

**SUBDIVISION &
PLANNING APPROVAL STAFF REPORT****Date: May 17, 2018**

<u>NAME</u>	Holiday Transitional Center Subdivision
<u>SUBDIVISION NAME</u>	Holiday Transitional Center Subdivision
<u>LOCATION</u>	1805 Government Street (South side of Government Street, 80'± West of Houston Street)
<u>CITY COUNCIL DISTRICT</u>	District 2
<u>PRESENT ZONING</u>	B-1, Buffer Business District.
<u>AREA OF PROPERTY</u>	1 Lot / 0.4± Acre
<u>CONTEMPLATED USE</u>	Subdivision Approval to create one (1) legal lot of record and Planning Approval to allow an emergency shelter for women in a B-1, Buffer Business District.
<u>TIME SCHEDULE FOR DEVELOPMENT</u>	Immediately upon approval.
<u>ENGINEERING COMMENTS</u>	Subdivision: <u>FINAL PLAT COMMENTS</u> (should be addressed prior to submitting the FINAL PLAT for review and/or signature by the City Engineer):
A.	Provide all of the required information on the SUBDIVISION PLAT (i.e. signature blocks, signatures, certification statements, written legal description, required notes, legend, scale, bearings and distances) that is required by the current Alabama State Board of Licensure for Professional Engineers and Land Surveyors.
B.	Provide a lot designation (i.e. LOT 1, LOT A)
C.	Provide the Surveyor's, Owner's (notarized), Planning Commission, and Traffic Engineering signatures.
D.	Add a note to the SUBDIVISION PLAT stating that as shown on the 1984 aerial photo (FLIGHT 27 - #74) the Lot will receive historical credit of impervious area towards stormwater detention requirement per Mobile City Code, Chapter 17, <u>Storm Water Management and Flood Control</u>). Coordinate with City Engineering Department staff to establish the exact amount prior to the submittal of the Final Plat for review.
E.	Add a note to the SUBDIVISION PLAT stating that a Land Disturbance permit will be required for any land disturbing activity in accordance with Mobile City Code, Chapter 17, <u>Storm Water Management and Flood Control</u> ; the <u>City of Mobile, Alabama Flood</u>

- Plain Management Plan (1984); and, the Rules For Erosion and Sedimentation Control and Storm Water Runoff Control.
- F. Add a note to the Plat stating that the approval of all applicable federal, state, and local agencies (including all storm water runoff, wetland and floodplain requirements) will be required prior to the issuance of a Land Disturbance permit.
 - G. Add a note that sidewalk is required to be constructed, and/or repaired, along the frontage of each lot, or parcel, at time of new development or construction, unless a sidewalk waiver is approved.
 - H. Add a note to the plat stating that all easements shall remain in effect until vacated through the proper Vacation process.
 - I. Provide a copy of the FINAL SUBDIVISION PLAT to the Engineering Dept. for review. No signatures are required on this drawing.
 - J. After addressing all of the FINAL SUBDIVISION PLAT review comments by the Engineering Dept. provide the red-line markup, the ORIGINAL (with all other signatures) and one (1) copy of the revised original (signatures not required) of the revised Final Plat to the Engineering Department.

Planning Approval: ADD THE FOLLOWING NOTES TO THE SITE PLAN:

- 1. Any work performed in the existing ROW (right-of-way) such as driveways, sidewalks, utility connections, grading, drainage, irrigation, or landscaping will require a ROW permit from the City of Mobile Engineering Department (208-6070) and/or ALDOT; and must comply with the City of Mobile Right-of-Way Construction and Administration Ordinance (Mobile City Code, Chapter 57, Article VIII).
- 2. A Land Disturbance Permit application shall be submitted for any proposed land disturbing activity with the property. A complete set of construction plans including, but not limited to, drainage, utilities, grading, storm water detention systems and paving will need to be included with the Land Disturbance permit. This Permit must be submitted, approved, and issued prior to beginning any of the construction work.
- 3. Any and all proposed land disturbing activity within the property will need to be submitted for review and be in conformance with Mobile City Code, Chapter 17, Storm Water Management and Flood Control); the City of Mobile, Alabama Flood Plain Management Plan (1984); and, the Rules For Erosion and Sedimentation Control and Storm Water Runoff Control.
- 4. The approval of all applicable federal, state, and local agencies (including all storm water runoff, wetland and floodplain requirements) will be required prior to the issuance of a Land Disturbance permit. The Owner/Developer is responsible for acquiring all of the necessary permits and approvals.
- 5. The proposed development must comply with all Engineering Department design requirements and Policy Letters.

TRAFFIC ENGINEERING
COMMENTS

Government Street (US Highway 90) is an ALDOT maintained roadway. Lot is limited to its existing curb cut to Government Street with any changes in size, location and design to be approved by ALDOT and Traffic Engineering and conform to AASHTO standards. Any new on-site parking, including ADA handicap spaces,

shall meet the minimum standards as defined in Section 64-6 of the City's Zoning Ordinance. Owner/Developer is responsible for ensuring requirements for ADA accessible parking are met.

URBAN FORESTRY

COMMENTS

Property to be developed in compliance with state and local laws that pertain to tree preservation and protection on both city and private properties (State Act 2015-116 and City Code Chapters 57 and 64).

FIRE DEPARTMENT

COMMENTS

All projects within the City Limits of Mobile shall comply with the requirements of the City of Mobile Fire Code Ordinance (2012 International Fire Code).

MAWSS COMMENTS

No comments.

REMARKS

The preliminary plat illustrates the proposed 1-lot, 0.4± acre subdivision located on the South side of Government Street, 80'± West of Houston Street, in Council District 2. The applicant is requesting Subdivision Approval to create a legal lot of record from an existing metes-and-bounds parcel, and Planning Approval to allow an emergency shelter for women in a B-1, Buffer Business District. The applicant states the property is served by public water and sanitary sewer systems.

Subdivision review examines the site with regard to promoting orderly development, protecting general health, safety and welfare, and ensuring that development is correlated with adjacent developments and public utilities and services; and, to ensure that the subdivision meets the minimum standards set forth in the Subdivision Regulations for lot size, road frontage, lot configuration, etc.

The review required for Planning Approval examines the applicant's location and site plan with regard to: a) transportation, parking and access; b) public utilities and facilities; c) traffic congestion and hazards; and, d) to determine if the proposal is in harmony with the orderly and appropriate development of the district.

It is very important to note that the Planning Approval review is site-plan specific; therefore, if approved, any future changes to the site plan, by current or future applicants, must be submitted for Planning Approval.

The site has been given a **Traditional Center (TC)** land use designation per the recently adopted Future Land Use Plan and Map. The Future Land Use Plan and Map complements and provides additional detail to the Development Framework Maps in the Map for Mobile, adopted by the Planning Commission at its November 5, 2015 meeting. This land use designation generally applies to transportation corridors east of I-65, which serve as the primary commercial and mixed-use gateway to Downtown and the City's traditional neighborhoods (equivalent to Map for Mobile's Traditional Neighborhoods).

Depending on their location (and as allowed by specific zoning), TC designations incorporate a range of moderately scaled single-use commercial buildings holding retail or services; buildings that combine housing units with retail and/or office; a mix of housing types including low- or mid-rise multifamily structures ranging in density from 4 to 10 du/ac; and attractive streetscapes and roadway designs that safely accommodate all types of transportation – transit, bicycling, walking, and driving. In these areas, special emphasis is placed on the retention of existing historic structures, compatible infill development, and appropriate access management.

It should be noted that the Future Land Use Plan and Map components of the Map for Mobile Plan are meant to serve as a general guide, not a detailed lot and district plan. In many cases the designation on the new Future Land Use Map may match the existing use of land, but in others the designated land use may differ from what is on the ground today. As such, the Future Land Use Plan and Map allows the Planning Commission and City Council to consider individual cases based on additional information such as the classification request, the surrounding development, the timing of the request, and the appropriateness and compatibility of the proposed use and, where applicable, the zoning classification.

The subject site consists of a two-story building once used as an apartment complex which appears to have been vacant for many years. An out-building on the site was demolished in late 2017 with a permit. The adjacent site to the East is zoned B-1 and is a vacant church, and the site to the West is also zoned B-1 and serves as the offices of the Mobile County Personnel Board. Adjacent to the South is R-1, Single-Family Residential zoning, used as a duplex.

The applicant proposes to use the subject site as an emergency shelter for women which requires Planning Approval in B-1 districts. As the site currently has a metes-and-bounds legal description, it must be made a legal lot of record via the associated one-lot subdivision application.

The applicant states that the site is served by public water and sanitary sewer services. The proposed lot meets the minimum size requirements of the Subdivision Regulations. The preliminary plat denotes the lot size in a table, and the Final Plat should either label the lot with its size in both square feet and acres or retain the lot size table. The site fronts Government Street which is a component of the Major Street Plan with a planned and current 100' right-of-way; therefore, no dedication would be required. As on the preliminary plat, the Final Plat should retain the right-of-way width. The 25' minimum building setback line is not illustrated on the preliminary plat. It appears from the Planning Approval site plan that the building encroaches into the normal 25' front setback; therefore, the plat should be revised to illustrate the building within the encroachment and, for clarity, the existing building footprint should be shown on the Final Plat. The 25' setback line should be shown as normal, beyond the building encroachment.

Access management is a concern along Government Street. The site should be limited to one curb cut to Government Street, with its size, design, and location to be approved by Traffic Engineering and ALDOT, and conform to AASHTO standards.

Regarding Planning Approval, the applicant proposes to convert the apartment building into an emergency shelter facility for women. The Zoning Ordinance defines an emergency shelter facility as “a facility providing temporary residential housing for persons otherwise homeless or who seek shelter from abuse.” The applicant states:

The site at 1805 Government St. originally was a 5 apartment complex. The building is now a one unit complex totaling 5,000 square feet.

Holiday Transitional Center, HTC, is creating a beautiful center to house and support about 12 Women. (See the attached Mission statement for additional information.)

On the first floor of the plan is a small studio apartment for the Resident Director of the Center. She will live on the premise. There is a plan for 12 bedrooms, bathrooms, showers; computer room, study, living room, dining room, laundry room, etc. (Please see the drawings showing the completed blue prints of the proposed living area.)

The residents will not cook their own food. HTC will hire cooks to prepare and serve, cafeteria style, 3 meals daily.

Holiday Transitional Center will hire 24 hour security for the Center.

The women will be transported by HTC to community support organizations, for help in job search, job training, educational facilities and where ever they have to go to access mainstream benefits.

As soon as the planning approves the renovation, we will start the construction inside the building. We have scheduled the grand opening for December 28, 2018 when the renovation will be completed. We will plant palm trees, crepe myrtles trees and shrubberies around the building.

It should be noted that the drawings to which the applicant refers were not included with this application but are, instead, the plans submitted for permitting of the project. Those plans were submitted to the Permitting Department for construction prior to the applicant being informed that the Planning Approval and Subdivision approvals would be required in order to proceed. The plans referenced by the applicant above should be submitted and made part of the application for Planning Approval.

The Mission Statement referred to states:

Our Mission is to provide holistic services for women that are experiencing homelessness by guiding them in steps to achieve their independence.

Holiday Transitional Center (HTC) is a 501(c) (3) nonprofit corporation providing compassionate, holistic care to women who are experiencing homelessness. HTC will provide shelter, food, clothing, personal supplies and those things needed to help these women take charge of their own lives, developing long-lasting self-sufficiency.

HTC will maximize the use of mainstream and other community bases resources as we serve and support these women.

To help reduce the length of recovery, each participant will be assigned a mentor. Mentors serving as volunteers will be trained in Mental Health First Aid. These mentors will remain with the participants throughout their stay with HTC. The mentors will spend 2 days out of the week consulting, teaching discipline and life skills. This process will be rehabilitative and empowering to the women and will prepare them for the next step in HTC's initiative: occupational and social training for re-integration into the community as productive, self-sufficient members of society to permanent housing.

We are now soliciting mentors who have a heart and love for humanity. The Center will open December 28, 2018. It would be great if the mentors would take advantage of the free Mental Health First Aid class given in April and May. See the attached memo with the dates and locations. The class is an informational exciting learning experience. Also breakfast and lunch will be served. To register: emily@bayouclinic.org. Call me if you have any question (251) 599-7318.

Thank you for your consideration.

Sincerely,

Patsy Alexander

It should be noted that the attached memo which the applicant refers to were not included with this application.

The site plan illustrates the existing building on the site and the existing access driveway and parking area. As indicated, the drive is a substandard 8' in width with little area for widening and restricted by a 10.4' clearance between the side property line and the rear corner of the building. If the Planning Approval request is approved, it must be subject to the applicant obtaining an Access Variance through the Board of Zoning Adjustment. The proposed use would require one parking space for every four beds, or three parking spaces for the proposed twelve women. The parking area provides eight parking spaces with adequate access and maneuvering area behind the stalls. The parking calculations are not provided on the site plan; therefore, the site plan should be revised to include parking requirement calculations. The site plan does not indicate if curbing or bumper stops will be utilized and should be revised to indicate one or the other. Also, no handicap accessible spaces are indicated.

The site should be limited to the existing curb cut to Government Street and a note stating such should be required on the site plan with its size, design, and location to be approved by Traffic Engineering and ALDOT and conform to AASHTO standards.

The site plan does not provide a dumpster nor is there a note on the site plan addressing refuse collection. Therefore, the site plan should be revised to either provide a dumpster and enclosure

with sanitary sewer connection in compliance with Section 64-4.D.9. of the Zoning Ordinance or a note should be placed on the site plan stating that the site will be served by private can collection or curbside collection service.

An 8' wood fence is indicated along the South side encroaching into the adjacent residential site. The site plan should either be revised to place the fence entirely on the subject site, or a letter of understanding should be obtained from the adjacent property owner stating that the fence may remain on that property.

The 25' minimum building setback line is not illustrated on the site plan. As the building encroaches into the 25' minimum building setback, the site plan should be revised to illustrate the 25' minimum building setback line.

The site area is not given on the site plan. The site plan should be revised to either label the site with its size in both square feet and acres, or a table should be furnished on the site plan providing the same information.

The site plan does not contain any landscaping and tree planting calculations. Therefore, the site plan should be revised to provide such and illustrate compliance. Any aspects of landscaping and tree planting requirements which cannot be illustrated on a revised site plan will require additional requests for relief on the previously-mentioned Variance request. A tree and landscape plan reflecting such compliance, or the approval of a Variance granting relief, will be required prior to the approval of any land disturbing or construction activities.

RECOMMENDATION

Subdivision: The Subdivision is recommended for holdover to the June 21st meeting in order to be heard in conjunction with the associated Planning Approval application.

Planning Approval: As numerous revisions are required of the Planning Approval site plan, and further information referred to in the applicant's narrative was not submitted, this application is recommended for holdover to the June 21st meeting to allow the applicant to address the following:

- 1) submission of the drawings referred to in the narrative;
- 2) submission of the memo referred to in the Mission Statement;
- 3) revision of the site plan to provide parking calculations for the proposed use;
- 4) revision of the site plan to provide curbing and/or bumper stops within the parking stalls;
- 5) revision of the site plan to provide sufficient handicap accessible space(s);
- 6) placement of a note on the site plan stating that the site is limited to the existing curb cut to Government Street with its size, design, and location to be approved by Traffic Engineering and ALDOT and conform to AASHTO standards;
- 7) revision of the site plan to provide a dumpster and enclosure with sanitary sewer connection in compliance with Section 64-4.D.9. of the Zoning Ordinance, or the placement of a note on the site plan stating that the site will be served by private can collection or curbside collection service;

- 8) revision of the site plan to relocate the encroaching fence along the South side entirely on the subject site or the obtaining of a letter of understanding from the adjacent property owner stating that the fence may remain on that property;
- 9) revision of the site plan to illustrate the 25' minimum building setback line;
- 10) revision of the site plan to either label the site with its size in both square feet and acres, or the furnishing of a table on the site plan providing the same information;
- 11) revision of the site plan to provide landscaping and tree planting calculations and the illustration of compliance with such.

Revised for the June 21st meeting:

These applications were heldover from the May 17th meeting to allow the applicant to revise the Planning Approval site plan and provide further information referred to in the narrative. No revisions to the Subdivision were required. The applicant submitted a revised site plan for the Planning Approval request as well as floor plans for the building and the requested memo referred to in the Mission Statement.

The floor plans for the proposed use indicate the twelve beds for residents in separate bed rooms plus a studio apartment for the Director along with associated restroom, bath/shower facilities, laundry and a kitchen/dining area. Storage, study/computer, day room and sun room/smoking areas are also indicated.

The parking stalls on the site plan do not scale to meet the minimum 18' depth and the handicap ramp indicated on the building plans is not indicated on the site plan. It appears that the ramp will encroach slightly into the existing asphalt access/maneuvering area of the parking lot. The parking calculations indicate three spaces are required for the proposed use and seven are provided, two of which are ADA accessible.

Relating to parking, there are numerous support personnel and activities planned for the site. Two cooks are proposed along with two house moms, a maintenance worker, a van driver and a receptionist. 24-hour security is proposed. It is stated that there will be 11 to 15 employees hired when the Center opens. It is also stated that there will be many volunteers, teachers, social workers, nurse practitioners, ministers, tutors, lawyers, community organizers and senior citizens to assist at the Center. As there are only seven parking spaces provided and the parking area may only accommodate one additional parking space, it would appear that there may not be nearly enough parking available to handle just the proposed employees, not to mention all of the other ancillary support personnel who would come to the site to assist.

The entrance drive for the site is of substandard width, and with no area for widening, will allow for only one vehicle to either enter or leave the site at a time. As the drive is from a designated turn lane on Government Street, there is a danger of traffic congestion and build-up on Government Street due to two vehicles attempting to travel in opposite directions within the drive.

Finally, it should be noted that a meeting with concerned citizens was held on the evening of Tuesday, June 12th, by Councilman Levon Manzie. The applicant as well as Planning & Zoning staff was present to answer questions and address concerns.

RECOMMENDATION

Subdivision: The plat meets the minimum requirements of the Subdivision Regulations and is recommended for Tentative Approval, subject to the following conditions:

- 1) retention of the lot size table on the Final Plat or the labeling of the lot with its size in both square feet and acres;
- 2) retention of the right-of-way width of Government Street on the Final Plat;
- 3) revision of the plat to illustrate the building footprint encroachment within the 25' minimum building setback line and illustration of the 25' setback as normal beyond the building encroachment;
- 4) placement of a note on the Final Plat stating that the lot is limited to one curb cut to Government Street, with its size, design, and location to be approved by Traffic Engineering and ALDOT, and conform to AASHTO standards;
- 5) subject to the Engineering comments: [FINAL PLAT COMMENTS (should be addressed prior to submitting the FINAL PLAT for review and/or signature by the City Engineer):
A. Provide all of the required information on the SUBDIVISION PLAT (i.e. signature blocks, signatures, certification statements, written legal description, required notes, legend, scale, bearings and distances) that is required by the current Alabama State Board of Licensure for Professional Engineers and Land Surveyors. B. Provide a lot designation (i.e. LOT 1, LOT A) C. Provide the Surveyor's, Owner's (notarized), Planning Commission, and Traffic Engineering signatures. D. Add a note to the SUBDIVISION PLAT stating that as shown on the 1984 aerial photo (FLIGHT 27 - #74) the Lot will receive historical credit of impervious area towards stormwater detention requirement per Mobile City Code, Chapter 17, Storm Water Management and Flood Control). Coordinate with City Engineering Department staff to establish the exact amount prior to the submittal of the Final Plat for review. E. Add a note to the SUBDIVISION PLAT stating that a Land Disturbance permit will be required for any land disturbing activity in accordance with Mobile City Code, Chapter 17, Storm Water Management and Flood Control; the City of Mobile, Alabama Flood Plain Management Plan (1984); and, the Rules For Erosion and Sedimentation Control and Storm Water Runoff Control. F. Add a note to the Plat stating that the approval of all applicable federal, state, and local agencies (including all storm water runoff, wetland and floodplain requirements) will be required prior to the issuance of a Land Disturbance permit. G. Add a note that sidewalk is required to be constructed, and/or repaired, along the frontage of each lot, or parcel, at time of new development or construction, unless a sidewalk waiver is approved. H. Add a note to the plat stating that all easements shall remain in effect until vacated through the proper Vacation process. I. Provide a copy of the FINAL SUBDIVISION PLAT to the Engineering Dept. for review. No signatures are required on this drawing. J. After addressing all of the FINAL SUBDIVISION PLAT review comments by the Engineering Dept. provide the red-line markup, the ORIGINAL (with all other signatures) and one (1) copy of the revised

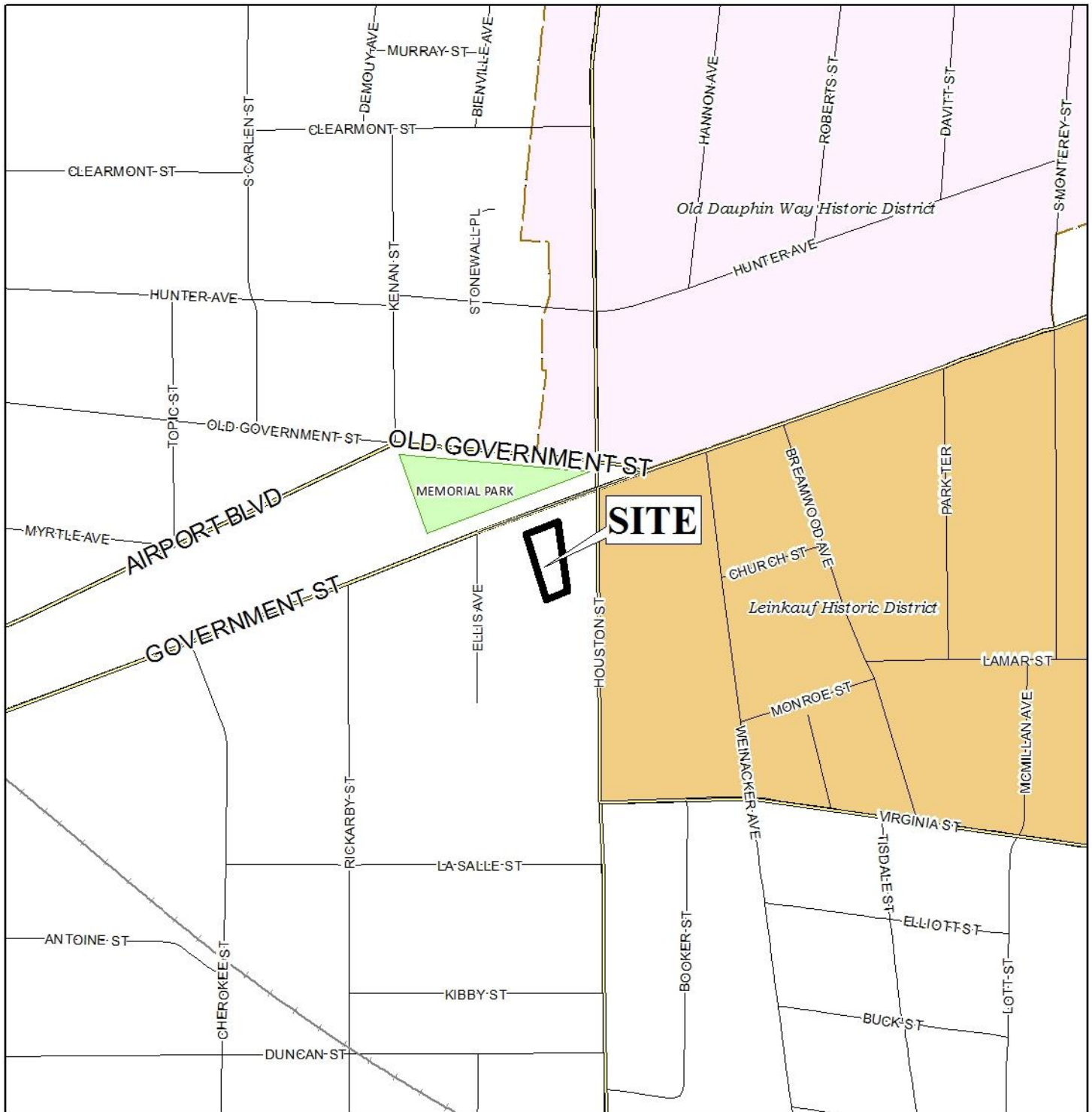
original (signatures not required) of the revised Final Plat to the Engineering Department.];

- 6) subject to the Traffic Engineering comments: [Government Street (US Highway 90) is an ALDOT maintained roadway. Lot is limited to its existing curb cut to Government Street with any changes in size, location and design to be approved by ALDOT and Traffic Engineering and conform to AASHTO standards. Any new on-site parking, including ADA handicap spaces, shall meet the minimum standards as defined in Section 64-6 of the City's Zoning Ordinance. Owner/Developer is responsible for ensuring requirements for ADA accessible parking are met.];*
- 7) subject to the Urban Forestry comments: [Property to be developed in compliance with state and local laws that pertain to tree preservation and protection on both city and private properties (State Act 2015-116 and City Code Chapters 57 and 64).];*
- 8) subject to the Fire Department comments [All projects within the City Limits of Mobile shall comply with the requirements of the City of Mobile Fire Code Ordinance (2012 International Fire Code).];and*
- 9) submittal to and approval by Planning and Zoning of two (2) copies of a revised Planning Approval site plan prior to signing the Final Plat, assuming the Planning Approval is approved.*

Planning Approval: *The Planning Commission should consider the criteria of the following findings of facts concerning the Planning Approval, and determine how the proposed use and scope of activities impacts the criteria:*

- a. Will the proposal be appropriate with regard to transportation and access, water supply, waste disposal, fire and police protection, and other public facilities? If yes, why, if no, why not?*
- b. Will the proposal cause undue traffic congestion or create a traffic hazard? If yes, why, if no, why not?*
- c. Will the proposal be in harmony with the orderly and appropriate development of the district in which the use is located? If yes, why, if no, why not?*

LOCATOR MAP



APPLICATION NUMBER 2 DATE June 21, 2018

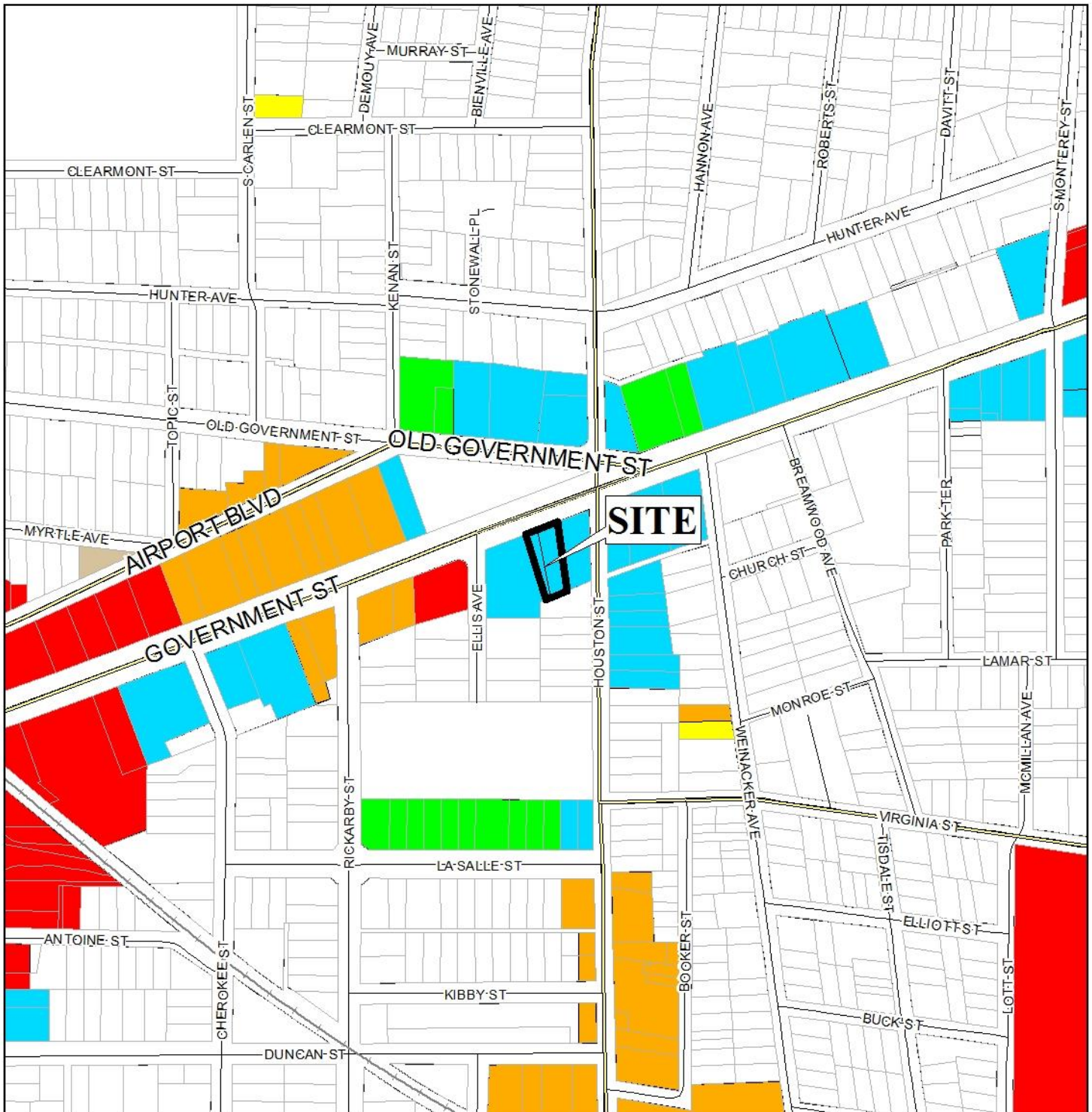
APPLICANT Holiday Transitional Center Subdivision

REQUEST Subdivision, Planning Approval



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LOCATOR ZONING MAP



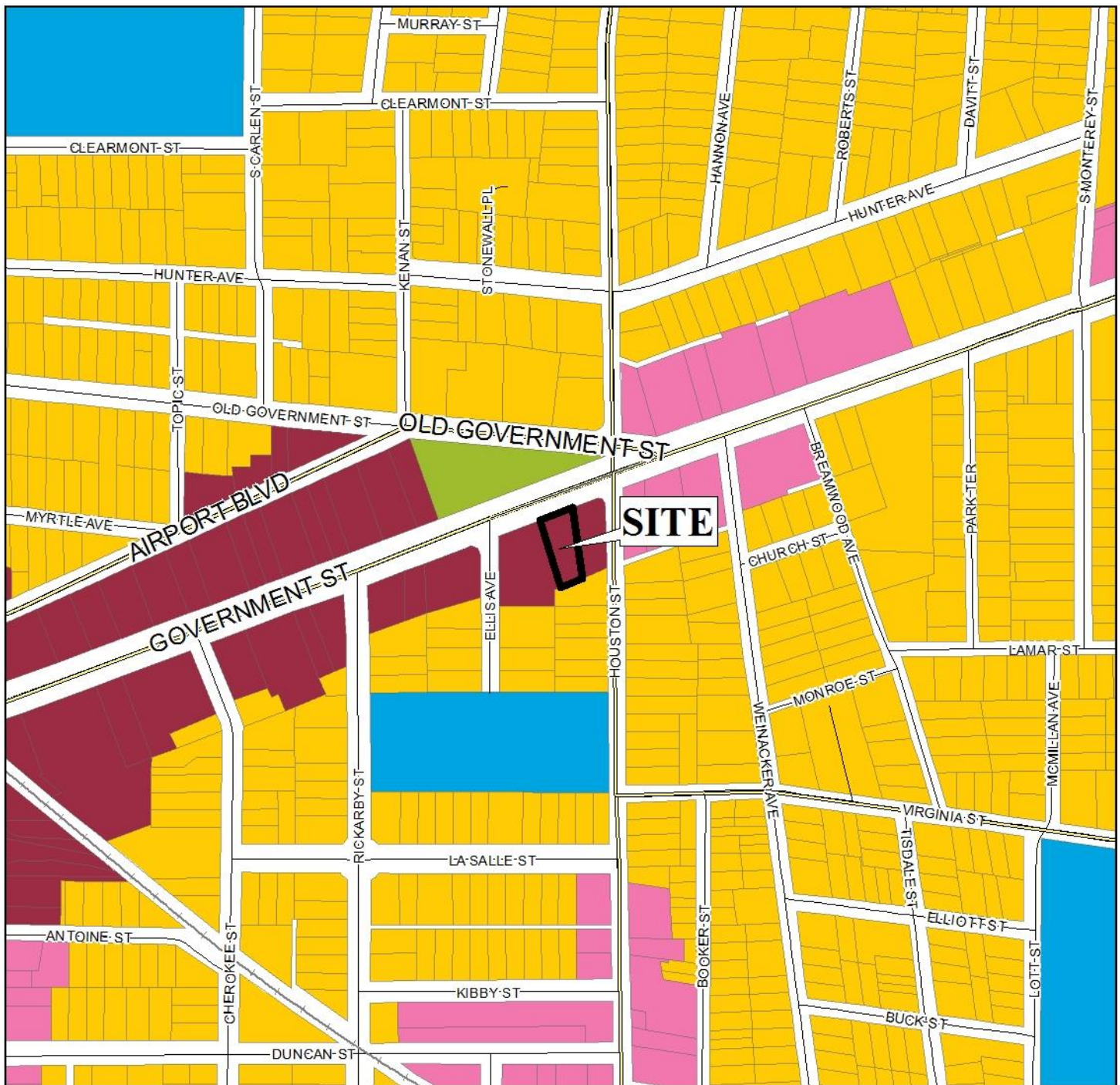
APPLICATION NUMBER 2 DATE June 21, 2018

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REQUEST Subdivision, Planning Approval



FLUM LOCATOR MAP



APPLICATION NUMBER 2 DATE June 21, 2018

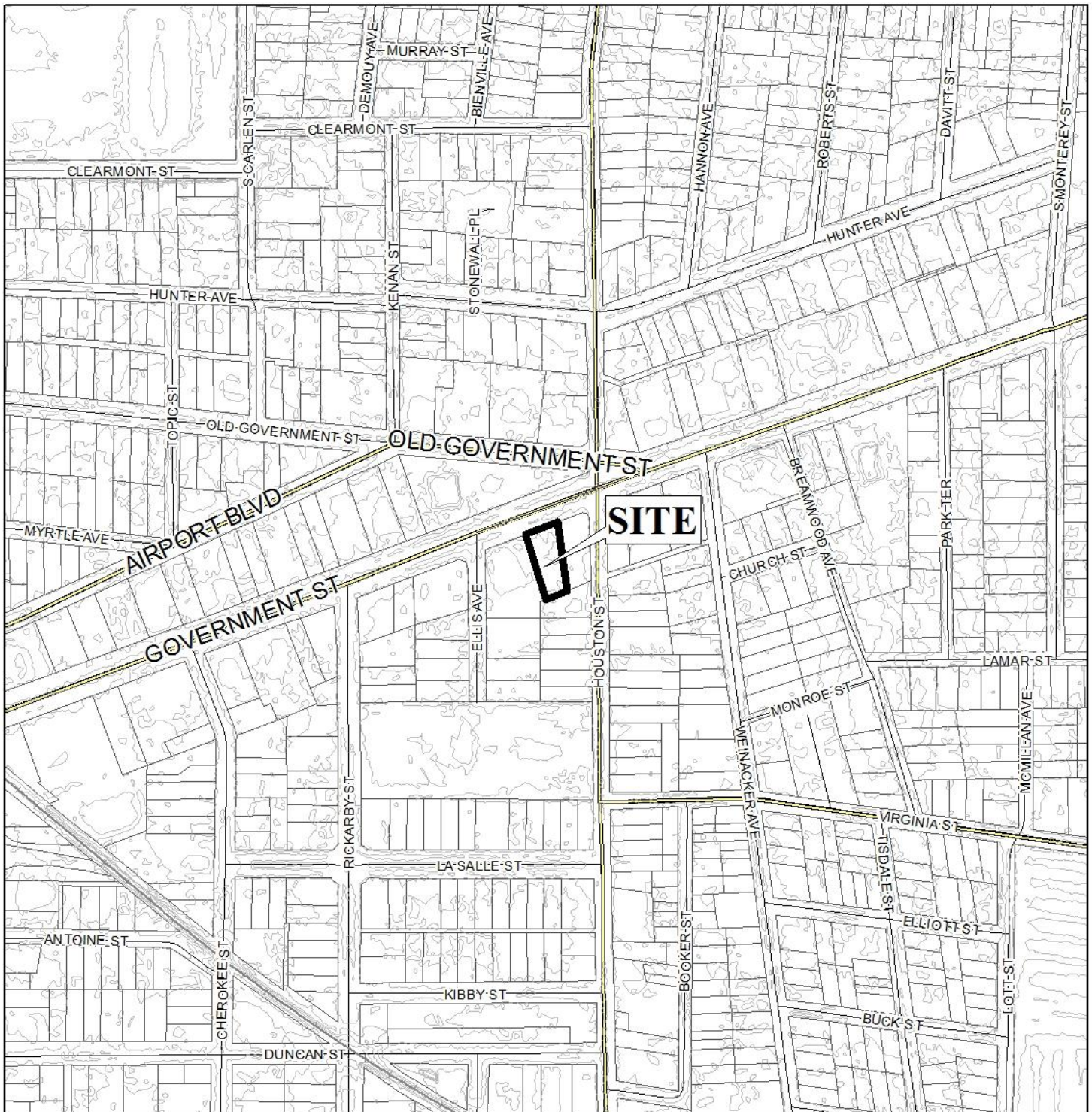
APPLICANT Holiday Transitional Center Subdivision

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Low Density Residential	Neighborhood Center - Traditional	Downtown Waterfront	Parks & Open Space
Mixed Density Residential	Neighborhood Center - Suburban	Light Industry	Water Dependent
Downtown	Traditional Corridor	Heavy Industry	
District Center	Mixed Commercial Corridor	Institutional	



ENVIRONMENTAL LOCATOR MAP



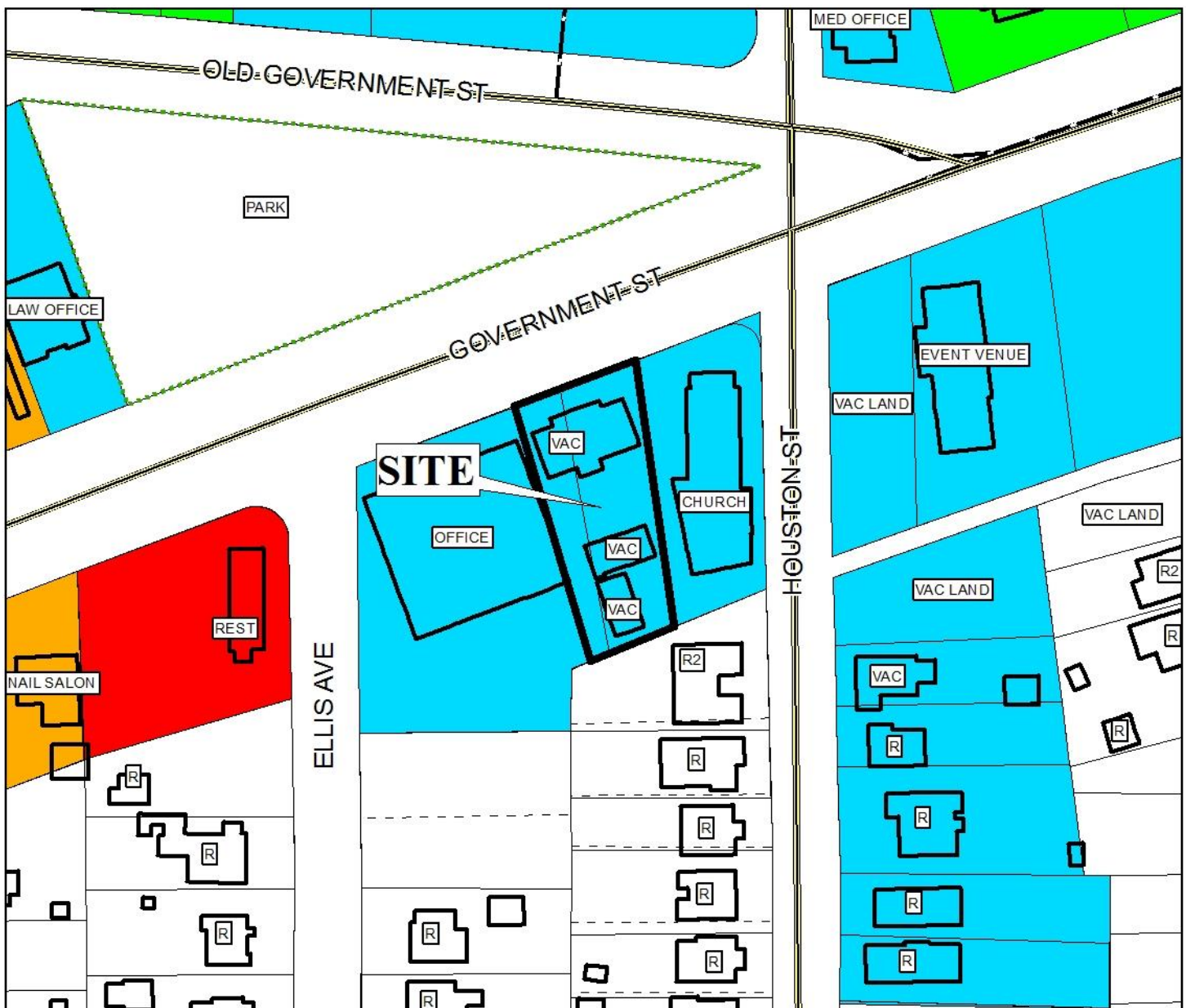
APPLICATION NUMBER 2 DATE June 21, 2018

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REQUEST Subdivision, Planning Approval



PLANNING COMMISSION VICINITY MAP - EXISTING ZONING



The site is surrounded by residential units to the south and east, and commercial units to the west. A park lies north of the site.

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REQUEST Subdivision, Planning Approval

R-A	R-3	T-B	B-2	B-5	MUN	SD-WH	T5.1
R-1	R-B	B-1	B-3	I-1	OPEN	T3	T5.2
R-2	H-B	LB-2	B-4	I-2	SD	T4	T6



PLANNING COMMISSION

VICINITY MAP - EXISTING AERIAL



The site is surrounded by residential units to the south and east, and commercial units to the west. A park lies north of the site.

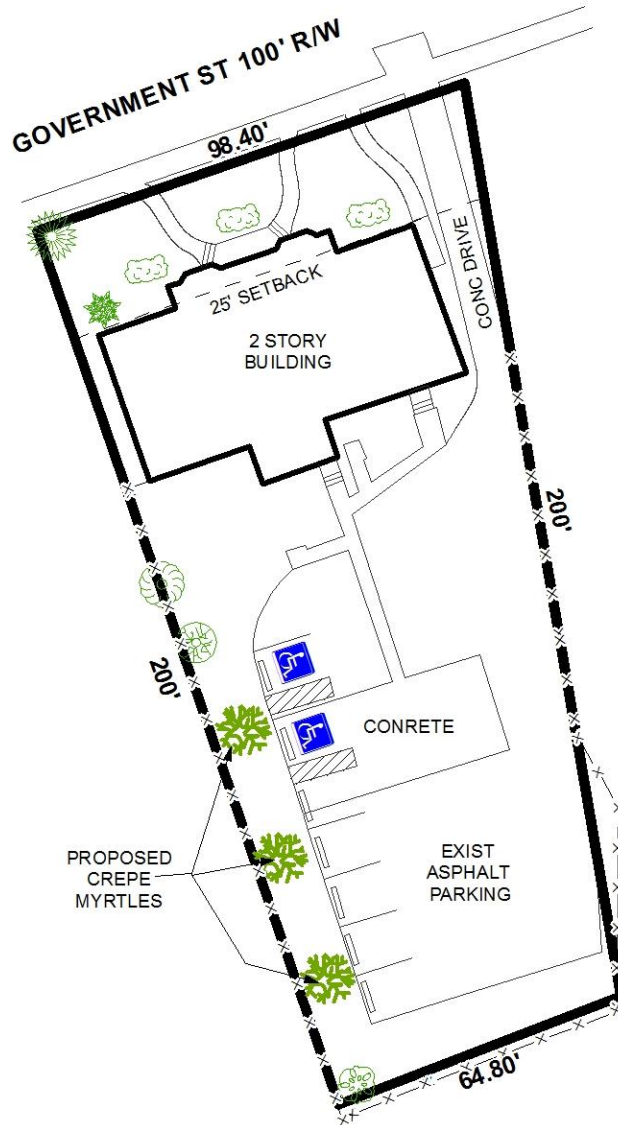
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SITE PLAN



The site plan illustrates the building, setback, parking, and fences.

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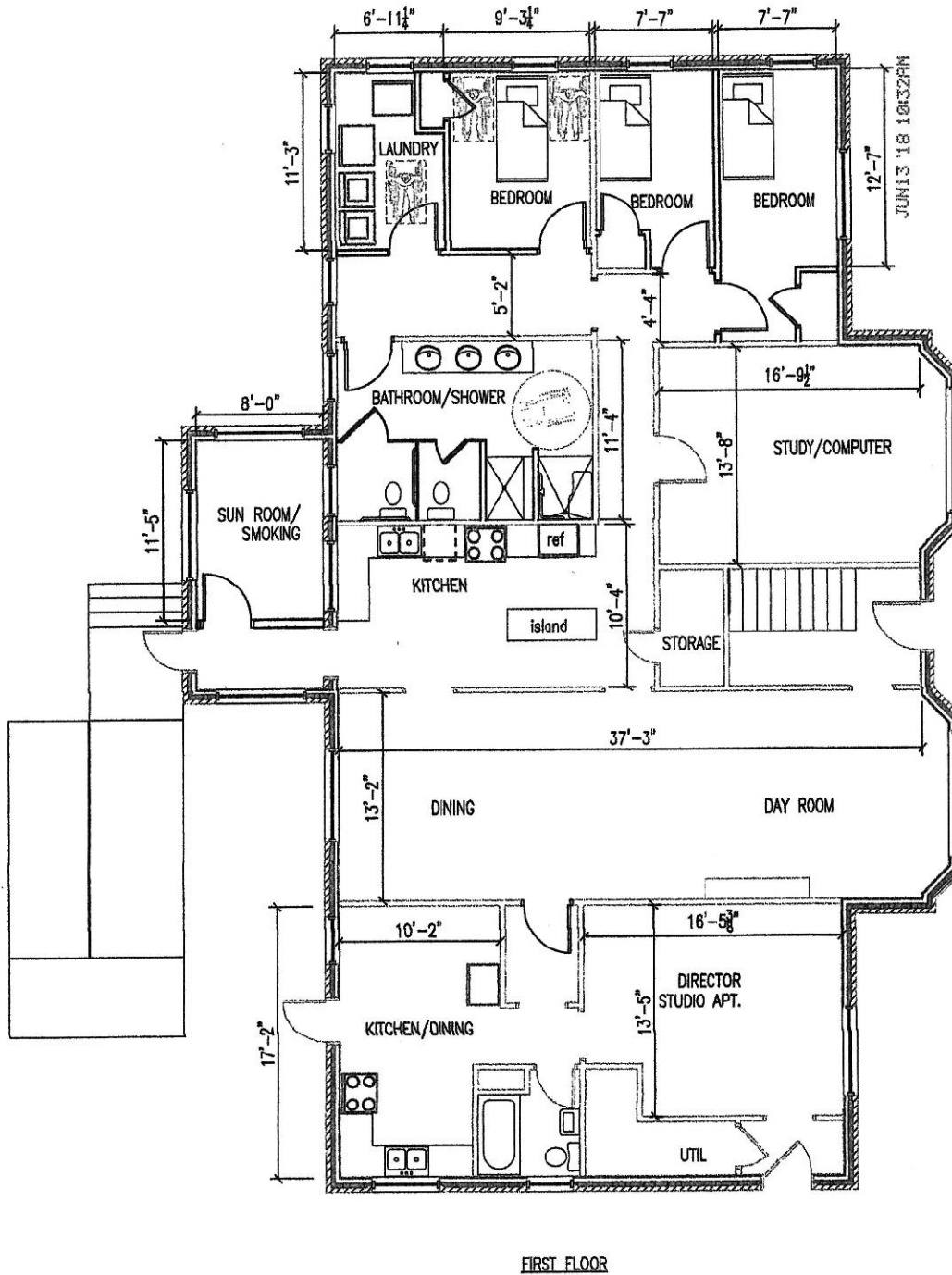
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DETAIL SITE PLAN



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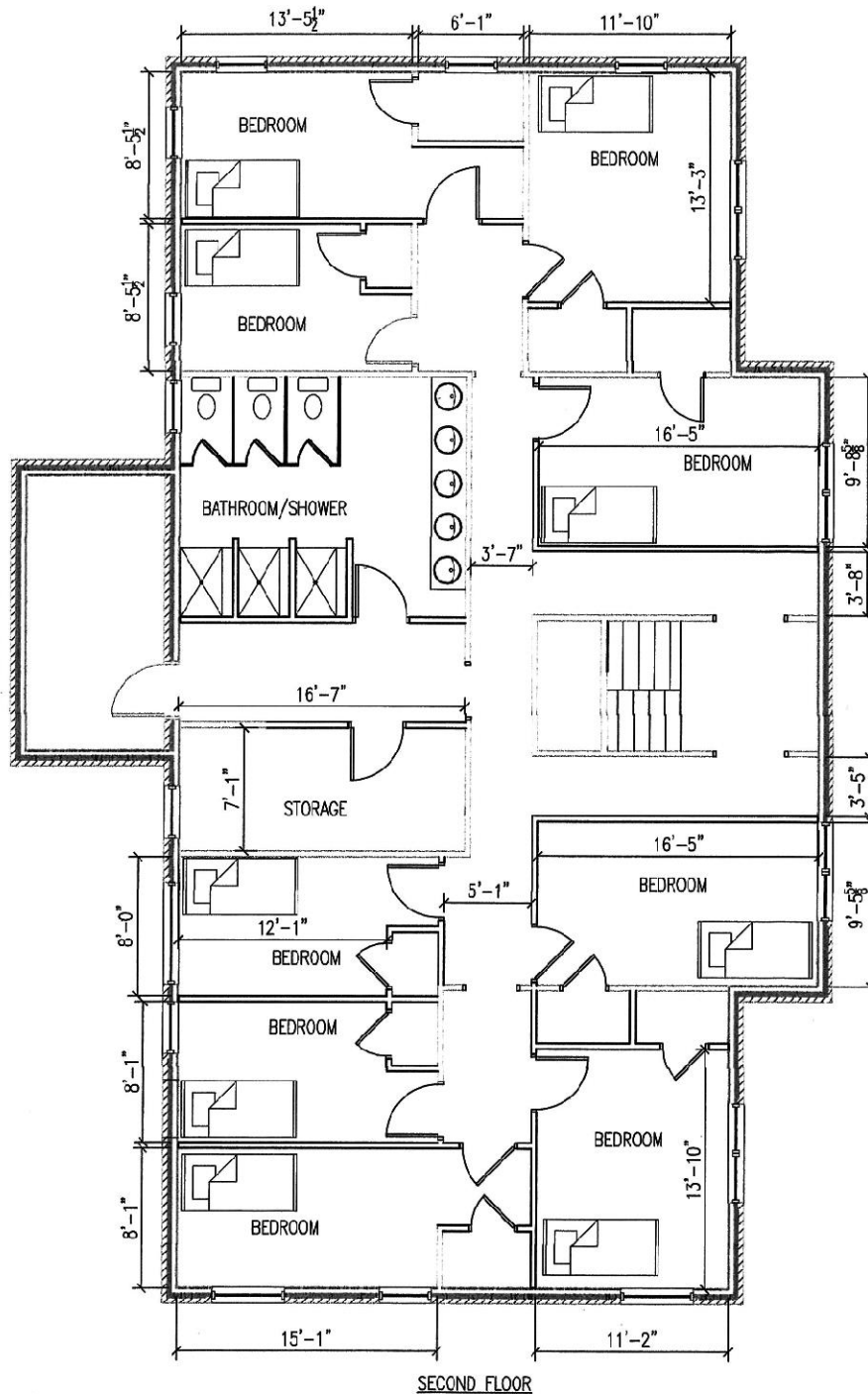
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REQUEST Subdivision, Planning Approval



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DETAIL SITE PLAN



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