

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** October 13, 2025

SUBJECT: ZC25-0140, Ordinance No. 3929, Public hearing and consideration of a request from Avid Roofing & Waterproofing for a special use permit for a contractor's office with shop and garage at 5105 Commercial Drive, being 0.621 acres described Lot J, Block 14, Richland Terrace Addition.

PRESENTER: Clayton Husband, Principal Planner

SUMMARY:

Avid Roofing & Waterproofing is requesting a special use permit for a contractor's office with shop and garage on a 0.621-acre property located at 5105 Commercial Drive.

GENERAL DESCRIPTION:

The property is located on Commercial Drive, which runs between Davis Boulevard and Maplewood Avenue in the northwest quadrant of the intersection. The street is developed with commercial buildings. Properties on Commercial Drive are zoned both C-2 (Commercial) and I-1 (Light Industrial). On the west side, the site is adjacent to single-family residences located on Roberta Drive.



The property is developed with a 9,500-square-foot building constructed in 1979. The applicant proposes to use the building as a contractor's office and shop for [Avid Roofing & Waterproofing](#). The property is zoned C-2 (Commercial), and approval of a special use permit is required for this land use in this district.

Attached are a description of the proposed project, a site plan showing existing property improvements, and a proposed floor plan of the space. The applicant proposes to use the building for office and warehouse areas. Approximately 3,500 square feet would be renovated to include office space and related areas, with the remaining 6,000 square feet used for warehouse storage. Outdoor storage is not proposed on the site but would be permitted if the storage area is less than ten percent of lot area in size and the area is screened with a masonry wall.

Several site improvements are associated with the special use permit, including fencing, exterior lighting, and a driveway gate. These improvements are summarized below.

1. Fencing. A six-foot tall masonry screening wall is the standard requirement between commercial and residential properties. The existing wood fence on the rear (west) property line could be replaced with a conforming screening wall. Given the existing improvements in the area, the Development Review Committee supports the applicant's proposal to replace the fence with a new eight-foot tall cedar fence along the common property line. The fence must be a pre-stained board-on-board cedar fence with top cap and side trim; metal posts, brackets, and caps.
2. Building and site lighting. Any nonconforming wall pack and flood light fixtures on the building would be replaced with conforming fixtures. The fixtures would comply with the standards contained in [Section 118-728](#) of the zoning ordinance. The applicant has indicated their intent to install conforming fixtures for any exterior building lighting.
3. Commercial Drive fence and gate. The existing chain link fence and driveway gate on Commercial Drive would be replaced with a new cedar fence and gate. The gate may be required to include automatic and manual access systems for emergency services access.

The proposed conditions of approval for this special use permit are attached. Applications for special use permits provide an opportunity to address modifications to specific site development and building design standards for the site. These conditions are based on the applicant's proposed development of the property. These conditions may be modified throughout the public hearing process, but they are subject to final approval by City Council. The SUP standards address land use, landscaping, site improvements, and operational standards for the business.

As part of special use permit requests, the Planning and Zoning Commission and City Council may require certain property improvements as a condition of SUP approval. These improvements are intended to address nonconforming features of properties and provide suggested enhancements that would help bring the property closer to compliance with current development standards. The following is a list of nonconforming features identified on the property.

1. Refuse container enclosures. Enclosures would be required for any refuse containers placed on the lot. The enclosures must comply with the standards contained in Section 118-874 of the zoning ordinance. These standards generally include a masonry enclosure, pedestrian access gates, and opaque metal gates.
2. Site landscaping. The property was developed prior to the adoption of the current landscaping and buffering standards. General standards that would apply to the site include landscape setbacks on Commercial Drive, a landscape buffer adjacent to residential properties, and parking lot landscaping.



LAND USE PLAN: This area is designated on the Land Use Plan as Retail Commercial. The Retail Commercial land use category provides sites for community and regional shopping centers, commercial establishments, and employment centers. These sites are typically located on highways and major thoroughfares at key intersections.

CURRENT ZONING: The property is zoned C-2 (Commercial). This district is intended to provide for the development of retail and general business uses primarily to serve the community and region. Uses include a wide variety of business activities and may involve limited outside storage, service, or display. The C-2 district should be located away from low and medium density residential development and should be used as a buffer between retail and industrial uses. The district is also appropriate along business corridors as indicated on the land use plan.

SURROUNDING ZONING | LAND USE:

DIRECTION	ZONING	LAND USE PLAN	EXISTING LAND USE
NORTH	C-2 (Commercial)	Retail Commercial	Commercial and service uses
WEST	R-2 (Single-Family Residential)	Low Density Residential	Single-family residences
SOUTH	C-2 (Commercial)	Retail Commercial	Commercial and service uses
EAST	I-1 (Light Industrial)	Retail Commercial	Commercial and service uses

PLAT STATUS: The property is platted as Lot J, Block 14, Richland Terrace Addition.

PLANNING AND ZONING COMMISSION: The Planning and Zoning Commission conducted a public hearing and considered this item at the September 18, 2025 meeting with a vote of 7-0 to recommend approval.

RECOMMENDATION:

Approve Ordinance No. 3929.