

**PLANNING COMMISSION
STAFF REPORT**

Date: April 2, 2025

To: Reno City Planning Commission

Subject: **Staff Report (For Possible Action): LDC25-00042 (Starbucks Booth Street) - A request has been made for a conditional use permit to: a) construct an accessory drive-through facility associated with a ±1,662 square foot coffee shop; b) allow commercial development adjacent to residentially zoned property; and c) allow commercial development within 300 feet of a public school. The ±0.47 acre site is located on the northeast corner of Booth Street and Keystone Avenue. The site is within the Neighborhood Commercial (NC) zoning district and has a Master Plan land use designation of Suburban Mixed-Use (SMU).**

From: Carter Williams, Associate Planner

Ward #: 2

Case No.: LDC25-00042 (Starbucks Booth Street)

Applicant: Aryte Group

APN: 011-132-04

Request: **Conditional Use Permit:**

- a) To construct an accessory drive-through facility associated with a ±1,662 square foot coffee shop;
- b) To allow commercial development adjacent to residentially zoned property; and
- c) c) To allow commercial development within 300 feet of a public school.

Location: See Case Maps (**Exhibit A**)

Proposed Motion: Based upon compliance with the applicable findings, I move to approve the conditional use permit, subject to conditions.

Summary: The project proposes a ±1,662 square foot coffee shop with a drive-through to be constructed on a ±0.47-acre project site located on the northeast corner of Booth Street and Keystone Avenue. The proposed conditional use permit seeks to establish a drive-through in the Neighborhood Commercial (NC) zone. Also included in this request is permission to construct commercial development adjacent to residentially zoned property and within 300 feet of a school (Reno High School). Key issues include: 1) compatibility with surrounding uses; and 2) traffic, access, and circulation. Staff recommends that the Planning Commission approve the requested conditional use permit, subject to conditions listed in this staff report.

Background: The project site is a vacant parcel that was rezoned from Multi-Family Residential – 14 units per acre (MF-14) to NC in 2008. Between 2004 and 2008, several different requests were approved for this site including a retail building, an office building, and residential townhomes. In 2022, an administrative review was approved for this property to construct a small coffee shop without a drive-through. It was to be integrated into a planned multi-family building. All previous requests have expired without any permits submitted.

Analysis:

Site and Building Design: The project is composed of a single ±1,662 square foot coffee shop with a drive-through that encircles the building (**Exhibit B**). An existing sidewalk is proposed to be reconstructed/relocated to allow installation of a five-foot landscape parkway between the back of curb and the new sidewalk. The reconstructed sidewalk generally will meet the minimum six-foot-wide requirement with acceptable pinch points to accommodate existing infrastructure.

The proposed parking, including accessible parking, meets minimum code requirements. The project is in proximity to a school, a major bicycle and pedestrian corridor (Truckee River Bike Path), a major public park, and downtown. As such, Staff anticipates higher bicycle traffic based on the project location and recommends a condition that increases the required bicycle parking from two to four spaces. **Condition No. 6** requires that bicycle parking be provided at the level one parking rate.

The trash enclosure is located central to the site, between the building and Keystone Avenue. The applicant has indicated that placing the trash enclosure away from street frontages is not feasible with the proposed use and the shape of the site. The proposed location is an acceptable alternative and is approved by the Administrator pursuant to Reno Municipal Code (RMC) Section 18.04.808(c)(1)(c), with the condition that the design of the enclosure is architecturally compatible with the primary building (**Condition No. 7**).

Compatibility with Surrounding Uses: There are a mix of uses in the surrounding area including restaurants, bakeries, retail, offices, and education uses. Federal government offices are located to

the north, single-family homes to the east, a car wash to the south, and a parking area associated with Reno High School to the west. The site is located along a corridor that includes complete pedestrian facilities, a bus route, and bicycle facilities. The proposed coffee shop and drive-through facility integrates well within the existing commercial corridor. Through recommended conditions and the proposed design, staff believes that the project balances vehicular, pedestrian, and bicycle modes of transportation to enhance the area.

Residential adjacency standards apply to this project and limit the impacts of noise, lighting, and signage. The nearest residential units are east of the property. These homes are separated from the site by Keystone Avenue. Signs proposed for the facility are required to meet NC and residential adjacency standards which limit height, size, and lighted sign elements facing residentially zoned property. Parking lot lighting standards are also limited in height and brightness, and are required to be dark-sky compliant. Generally, the application of standard code requirements is acceptable to mitigate impacts to adjacent residentially zoned properties.

The proposed use is not anticipated to have negative impacts upon Reno High School. The expanded and separated sidewalk improvements aim to improve pedestrian safety at the intersection of Booth Street and Keystone Avenue. Comments were received from Washoe County School District recommending that a signaled, mid-block pedestrian crossing be installed north of the project site to encourage pedestrian crossing at designated locations. Staff does not recommend a condition at this time to implement such improvements. However, this feedback has been forwarded to the applicant to independently engage with the Public Works Department for appropriate studies.

Drive-through Operations and Circulation: A queuing analysis was provided demonstrating that the proposed drive-through length meets minimum code requirements and appears to provide adequate vehicle stacking capacity at peak operation. The proposed drive-through accommodates stacking of up to 11 vehicles. RMC indicates that it is unlawful for the queue of a drive-through facility to block vehicle travel lanes, parking spaces, and accessible pathways. The queue also shall not extend into public right-of-way. **Condition No. 8** requires that business staff be mobilized to expedite order processing in the event vehicles begin to overflow into the parking area. To further ensure the operation of the business does not pose a risk to public health, safety, or welfare, **Condition No. 9** enables the Administrator to initiate a hearing for the Planning Commission to reconsider the conditional use permit approval if the operation of the business causes repeated queuing or stacking that extends into the right-of-way.

Traffic and Access: The site is proposed to be accessed through a single driveway along Booth Street that is located as far as possible from Keystone Avenue. The driveway cannot meet standards established by the Public Works Design Manual for distance from intersections and will require

the approval of a design exception for the driveway location prior to the issuance of any site improvement permit.

The applicant provided a Traffic Entry and Access Study with the submitted application materials. Per the Institute of Transportation Engineers (ITE) Manual, 11th Edition, the project will generate 887 average daily trips (ADT) with 168 trips occurring during the a.m. peak hour and 73 trips during the p.m. peak hour on weekdays. Of these trips, greater than 90% are anticipated to be pass-by trips. These are trips generated by a vehicle already on the road that stops at a particular establishment for convenience prior to reaching its final destination (i.e. coffee, gas station, fast food, etc.). As indicated in the traffic study, only 10%, or approximately 20 a.m. and 1 p.m. new peak hour trips, will be generated as the result of the project.

Reno High School contributes to the majority of the a.m. peak hour traffic in the area since classes start at 7:40 a.m. The posted speed limit along the Booth Street and Foster Drive school zones is 15 mph between 7:00 a.m. and 3:00 p.m. (while school is in session). Due to the 15-mph speed limit and the low a.m. peak hour trip generation, it is not anticipated that the project will have an impact on the adjacent street network and level of service (LOS).

Utilities: All necessary utilities to serve the project are in proximity to the site or can be extended to the project. The required sewer conveyance and treatment will be provided by the Truckee Meadows Water Reclamation Facility (TMWRF). The project will require the extension of the offsite sewer main by ±550 linear feet north, connecting to the nearest public sanitary sewer manhole located on Booth Street. The proposed design and improvements are in conformance with the Public Works Design Manual (PWDM).

Hydrology: The project site is located within the Unshaded Zone “X” Flood Hazard designation indicating minimal flood hazard. The site is currently undeveloped with native material and scattered vegetation. The proposed development will generate minimal drainage which will flow to an onsite infiltration trench.

Master Plan Conformance: The subject site has a Master Plan land use designation of Suburban Mixed-Use (SMU) and is located along a Neighborhood Corridor near a Neighborhood Center per the Structure Plan Framework of the Reno Master Plan. As proposed the project is in conformance with the SMU Master Plan land use designation, and the following applicable Master Plan goals and policies:

5.1A: Balanced Modes

5.4E: Bikeways and Supporting Facilities

CNC-G.1: Overall Mix

Policy CNC-G.18 indicates that the establishment of auto-oriented uses in existing neighborhood centers is not desired. The Reno City Council in January 2025 chose to allow drive-through facilities within NC zones with a conditional use permit. The proposed location for this facility is on the outer edge of a neighborhood center and is positioned at the end of an arterial roadway. The improved sidewalk infrastructure and expanded bicycle storage facilities serve to balance the addition of a drive-through with other features that support neighborhood center development.

Public and Stakeholder Engagement: Agency comments received were integrated into this staff report (**Exhibit C**). The applicant gave a presentation to the Ward 2 Neighborhood Advisory Board (NAB) on February 18, 2025. Concerns were raised regarding traffic, site entry conditions at high traffic levels, onsite parking blocked by excess stacking from drive-through, and general concerns for sustainability with the proposed auto-oriented use. A courtesy notice was sent out to surrounding property owners upon initial submission of the project. One comment in opposition and two comments in support were received for this application (**Exhibit D**). Any future comments will be forwarded to the Planning Commission as they are received.

Recommended Conditions of Approval: All conditions shall be met to the satisfaction of Development Services Department staff, unless otherwise noted.

1. The project shall comply with all applicable City codes, plans, reports, materials, etc., as submitted. In the event of a conflict between said plans, reports, materials and City codes, City codes in effect at the time the application is submitted, shall prevail.
2. The owner or developer shall apply for all building permits and acquire a cabaret business license for the entire project within 18 months of the date of approval of the conditional use permit review application and maintain the validity of that permit, or the conditional use permit approval shall be null and void.
3. Prior to the issuance of any building permit or business license, the applicant shall attach a copy of the final approval letter. The approval letter shall accompany a narrative that describes how the requested permit or license addresses each of the approved conditions of approval.
4. The applicant, developer, builder, property owner, or business proprietor, as applicable, shall continuously maintain a copy of this approval letter on the project site during the construction and operation of the project/business. The project approval letter shall be posted or made readily available upon demand by City staff.
5. Hours of construction, including grading, shall be limited to between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, and between 8:00 a.m. and 6:00 p.m. on Saturday. There shall be no construction on Sundays or state holidays. This condition shall not apply to dust control or storm water management operations. A note to this effect shall be placed on the title sheet of all building permit plan sets.

If the construction hours are varied for the pouring of concrete slabs or wall panels, a plan detailing the construction operations shall be submitted and approved to the satisfaction of the Administrator.

6. Prior to the issuance of a building permit, excluding grading, plans shall be submitted that demonstrate the number of bicycle parking spaces provided meet level one district parking standards.
7. Prior to the issuance of a building permit, excluding grading, plans shall be submitted that demonstrate the required trash enclosure is architecturally compatible with the building.
8. Prior to the issuance of a business license, the applicant shall provide an operating plan that would be implemented in the event of queuing overflow of vehicles into the on-site parking area. Business staff shall be immediately mobilized to reduce the queue line so that the parking area remains clear.
9. In the event of repeated drive-through queue overflow that causes vehicles to remain stationary in the public right-of-way, the Administrator may initiate a hearing before the Planning Commission to reconsider the approval of the conditional use permit. The Planning Commission may modify or rescind the conditional use permit.

Findings:

General Review Criteria and Considerations: The decision-making body shall review all development applications for compliance with the applicable general review criteria stated below.

- (1) Consistency with the Reno Master Plan: The proposed development shall be consistent with the Reno Master Plan. The decision-making authority:
 - a. Shall weigh competing plan goals, policies, and strategies; and
 - b. May approve an application that provides a public benefit even if the development is contrary to some of the goals, policies, or strategies in the Reno Master Plan.
- (2) Compliance with Title 18: The proposed development shall comply with all applicable standards in this Title, unless the standard is lawfully modified or varied. Compliance with these standards is applied at the level of detail required for the subject submittal.
- (3) Mitigates Traffic Impacts: The project mitigates traffic impacts based on applicable standards of the City of Reno and the Regional Transportation Commission.
- (4) Provides Safe Environment: The project provides a safe environment for pedestrians and people on bicycles.

- (5) Rational Phasing Plan. If the application involves phases, each phase of the proposed development contains all of the required streets, utilities, landscaping, open space, and other improvements that are required to serve or otherwise accompany the completed phases of the project, and shall not depend on subsequent phases for those improvements.

Conditional Use Permit: In addition to meeting the criteria in Section 18.08.304(e), *Approval Criteria Applicable to all Applications*, the following findings shall be made prior to granting a conditional use permit:

- (1) The proposed location of the use is in accordance with the objectives of this Title and the purpose of the zoning district in which the site is located;
- (2) The proposed land use and project design is compatible with surrounding development;
- (3) The proposed land use and project design is consistent with applicable development standards;
- (4) Public services and facilities are available to serve the project, or will be provided with development;
- (5) The characteristics of the use as proposed and as may be conditioned are reasonably compatible with the types of use permitted in the surrounding area; and
- (6) The granting of the conditional use permit will not be materially detrimental to the public health, safety, or welfare. The factors to be considered in evaluating this application shall include:
 - a. Property damage or nuisance resulting from noise, smoke, odor, dust, vibration, or illumination; and
 - b. Any hazard to persons and property.

Attachments:

Exhibit A – Case Maps

Exhibit B – Site Plan

Exhibit C – Agency Comment

Exhibit D – Public Comment