

Sanctuary Resort & Spa

-Statement of Direction- January 24, 2019

The Sanctuary Resort & Spa submitted a Special Use Permit application for improvements at Casa 3. The applicant is proposing to remodel and expand the existing house (which is commonly referred to as the Gallery House), add a new guest room building, relocate the pool, and add new landscape/hardscape improvements.

Casa 3 was historically treated as an R-43 home. However, since the applicant is proposing to add 3 guest units with 1 lock off, it is now being treated as commercial in nature and requires an SUP amendment.

Section 1102.3 of the Town's Zoning Ordinance states the Town Council must issue a Statement of Direction for the Special Use Permit application within 45 days of the first staff presentation. In this case, the Statement of Direction must be issued on or before March 10, 2019.

The Statement of Direction is not a final decision of the Town Council and does not create any vested rights to the approval of a Special Use Permit. Any applicant for a Special Use Permit shall not rely upon the matters addressed in the Statement of Direction being the same as those that may be part of an approved Special Use Permit.

Therefore, the Town Council issues the following Statement of Direction for the Sanctuary Resort & Spa:

- The General Plan encourages the continued revitalization and improvement of the Town's Special Use Permit properties while protecting the adjacent residential neighborhoods (General Plan Land Use Policy 2.1.2).
- The Planning Commission shall focus their review on the visible, audible, and operational effects the amendment may have on the neighbors. In particular, the Planning Commission shall focus their review on:
 1. The intensity of the proposed use of the property. The property is currently rented as a single family home and the proposal would continue this use but also add three additional rental units.
 2. The setback of the improvements, focusing on the western/adjoining residential properties. In order to determine if there is an appropriate setback from the west property line, the Commission shall compare the setbacks of the proposed improvements to those of the R-43 zoning district (20' by ordinance) and the SUP Guidelines (100' recommended). The Commission shall also identify any mitigating circumstances that may buffer the development (e.g. the use of vegetation, modified setbacks or heights, reorientation of the structures, etc.).
 3. The location and setbacks of the house from the south (front) side of the property. The Commission shall compare the setbacks of the proposed improvements to those of the R-43 zoning district (40' by ordinance) and the SUP Guidelines (100' recommended).

4. The potential noise and visibility impacts that the Gallery House outdoor terrace/living area may have on any properties located outside of the SUP. The Commission shall also address the use and operation of the space.
5. Landscaping of the lot for aesthetics and buffering. The SUP guidelines recommend a 40' landscape buffer adjacent to residential properties and a 30' buffer adjacent to a road. A stipulation may be considered to ensure replacement of any buffer should the landscaping die.
6. On-site retention in relation to the proposed improvements. The applicant shall address and identify the location of on-site retention and identify how the on-site retention may affect parking and circulation. A drainage report and grading plan shall be provided and reviewed by the Town Engineer.
7. Traffic and circulation. The applicant must provide a traffic analysis report that also addresses parking to be reviewed by the Town Engineer.
8. Location of any new or modified utilities.
9. Renderings as they relate to neighboring properties.
10. Lighting, screening of mechanical equipment, heights, and material pallet of the improvements.

As per Section 1102.3.C.3.c of the Zoning Ordinance, at any time during the review process, the Planning Commission may request clarification and/or expansion of this Statement of Direction based on additional information that has evolved. However, the Planning Commission shall complete their review of this application no later than May 29, 2019.