required to serve the proposed development with water and sewer.

7. Signage and Outdoor Lighting

The attached elevations show proposed building mounted signage for the new building. Outdoor lighting information will be submitted as part of the building permit application. Outdoor lighting information has not been received. The details for both are reviewed and approved in conjunction with the required building permit application, each requiring its own application (Sign Permit, Outdoor Lighting Permit). Any new signage or lighting will have to comply with the relevant Zoning Code requirements.

8. Dedication and Development of Streets

No additional right-of-way and/or other dedications will be made along the Industrial Drive frontage to accommodate the proposed project. The existing driveway will be relocated to the eastern side of the property to adequately accommodate the necessary truck traffic on site.

9. Impacts on Resources

This subject property is not located within the Resource Protection Overlay. A natural resource protection plan was not required or reviewed in conjunction with the site plan for this development. The buildings on site are over 50 years in age and were assessed for their historic value through a Cultural Resource Letter reviewed and approved by the Heritage Preservation Officer. No additional mitigation is required.

Conditions of approval will only be imposed if they are necessary to ensure the intent and purpose of the Zoning Code are met; to ensure compatible and complementary development of the property; and to ensure the provision of appropriate off-site improvements will be fulfilled.

III. Citizen Participation

The applicant requested notifying adjacent property owners within 600 feet via mail about the impending Conditional Use Permit in lieu of a virtual meeting. All property owners within 600 feet were noticed of the public hearing and a sign was posted on-site advertising the public hearing. Staff placed an ad in the Arizona Daily Sun advertising this public hearing as well. To date, staff has not had any contact from the public regarding this case.

IV. Attachments:

The draft documents have been prepared in accordance with the staff recommendation and do not indicate the

PZ-20-00023-04

March 3, 2022

Commission's final decision. These documents will be updated after the public hearing on this case to reflect the Commission's decision.

- Draft Conditional Use Permit No. PZ-20-00023-04
- Draft Notice of Decision
- Proposition 207 waiver
- Site Plan Conditions of Approval
- Conditional Use Permit Application
 - Narrative
 - Civil Site Plan
 - Architectural Site Plan
 - Building Floor Plan
 - Building Elevations
 - Landscape Plans