

# Planning Commission



## Minutes of the Thursday, June 19, 2014 Meeting

### *Members of the Planning Commission*

Woods Burnett  
*Chairman*

Leonard Carter, Jr.

Bob Clark

Richard Fletcher

Timothy V. Key

JoAnn McKie

Larry Watts

### **REGULAR MEETING**

1. **Call to Order** – The regular meeting of June 19, 2014, having been duly publicized, was called to order by Vice-Chairman Richard Fletcher at 7:00 p.m.
2. **Roll Call** – Members present were Vice-Chairman Fletcher and Commissioners Len Carter, Tim Key, JoAnn McKie and Larry Watts. Chairman Woods Burnett and Commissioner Bob Clark were absent. Also in attendance were Scott Sterling, AICP, Interim Director of Planning and Development; Christine DeCamp, AICP, Planner; Todd Glover, City Administrator; the applicants and their representatives.
3. **Approval of Minutes** – The minutes of the Regular Meeting of February 18, 2014 and Study Session of March 20, 2014 were approved as written.
4. **Confirmation of Agenda** – There were no changes to the agenda.
5. **Application PP 14-001** – A request by Westo Development Company, LLC for approval of a Major Subdivision Plan for Hammond's Ferry, Phase D.

Vice-Chairman Fletcher recused himself from Planning Commission discussion and consideration of this agenda item due to a financial interest in the project. In accordance with Section III.B of the Planning Commission Rules of Procedure, Commissioner Carter nominated Commissioner Watts to serve as Acting Chairman. Commissioner McKie seconded the nomination. Commissioner Watts was unanimously elected to serve as Acting Chairman for this agenda item.

Vice-Chairman Fletcher left the Council Chambers at 7:03 p.m.

Mr. Sterling reviewed the application and staff approval conditions described in Staff Report PP 14-001, including a brief history of the Hammond's Ferry Planned Development and the overall project approval process.

**Consideration of Application PP 14-001** – Commissioners asked questions and discussed past and current development plans; onsite and offsite parking requirements; the project timetable; and approval conditions.

**Commissioner Key moved to approve Application PP 14-001, a Major Subdivision Plan for Hammond's Ferry, Phase D, subject to the following conditions:**

- 1. Prior to approval of the major subdivision, the applicant shall revise the plan to include an updated landscape plan that modifies the tree species and tree spacing layout and includes a common area landscape plan for Westo and Arrington parks.**
- 2. Prior to approval of the major subdivision, the applicant shall revise the plan to provide the technical engineering standards identified in the engineering review, including pavement design calculations based on existing soil conditions and project traffic volumes prior to the commencement of the road construction.**
- 3. Prior to approval of the road construction, the applicant shall provide soil test reports and complete pavement design calculations based on soil samples taken from within the Phase D roadbeds. The City Engineer shall review and approve the road designs.**

**Commissioner Carter seconded the motion. The motion passed 4-0, with Vice-Chairman Fletcher's recusal.**

Vice-Chairman Fletcher returned to the Council Chambers at 7:15 p.m. and resumed the Chair.

- 6. Application SP 14-001** – A request by Greenstone NG, LLC for approval of a Preliminary Major Site Plan for the Medac Office Building.

Mr. Sterling presented the application as outlined in Staff Report SP 14-001 and reviewed the two step major site plan review and approval process.

Chris Schoen of Greenstone NG, LLC, the project applicant, briefly reviewed the project history and offered to respond to Commissioners' questions.

**Consideration of Application SP 14-001** – Commissioners asked questions and discussed the project timetable; Georgia Avenue Overlay requirements, including building design requirements; the building design process; proposed sidewalks; the proposed adjacent parking deck, its use as an offsite parking facility for the Medac building, and the deck construction timetable; the developer's lease with Medac and the developer's plan for the building at lease end; onsite accommodation for service and loading vehicles; sanitation collection options; parking deck ownership and long term maintenance; landscaping requirements; staff review comments; and additional information required prior to Final Major Site Plan approval.

Mr. Schoen, Mr. Sterling and Todd Glover, City Administrator, responded to Commissioners' questions.

Commissioners discussed the Town Center/"Gateway to the River" concept that is a part of existing riverfront development plans and stated their expectation that the proposed commercial building will support the Gateway concept and complement the neighboring Municipal Center. Commissioners asked that the developer consider revisions to the building design, including but not limited to, multi-paned instead of single-glass windows, extensive exterior landscaping, and alternative entry canopy material.

**Commissioner Key moved to approve Application SP 14-001, a Preliminary Major Site Plan for the Medac Office Building, with a request that Planning Commissioners' comments and concerns regarding site and building design be considered by the developer and incorporated where possible into the Final Major Site Plan.**

**Commissioner Watts seconded the motion. The motion passed unanimously.**

7. **Staff Reports** – Mr. Sterling:
  - Referenced the May monthly report as well as supplemental reading material included in the Commission agenda packet.
8. **Adjourn** – With no objection, Vice-Chairman Fletcher adjourned the meeting at 8:10 p.m.

Respectfully Submitted,

Scott Sterling, AICP  
Interim Director of Planning and Development  
Secretary to the Planning Commission