ZONING CHANGE REVIEW SHEET

<u>CASE</u>: C14-2022-0029 (RedLeaf Highland-Tract 5) <u>DISTRICT</u>: 4

ADDRESS: 523 East Highland Mall Boulevard

ZONING FROM: CS-MU-V-NP TO: LI-PDA-NP

SITE AREA: 5.81 acres (252,865 sq. ft.)

PROPERTY OWNER: HM Land 3, LLC

AGENT: Drenner Group (Amanda Swor)

CASE MANAGER: Sherri Sirwaitis (512-974-3057, sherri.sirwaitis@austintexas.gov)

STAFF RECOMMEDATION:

Staff recommends Limited Industrial-Planned Development Area-Neighborhood Plan Combining District, zoning. The staff's recommendation adds a condition to the PDA overlay that will require a 50-foot setback between buildings that contain a residential use and the light manufacturing use.

PLANNING COMMISSION ACTION / RECOMMENDATION:

February 28, 2023

CITY COUNCIL ACTION:

ORDINANCE NUMBER:

ISSUES:

The applicant is proposing a Planned Development Area (PDA) overlay (*please see Applicant's Request Letter – Exhibit C*), with the following conditions:

The following uses are additional permitted uses to the LI base district:

Permitted Uses by Right:

Residential Uses

- Bed & Breakfast (Group 1)
- Bed & Breakfast (Group 2)
- Townhouse Residential
- Multifamily Residential
- Single-Family Residential
- Single-Family Attached Residential
- Small Lot Single-Family Residential
- Two-Family Residential
- Condominium Residential
- Duplex Residential
- Group Residential
- Group Home, Class I (Limited)
- Group Home, Class I (General)
- Group Home, Class II
- Short-Term Rental

Commercial Uses

- Administrative and Business Offices
- Agricultural Sales and Services
- Alternative Financial Services *
- Art Gallery
- Art Workshop
- Automotive Rentals
- Automotive Repair Services
- Automotive Sales
- Automotive Washing (of any type)
- Bail Bond Services *
- Building Maintenance Services
- Business or Trade School
- Business Support Services
- Campground
- Cocktail Lounge of 5,000 square feet
- Commercial Blood Plasma Center*
- Commercial Off-Street Parking
- Communications Services
- Construction Sales and Services
- Consumer Convenience Services
- Consumer Repair Services
- Convenience Storage
- Drop-Off Recycling Collection Facility
- Electronic Prototype Assembly *

3

- Electronic Testing *
- Equipment Repair Services
- Equipment Sales
- Exterminating Services
- Financial Services
- Food Preparation
- Food Sales
- Funeral Services
- General Retail Sales (Convenience)
- General Retail Sales (General)
- Hotel-Motel
- Indoor Entertainment
- Indoor Sports and Recreation
- Kennels
- Laundry Services
- Medical Offices exceeding 5,000 square feet gross floor area
- Medical Offices not exceeding 5,000 square feet gross floor area
- Monument Retail Sales
- Off-Site Accessory Parking *
- Outdoor Sports and Recreation
- Pawn Shop Services
- Pedicab Storage and Dispatch
- Personal Improvement Services
- Personal Services
- Pet Services
- Plant Nursery
- Printing and Publishing
- Professional Office
- Research Assembly Services
- Research Services
- Research Testing Services
- Research Warehousing Services
- Restaurant (General)
- Restaurant (Limited)
- Service Station
- Software Development
- Theater
- Vehicle Storage
- Veterinary Services

Industrial Uses

Light Manufacturing

Agricultural Uses

- Community Garden
- Indoor Crop Production
- Urban Farm

Civic Uses

- Club or Lodge (c)
- College and University Facilities

- Communication Service Facilities
- Community Events *
- Community Recreation (Private)
- Community Recreation (Public)
- Congregate Living
- Counseling Services
- Cultural Services
- Day Care Services (Commercial)
- Day Care Services (General)
- Day Care Services (Limited)
- Family Home
- Group Home, Class I (General)
- Group Home, Class I (Limited)
- Group Home, Class II
- Guidance Services
- Hospital Services (Limited)
- Local Utility Services
- Maintenance and Service Facilities
- Private Primary Educational Facilities
- Private Secondary Educational Facilities
- Public Primary Educational Facilities
- Public Secondary Educational Facilities
- Religious Assembly
- Residential Treatment
- Safety Services

The following uses are conditional uses to the LI base district in the PDA:

Conditional Uses:

Commercial Uses

Outdoor Entertainment

Civic Uses

- Club or Lodge
- Hospital Services (General)
- Telecommunication Tower *
- Transitional Housing
- Transportation Terminal

Prohibited Uses:

The following LI base district uses are prohibited uses in the PDA:

- Basic Industry
- Custom Manufacturing
- General Warehousing and Distribution
- Limited Warehousing and Distribution
- Recycling Center

^{*} Additional standards may apply. See the table in LDC §25-2-491, Zoning Land Use Summary Table, for Austin City Code references.

- Resource Extraction
- Scrap & Salvage

In addition, the applicant proposes the following modification to the LI base zoning district through the PDA:

- A maximum height of 120 feet.
- A floor-to-area-ratio (FAR) of 4:1.
 - The PDA is subject to the parking requirements outlined in Appendix A except as by the LI-PDA zoning ordinance.
 - Section § 25-6-501 (E) is modified such that the off-site parking facility cannot be more than 1,200 linear feet from the use it serves.
 - The parking rules in effect upon the adoption of this ordinance shall govern other than as modified herein.

CASE MANAGER COMMENTS:

The property in question consists of two 5.81 lots that contain a vacant building pad site and a surface parking area. The lots to the north, across E. Highland Mall Drive, are zoned CS-MU-V-NP and CS-1-MU-V-NP and are developed with an office building (One Highland Center) and a cocktail lounge use (Perfect 10 Cabaret). To the south there is an office use (City of Austin Planning and Development Center) zoned CS-MU-V-NP. The parcels to the east are also zoned CS-MU-V-NP and contain developing multifamily and office uses. To the west there is a surface parking area.

In the Redleaf Highland rezoning requests, the applicant is asking for LI-PDA zoning to build out the Highland Campus by utilizing minimal code modifications to allow for an overall project that will complement the campus that could not be built under the existing code provisions (*please see the Applicant's Request Letter – Exhibit C*). In this specific application, the owner is asking to redevelop this site with office and residential uses. The proposed LI-PDA zoning will permit existing uses in the current CS-MU base district, grant additional permitted and conditional uses, increase the maximum height to 120 feet, permit a 4:1 FAR and modify parking requirements to allow for new development in this central area located near the intersection of two highways that is within a designated regional center (Highland Mall Station Regional Center) in the Imagine Austin Comprehensive Plan.

This property is located within the Brentwood/Highland Combined Neighborhood Plan and a neighborhood plan amendment is not required because the land use designation on the future land use map (FLUM) is Mixed Use.

The applicant agrees with the staff's recommendation.

BASIS OF RECOMMENDATION:

1. The proposed zoning is consistent with the purpose statement of the district sought.

Limited Industrial Service district is intended as an area primarily for commercial services and limited manufacturing uses, generally on moderately sized sites. Planned Development Area combining district is intended for combination with selected commercial and industrial base districts, in order to modify base district provisions as necessary to allow for appropriate industrial and commercial uses or to reflect the terms of a Planned Development Area agreement following annexation of properties subject to such an agreement.

Neighborhood Plan district denotes a tract located within the boundaries of an adopted Neighborhood Plan.

2. The proposed zoning promotes consistency and orderly planning.

LI-PDA zoning is consistent with land use patterns in the area as there are commercial mixed use zoning designations (CS-MU-V-NP, CS-1-MU-V-NP, CS-1-CO-NP, CS-MU-NP) and multifamily, office, civic and commercial uses surrounding the site under consideration to the north, south, east and west.

3. The proposed zoning should allow for a reasonable use of the property.

The proposed Planned Development Area overlay will permit a mixture of residential, office, civic and commercial uses that will encourage intensive redevelopment of this property adjacent to a large civic use (Austin Community College Highland Campus) within walking distance to Capital Metro bus (Route 6402 Airport) and rail lines (Highland Station Rail) in a regional center as designated by the Imagine Austin Comprehensive Plan. There are recreation facilities and parks (Highland Neighborhood Park, Reznicek Fields, Reilly School Park) as well as existing commercial and retail uses to provide amenities and services to new development in the Highland area.

EXISTING ZONING AND LAND USES:

	ZONING	LAND USES	
Site	CS-MU-V-NP	Vacant Commercial Pad Site, Surface Parking Area	
North	CS-MU-V-NP,	Office (One Highland Center), Cocktail Lounge (Perfect	
	CS-1-MU-V-NP	10 Cabaret)	
East	CS-MU-V-NP	Avia Sanctuary at Highland Mall, Office (Housing	
		Authority of Travis County, Travis County Adult	
		Probation Office, etc.), Developing Multifamily	
South	CS-MU-V-NP	City of Austin Planning and Development Center	
West	CS-MU-V-NP	Surface Parking Area	

NEIGHBORHOOD PLANNING AREA: Brentwood Highland Neighborhood Plan

TIA: Deferred to the time of Site Plan

WATERSHED: Tannehill Branch

SCHOOLS: Austin I.S.D. Reilly Elementary Webb Middle School McCallum High School

NEIGHBORHOOD ORGANIZATIONS:

Austin Independent School District
Austin Lost and Found Pets
Austin Neighborhood Council
Friends of Austin Neighborhoods
Go Austin Vamos Austin - North
Highland Neighborhood Association
Highland/Skyview Neighborhood Plan Contact Team
Homeless Neighborhood Association
Neighborhood Empowerment Foundation
North Austin Neighborhood Alliance
Preservation Austin
SELTEXAS
Sierra Club, Austin Regional Group
St. John Neighborhood Plan Contact Team

AREA CASE HISTORIES:

NUMBER	REQUEST	COMMISSION	CITY COUNCIL
C14-2011-0115 St. Johns		1/24/12: Approved the	3/01/12: The public
	Neighborhood	rezonings as recommended	hearing was conducted
	Planning Area	by the staff, except for	and the motion to close
	Rezonings	Tracts 53,54, 57, 58 and 60	the public hearing and to
		which were discussed	adopt first reading of the
		separately. For Tract 53	ordinance for the St. John
		approved GR-MU-NP. For	Neighborhood Plan
		Tract 54 approved CS-1-	Combining District as
		NP. For Tracts 57 & 58	recommended by the
		approved GR-MU-CO-NP.	Planning Commission
		For Tract 60 approved GR-	was approved by CM C.
		MU-NP. Action on this	Riley's motion and CM
		item includes rec. adoption	M. Martinez' second
		of the St John NPCD of the	(7-0).
		following: Small Lot	
		Amnesty, Cottage Lot,	

		Urban Home, Secondary Apartment, Corner Store, Affordable Housing special use options for the entire St John NPCD. Residential infill on Tracts R, S, T, U and V. Neighborhood Urban Center on Tracts A, B, C, D, E, F, G, H, I, J, K, L, M, N, O P and Q. Action on this item include rec. adoption for the entire NPCD of the following design tools: Front Porch Setback, as well as Restricted Mobile Food Vending Regulations.	4/26/12: Approved Ordinance No. 20120426- 101 for the St. John Neighborhood Plan Combining District on 2 nd /3 rd readings (7-0); CM B. Spelman-1 st , CM L. Morrison-2 nd .
C14-2010-0155 (5775 Airport Boulevard)	CS-MU-V-NP to CS-1-MU-V- NP	10/26/10: Approved CS-1-MU-V-NP by consent.	11/18/10: Approved CS- 1-MU-V-NP as PC rec. on all 3 readings (7-0)
C14-2009-0012 (Highland NPA VMU Overlay Opt- In-Opt-Out Process)	Rezoning property to show VMU zoning	4/14/09: Approved staff rec. to implement 'V' on selected tracts by consent (8-0)	5/14/09: Approved 'V' excluding certain tracts (7-0); 1st reading only 6/11/09: Approved
			Ordinance No. 20090611- 055 for 'V' on certain tracts by consent (6-0); 2 nd /3 rd readings
C14-2008-0139 (Archive Lounge, 6406 N. IH-35 Service Road SB, Suite 1600)	CS to CS-1	8/05/08: Approved CS-1 zoning (6-0, C. Hammond-absent); K. Jackson-1 st , R. Evans-2 nd .	9/28/08: Approved Ordinance No. 20080828- 097 for CS-1-CO zoning (7-0); on all 3 readings.
C14-2007-0107 (Rock City Icehouse: 6404 N. IH-35, Suite 1100)	CS to CS-1	Approved CS-1-CO zoning by consent (7-0, C. Galindo-absent); J. Reddy-1 st , S. Kirk-2 nd .	Ordinance No. 20070927- 090 for CS-1-CO (5-0); on all 3 readings
C14-06-0110 (Highland Commons: 5775 Airport Boulevard)	CS-MU-NP to CS-1-MU-CO- NP	6/27/06: Approved staff's rec. of CS-1-MU-CO-NP zoning by consent (9-0); J. Reddy-1 st , D. Sullivan-2 nd .	7/27/06: Approved Ordinance No. 20060727- 142 for CS-1-MU-CO- NP (7-0); on all 3 readings
C14-04-0012 (Highland Neighborhood Plan) Highland NP Rezonings		2/24/04: Approved staff's recommendation w/ exceptions (6-0)	3/25/04: Approved 1 st reading (7-0) 4/15/04: Approved 2 nd reading, with amendments (7-0)

5/13/04: Approved 3 rd
reading, with
amendments (7-0)

RELATED CASES:

C14-2011-0115 – St. John Neighborhood Plan Area Rezonings C8-2020-0202.OA - Subdivision Case SP-2013-0140D – Site Plan Case

EXISTING STREET CONDITIONS:

The adjacent street characteristics table is provided below:

Name	ASMP Classification	ASMP Required ROW	Existing ROW	Existing Pavement	Sidewalks	Bicycle Route	Capital Metro (within 1/4 mile)
Highland Mall Rd	Level 2 - Collector	60'	0	0	N/A	N/A	N/A
E Highland Mall Blvd	Level 3 – Minor/Major Arterial	94'	94'	60'	Yes	Shared Lane	Yes

OTHER STAFF COMMENTS:

Comprehensive Planning

Project Name and Proposed Use: 523 E HIGHLAND MALL BLVD. C14-2022-0029. Project: Redleaf Highland - Tract 5. 5.81 acres from CS-MU-V-NP to LI-PDA-NP. FLUM: Mixed Use. Brentwood/Highland Combined NP (Highland).

Yes	Imagine Austin Decision Guidelines					
	Compact and Connected Measures					
Y	Imagine Austin Growth Concept Map: Located close to, within or adjacent to an Imagine Austin Activity Center,					
	Imagine Austin Activity Corridor, or Imagine Austin Job Center as identified on the Growth Concept Map. Name(s)					
	of Activity Center/Activity Corridor/Job Center: within Highland Mall Station Regional Center					
Y	Mobility and Public Transit : Located within 0.25 miles of public transit stop and/or light rail station.					
Y	Mobility and Bike/Ped Access: Adjoins a public sidewalk, shared path, and/or bike lane.					
Y	Connectivity, Good and Services, Employment: Provides or is located within 0.50 miles to goods and services,					
	and/or employment center.					
	Connectivity and Food Access: Provides or is located within 0.50 miles of a grocery store/farmers market.					
Y	Connectivity and Education : Is located within 0.50 miles from a public school or university.					
	Connectivity and Healthy Living: Provides or is located within 0.50 miles from a recreational area, park and/or					
	walking trail.					
	Connectivity and Health: Provides or is located within 0.50 miles of health facility (ex: hospital, urgent care,					
	doctor's office, drugstore clinic, specialized outpatient care.)					
Y	Housing Affordability: Provides a minimum of 10% of units for workforce housing (80% MFI or less) and/or fee in					
	lieu for affordable house.					
Y	Housing Choice: Expands the number of units and housing choice that suits a variety of household sizes, incomes,					
	and lifestyle needs of a diverse population (ex: apartments, triplex, granny flat, live/work units, cottage homes, and					
	townhomes) in support of Imagine Austin and the Strategic Housing Blueprint.					
Y	Mixed Use: Provides mixed use development (minimum 10% residential and 10% non-residential floor area).					
	Culture and Creative Economy: Provides or is located within 0.50 miles of a cultural resource (ex: library, theater,					
	museum, cultural center).					
8	Total Number of "Yes's"					
	Imagine Austin Priority Program Bonus Features (Extra Points)					
1	Small Area Plan Policies: Supports applicable Small Area Plans, including the Future Land Use Map, goals,					
	objectives, actions and text. List three small area plan policies that relate to this project. Name of Small Area Plan:					
	Brentwood/Highland NP (Highland)					
	Culture and Historic Preservation: Preserves or enhances a historically and/or culturally significant site.					
	Culture and Creative Economy: Expands Austin's creative economy (ex: live music venue, art studio, film, digital,					
	theater.)					
1	Workforce Development, the Economy and Education: Expands the economic base by creating permanent jobs,					
	especially an industry that is currently not represented in particular area or that promotes a new technology.					
	Workforce Development, the Economy and Education: Promotes educational opportunities or workforce					
	development training.					
1.0						
10	Total Number of "Yes's" from Top and Under Bonus Features					

Applicable Small Area Plan Policies from the Brentwood/Highland NP:

Goal 3. Encourage a mixture of compatible and appropriately scaled business and residential land uses in the neighborhood and mixed-use development on major corridors to enhance this diversity. (p. 28)

Goal 4. Preserve locally owned small businesses in the neighborhood and encourage new ones that are walkable and serve the needs of the neighborhood.

Goal 5. Focus higher density uses and mixed-use development on major corridors, and enhance the corridors by adding incentives for creative, aesthetically pleasing, pedestrian-friendly redevelopment.

Environmental

The site is not located over the Edwards Aquifer Recharge Zone. The site is located in the Tannehill Branch Watershed of the Colorado River Basin, which is classified as an Urban Watershed by Chapter 25-8 of the City's Land Development Code. It is in the Desired Development Zone.

Zoning district impervious cover limits apply in the Urban Watershed classification.

According to floodplain maps there is no floodplain within or adjacent to the project location.

Standard landscaping and tree protection will be required in accordance with LDC 25-2 and 25-8 for all development and/or redevelopment.

At this time, site specific information is unavailable regarding vegetation, areas of steep slope, or other environmental features such as bluffs, springs, canyon rimrock, caves, sinkholes, and wetlands.

This site is required to provide on-site water quality controls (or payment in lieu of) for all development and/or redevelopment when 8,000 sq. ft. cumulative is exceeded, and on site control for the two-year storm.

At this time, no information has been provided as to whether this property has any preexisting approvals that preempt current water quality or Code requirements.

Fire

No comments.

Site Plan

Site plans will be required for any new development other than single-family or duplex residential.

Any development which occurs in an SF-6 or less restrictive zoning district which is located 540 feet or less from property in an SF-5 or more restrictive zoning district will be subject to compatibility development regulations.

Any new development is subject to Subchapter E. Design Standards and Mixed Use. Additional comments will be made when the site plan is submitted.

Transportation

Assessment of required transportation mitigation, including the potential dedication of right of way and easements and participation in roadway and other multi-modal improvements, will occur at the time of site plan application. A traffic impact analysis shall be required at the time of site plan if triggered per LDC 25-6-113.

The Austin Strategic Mobility Plan (ASMP) calls for 60 feet of right-of-way for Highland Mall Rd. It is recommended that 30 feet of right-of-way from the future centerline should be dedicated for Highland Mall Rd according to the Transportation Plan with the first subdivision or site plan application. [LDC 25-6-51 and 25-6-55].

ATD staff supports the use of alternative parking ratios and reductions as well as transportation demand strategies to reduce the need to provide on-site parking.

Water Utility

The landowner intends to serve the site with City of Austin water and wastewater utilities. The landowner, at own expense, will be responsible for providing any water and wastewater utility improvements, offsite main extensions, utility relocations and or abandonments required by the land use. The water and wastewater utility plan must be reviewed and approved by Austin Water for compliance with City criteria and suitability for operation and maintenance.

Depending on the development plans submitted, water and or wastewater service extension requests may be required. All water and wastewater construction must be inspected by the City of Austin.

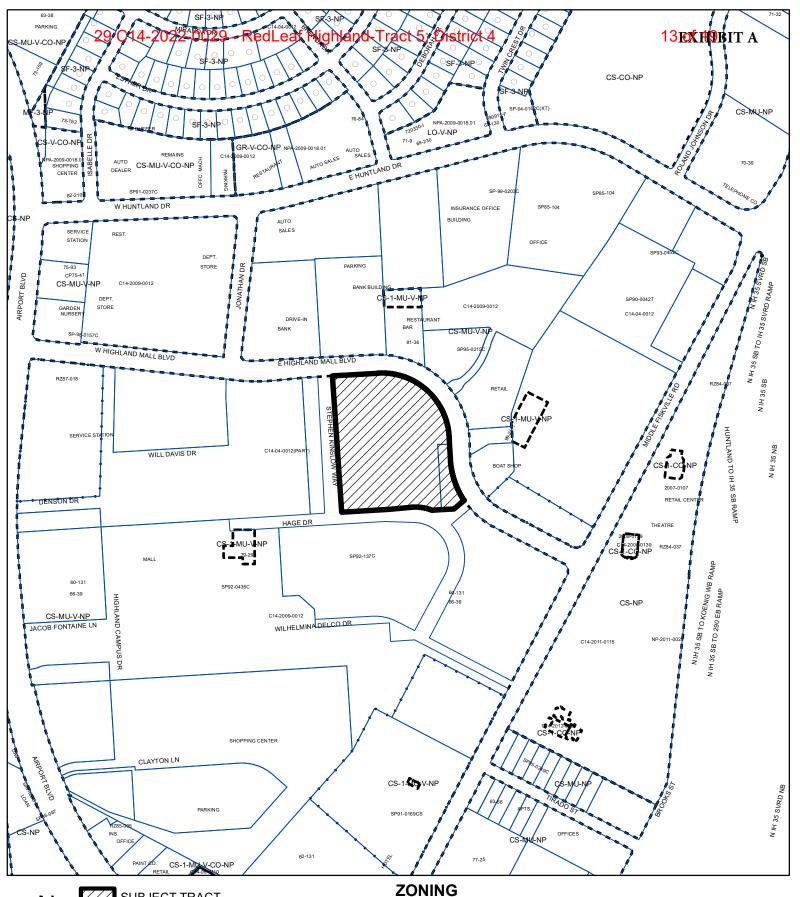
The landowner must pay the City inspection fee with the utility construction. The landowner must pay the tap and impact fee once the landowner makes an application for a City of Austin water and wastewater utility tap permit.

INDEX OF EXHIBITS TO FOLLOW

A: Zoning Map

B. Aerial Map

C. Applicant's Request Letter

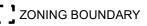






PENDING CASE

ZONING CASE#: C14-2022-0029



This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.



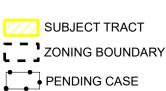
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Created: 3/15/2022







CREEK BUFFER

Redleaf Highland - Tract 5

ZONING CASE#: C14-2022-0029

LOCATION: 523 East Highland Mall Boulevard

SUBJECT AREA: 5.81Acres

GRID: K27

MANAGER: SHERRI SIRWAITIS







Amanda Swor direct dial: (512) 807-2904 aswor@drennergroup.com

September 19, 2022

Ms. Rosie Truelove Housing and Planning Department, City of Austin Street-Jones Building 1000 E. 11th St., Suite 200 Austin, TX 78702 Via Electronic Delivery

Re:

<u>RedLeaf Highland – Tract 5</u> – C14-2022-0029 – Limited Industrial Services-Planned Development Area-Neighborhood Plan Combining District (LI-PDA-NP) Rezoning application for the 5.81-acre piece of property located at 523 East Highland Mall Boulevard in Austin, Travis County, Texas (the "Property")

Dear Ms. Truelove:

As representatives of the owner of the Property, please accept this letter as a formal update to Case Number C14-2022-0029 to reflect the full list of terms of the PDA based on comments and discussions with City staff.

The intent of the PDA is to allow the Highland Campus to complete buildout. The PDA will allow the project to utilize minimal code modifications to allow for a project that will complement the campus that could not be built under the existing code provisions. The intent of the PDA is to permit the uses that are currently allowed on the site within the General Commercial Services, CS, base district. Therefore, the following uses are additional permitted uses to the LI base district in the PDA:

Permitted Uses by Right:

Residential Uses

- Bed & Breakfast (Group 1)
- Bed & Breakfast (Group 2)
- Townhouse Residential
- Multifamily Residential
- Single-Family Residential
- Single-Family Attached Residential

- Small Lot Single-Family Residential
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- Business Support Services
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- Consumer Convenience Services
- Consumer Repair Services
- Convenience Storage
- Drop-Off Recycling Collection Facility
- Electronic Prototype Assembly
- Electronic Testing
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- Equipment Sales
- Exterminating Services
- Financial Services
- Food Preparation

- Short-Term Rental
- Food Sales
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- Professional Office
- Research Assembly Services
- Research Services
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- Restaurant (Limited)

- Service Station
- Software Development
- Theater

Industrial Uses

• Light Manufacturing

Agricultural Uses

- Community Garden
- Indoor Crop Production
- Urban Farm

Civic Use

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Civic Use

- Club or Lodge
- Hospital Services (General)
- Telecommunication Tower

- Transitional Housing
- Transportation Terminal

The following uses are prohibited uses to the LI base district in the PDA:

Prohibited Uses:

- Basic Industry
- Custom Manufacturing
- General Warehousing and Distribution

- Limited Warehousing and Distribution
- Recycling Center
- Resource Extraction
- Scrap & Salvage

The PDA proposes the following modifications to the LI base zoning district:

- A maximum height of 120 feet.
- A floor-to-area-ratio (FAR) of 4:1.

^{* *} Remainder of page left intentionally blank. * *

- The PDA is subject to the parking requirements outlined in Appendix A except as amended below.
- Section § 25-6-501 (E) is modified such that the off-site parking facility cannot be more than 1,200 linear feet from the use it serves.
- The parking rules in effect upon the adoption of this ordinance shall govern other than as modified herein.

Use Classification	Minimum Off-Street Parking Requirements (per gross square footage)
Residential Uses	
Accessory apartment	1 space per dwelling unit
Condominium residential	
Multi-family residential	
Commonwint	
Commercial Uses	
Business and Professional Offices	1:575
Electronic Prototype Assembly	1:575
Electronic Testing	1:575
Financial Services	1:575
Hotel-Motel	0.75 spaces for each room
Medical Offices	
*Free-standing medical clinic or office or a limited hospital facility	1:300
*Within a shopping center or mixed-use building	1:400
Research Services	1:575
Research Assembly Services	
Research Testing Services	
Software Development	1:575

Please let me know if you or your team members require additional information or have any questions. Thank you for your time and attention to this project.

Very truly yours,

Amanda Swor

cc: Joi Harden, Planning and Zoning Review Department (via electronic delivery)
Sherri Sirwaitis, Planning and Zoning Review Department (via electronic delivery)