

Sanctuary Resort & Spa

-Statement of Direction- February 28, 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 new guest rooms, relocate the pool, and add new landscape/hardscape improvements.

Casa 3 was historically treated as a single family residential home. However, since the applicant is proposing to add 1 lock off to the main existing unit and three additional guest units, 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 part of the rental program as a single unit and the proposal would continue this use but also add a lock off and three additional rental units. Evaluate limiting the use of the adjacent keys to be in conjunction with the rental of the Gallery House (Casa 3) or only if the resort is fully booked. Evaluate the applicants proposed uses for the space apart from typical lodging use.
 2. The setback of the proposed and existing improvements, focusing on the western/adjoining residential properties. In light of the number of proposed units and any proposed restrictions on their use or occupancy, the Commission shall determine if there is an appropriate setback from the west property line.)
 3. The Commission shall encourage mitigating measures that may buffer the development from nearby residential properties (e.g. the use of vegetation, modified setbacks or heights, reorientation of the structures, etc.). Evaluate the orientation of the adjacent proposed attached hotel keys for opportunities to reorient impacts away from existing residential outside of the SUP boundaries.

4. The location and setbacks of the house from the south (front) side of the property. In light of the number of proposed units and any proposed restrictions on their use or occupancy, the Commission shall determine if there is an appropriate setback from the south property line; however, in considering the setbacks (unlike the properties to the west) the Commission may consider the fact that the property to the south of the proposed improvements is within the SUP boundaries.
5. The potential noise and visibility impacts that the Gallery House, including outdoor terrace/living area, may have on any properties located outside of the SUP boundaries. The Commission shall also address the use and operation of the space. The Council disfavors any rooftop deck uses. Evaluate the location of any equipment and the respective noise impacts to nearby properties.
6. Review and understand the food preparation and cooking areas on the site
7. Landscaping of the lot for aesthetics and buffering. Landscaping of the lot for aesthetics and buffering shall be adequate to protect nearby properties. A row of oleander plants and/or an oleander alternative like hop bush shall be considered along the west property line of Casa 3. A stipulation may be considered to ensure replacement of any buffer should the landscaping die.
8. 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.
9. Traffic and circulation. The applicant must provide a traffic analysis report that also addresses parking to be reviewed by the Town Engineer. The existing gate at the Epcor water tank site shall not be used by Sanctuary for any use but emergency vehicle access. The Council would recommend that any parking adjacent to the Gallery House be used for occupants of said unit(s) only.
10. Location of any new or modified utilities.
11. Renderings as they relate to neighboring properties.
12. Lighting, screening of mechanical equipment, heights, and material pallet of the improvements. The applicant shall complete the Hillside Building Committee Concept Review Process prior to the Planning Commission completing their review and making a recommendation back to Town Council.

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 June 5, 2019.