

Planning Commission



Minutes of the Thursday, November 17, 2016 Regular Meeting

Members of the Planning Commission

Woods Burnett

Chairman

Leonard Carter, Jr.

Bob Clark

Timothy V. Key

JoAnn McKie

Larry Watts

Briton Williams

1. **Call to Order** – The regular meeting of November 17, 2016, having been duly publicized, was called to order by Chairman Woods Burnett at 7:00 p.m.
2. **Roll Call** – Members present were Chairman Burnett and Commissioners Bob Clark, Tim Key, JoAnn McKie, Larry Watts and Briton Williams. Commissioner Len Carter was absent. Also in attendance were Scott Sterling, AICP, Director of Planning and Development; Christine DeCamp, AICP, Planner; the applicants' and their representatives; and the press.
3. **Approval of Minutes** – The August 18, 2016 Regular Meeting minutes were approved as written.
4. **Confirmation of Agenda** – Mr. Sterling noted that two agenda items, Election of 2017 Officers and Adoption of 2017 Meeting Schedule, were left out of the original meeting agenda in error. On November 14, a corrected agenda that includes the two items was emailed to the Planning Commission and the agenda distribution list, added to the City website and posted in the Municipal Center.
5. **Application PDM 16-001** – A request by Bill Beazley Homes for approval of a minor modification to the approved General Development Plan for the Bergen Place West Planned Development.

Mr. Sterling reviewed the applicant's request as described in Staff Report PDM 16-001, including a brief history of the Bergen Place West Planned Development and the requested modifications to the original General Development Plan.

Philip Green, Southern Partners, Inc., representing the applicant, provided additional background on the minor modification and discussed proposed lot configuration changes and a greenspace increase.

Commissioners asked questions and discussed the project history, street design, Bergen Road traffic issues, and the requested Planned Development General Development Plan modifications. Mr. Sterling and Mr. Green participated in the discussion and responded to all questions.

Consideration of Application PDM 16-001 – Commissioner Clark moved to approve Application PDM 16-001, a request for a minor modification to the Bergen Place West Planned Development General Development Plan.

Commissioner McKie seconded the motion. The motion passed 6-0.

6. **Application PP 16-002** – A request by Jeff Lacey for approval of a major subdivision plan for Thomas Place.

Mr. Sterling presented the application as outlined in Staff Report PP 16-002. The applicant proposes the construction of 37 attached townhomes in the subdivision following City annexation of the property. Third reading of the annexation ordinance is scheduled on November 21.

Jeff Lacey, the project applicant, briefly reviewed development plans and clarified that each townhome lot will have three parking spaces: one garaged space and two driveway spaces.

Commissioners asked questions and commented on the following: required separation from adjacent properties; buffer requirements; the proposed number of parking spaces per lot; provisions related to large vehicle parking; sidewalk and street/subdivision tree requirements; and current staff review comments.

Mr. Lacey and Mr. Sterling responded to all questions and comments.

Consideration of Application PP 16-002 – Commissioner Watts moved to approve the major subdivision plan for Thomas Place, subject to the following conditions:

1. **Prior to approval of the major subdivision, annexation of the subject property shall be approved by City Council. Currently, the application has first and second reading approvals.**
2. **Prior to approval of the major subdivision plan, the applicant shall provide project plans and supporting documents that are revised to meet all technical requirements identified in staff reviews.**
3. **Prior to approval of a site grading permit, the applicant shall provide asphalt pavement design details and calculations that are based on existing soil conditions within the road rights of way and on projected traffic volumes.**

Commissioner Williams seconded the motion. The motion passed 6-0.

7. **Application PP 16-003** – A request by Chris Gray, represented by Southern Partners, Inc., for approval of a major subdivision plan for Chalet North, Phase III.

Mr. Sterling presented the application as outlined in Staff Report PP 16-003. The applicant proposes the construction of 14 attached townhomes as the final phase in Chalet North subdivision.

Philip Green, P.E., Southern Partners, Inc., the applicant's engineer, briefly reviewed the applicant's development plans.

Commissioners asked questions and commented on the following: townhome trends; landscape requirements; parking requirements; and current staff review comments.

Mr. Green and Mr. Sterling responded to all questions and comments.

Consideration of Application PP 16-003 – Commissioner Watts moved to approve the major subdivision plan for Chalet North, Phase III, subject to the following conditions:

1. **Prior to approval of the major subdivision plan, the applicant shall provide project plans and supporting documents that are revised to meet all technical requirements identified in staff reviews.**
2. **Prior to approval of a site grading permit, the applicant shall provide asphalt pavement design details and calculations that are based on existing soil conditions within the road rights of way and on projected traffic volumes.**

Commissioner Clark seconded the motion. The motion passed 6-0.

8. **Election of 2017 Officers** – Commissioner Williams nominated current Chairman Woods Burnett to serve an additional one year term as Planning Commission Chairman. Commissioner McKie seconded the nomination. Chairman Burnett nominated Commissioner Watts and then Commissioner Key to serve a one year term as Chairman. Both gentlemen declined the nomination.

There were no other nominations. Chairman Burnett was elected Chairman for 2017 on a 5-0 vote, with Chairman Burnett abstaining.

Chairman Burnett nominated Commissioner Key to serve a one year term as Vice Chairman. Commissioner Key declined the nomination. Commissioner McKie nominated current Vice-Chairman Larry Watts to serve an additional one year term as Planning Commission Vice-Chairman. Chairman Burnett seconded the nomination.

There were no other nominations. Commissioner Watts was elected Vice-Chairman for 2017 on a 5-0 vote, with Vice-Chairman Watts abstaining.

9. Consideration of 2017 Meeting Schedule – Mr. Sterling briefly reviewed the proposed 2017 Planning Commission meeting schedule. The 2017 Planning Commission meeting schedule was adopted as presented.

10. Staff Reports – Mr. Sterling:

- Referenced the October monthly report included in the Commission agenda packet;
- Updated Commissioners on the status of the Comprehensive Plan. He stated his hope that a December meeting could be scheduled with the project consultants to discuss the final draft and next steps toward adoption.
- Notified Commissioners of Christine DeCamp's pending retirement from City employment in December. Chairman Burnett, joined by other Commissioners, thanked Ms. DeCamp for her years of service and support.

11. Adjourn – With no objection, Chairman Burnett adjourned the meeting at 7:43 p.m.

Respectfully Submitted,

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