



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Dave Kittel Director of Planning and Community Development
Date: September 30, 2024
Re: Special Exception Request – 500 Hendricks Ave

Golden Care Services is looking to purchase 500 Hendricks Ave has submitted an application for a Special Exception for parcel 323051500 to use the property for office space. The parcel is zoned Residential Two Family (RTF), and the current use of the property is as office space. Staff has spoken with the applicant and the property owner to gather the following information:

- The property in question has been previously used as office space.
- The proposed use would continue to use the property as office space with no foot traffic other than the office workers
- The site has adequate onsite parking for their needs

According to [Section 17.47 \(4\)](#), Plan Commission shall use the following criteria:

Before any special exception shall be recommended for approval, the city plan commission shall make findings that the granting of a special exception will not adversely affect the public interest and certify that the specific requirements governing the individual special exception, if any, have been met by the applicant. No special exception shall be recommended for approval unless the plan commission shall find:

- a. That the establishment, maintenance, or operation of the special exception use or structure will not be detrimental or injurious to the use and enjoyment of adjacent properties or properties in the immediate vicinity.
- b. That the special exception is compatible with the adjacent existing uses and structures or uses and structures likely to develop which are permitted in the district.
- c. That adequate public facilities and services are available to the development.
- d. That adequate measures are taken to provide for drainage.
- e. That ingress and egress to the property is provided in such a manner as to minimize traffic hazards and congestion.

- f. That adequate parking and loading areas are provided.

Proper notification of the hearing scheduled for October 3rd was sent to property owners and the newspaper. Some residents did request additional information from staff and upon explanation of the request had no further comments as of the date of this memo.

Recommendation:

Finding the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff recommends to recommend to the Common Council, approval of the Special Exception submitted for office space at 500 Hendrics with the following conditions:

- No offsite parking is to be used for the day-to-day operations of the business
- All ordinances are to be followed
- Yearly inspection done by Community Development Department or other designee to ensure compliance. If the ownership or proposed use changes, the applicant/property owner needs to go through the process again.

