

Planning Commission Hearing Minutes
DATE: April 10, 2017

PC MEMBERS	PC MEMBERS ABSENT	STAFF PRESENT
Barbara Nicklas - Chair	Arlene Perkins – Vice Chair	Gabrielle Collard, Division Manager of Current Planning
Kelly Russell – Alderman & Secretary	Katie Isaac	Cherian Eapen, Traffic Engineer
Ron Burns		Scott Waxter, Assistant City Attorney
Alan Imhoff – Alternate		Pam Reppert, City Planner
		Tim Davis, Transportation Planner
		Jessica Murphy, Administrative Assistant

I. ANNOUNCEMENTS:

Ms. Collard advised the Planning Commission Workshop is Monday April 17th at 2pm in the Municipal Annex building and the Workshop agenda with summaries can be found on the City of Frederick website.

II. APPROVAL OF MINUTES:

Approval of the **March 20, 2017** Planning Commission Meeting Minutes as amended:

MOTION: Commissioner Imhoff

SECOND: Commissioner Burns

VOTE: 4-0.

Approval of the **March 20, 2017** Planning Commission Workshop Minutes as amended:

MOTION: Commissioner Imhoff

SECOND: Commissioner Burns

VOTE: 4-0.

Approval of the **April 7, 2017** Pre-Planning Commission Minutes as amended:

MOTION: Commissioner Imhoff

SECOND: Commissioner Burns

VOTE: 4-0.

III. PUBLIC HEARING-SWEARING IN:

“Do you solemnly swear or affirm that the responses given and statements made in this hearing before the Planning Commission will be the whole truth and nothing but the truth.” If so, answer “I do”.

IV. PUBLIC HEARING-CONSENT ITEMS:

(All matters included under the Consent Agenda are considered to be routine by the Planning Commission. They will be enacted by one motion in the form listed below, without separate discussion of each item, unless any person present – Planning Commissioner, Planning Staff or citizen -- requests an item or items to be removed from the Consent Agenda. Any item removed from the Consent Agenda will be considered separately at the end of the Consent Agenda. If you would like any of the items below considered separately, please say so when the Planning Commission Chairman announces the Consent Agenda.)

V. CONTINUANCES:

VI. MISCELLANEOUS:

A. State Highway Administration (SHA) Bicycle and Pedestrian Priority Areas

Mr. Davis summarized the request and advised that the recommendation letter had been updated to reflect the Commission’s requests.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Imhoff motioned to send a positive recommendation from the Planning Commission to the State Highway Administration for the application of Bicycle and Pedestrian Priority Areas per all the discussion in workshop and otherwise.

SECOND: Alderman Russell

VOTE: 4-0

B. Development Review Checklist

Ms. Collard entered the entire staff report into the record. There was no public comment on this item.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Imhoff motioned to approve the Development Review Application Checklist as follows:

1. Annexation

2. Final Plat
3. Final Site Plan Major
4. Final Site Plan Minor
5. Master Plan
6. Preliminary Subdivision Plat
7. Pre-application Sketch Plan
8. Text Amendment
9. Zoning Map Amendment

SECOND: Commissioner Burns

VOTE: 4-0

VII. OLD BUSINESS:

C. PC17-50ZMA, Zoning Map Amendment, 200 E. 16th Street

Ms. Reppert entered the entire staff report into the record. There was no public comment on this item.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Burns motioned to send a recommendation of support to the Mayor & Board in the form of a resolution 17-04 as attached in the staff report for the rezoning of a 3.07-acre portion of 200 E 16th Street, in order to remove the Institutional (IST) floating zone and to reinstate the base zoning of High Density Residential (R16) while maintaining the Wellhead Protection Overlay (WHO) and also that the request implements the policies of the Comprehensive Plan

SECOND: Commissioner Imhoff

VOTE: 4-0.

VIII. NEW BUSINESS:

D. PC16-965FSI, Final Site Plan, Renn Property

Ms. Reppert entered the entire staff report into the record. There was no public comment on this item.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Imhoff moved to approve the modification request to Section 417, Table 417-2 to increase the maximum street setback from 35 feet to 113.9 feet based on the following findings:

1. The modification will not be contrary to the purpose and intent of the Code;
2. The modification is consistent with the Community Character and Design Element of the 2010 Comprehensive Plan; and
3. That the landscaping along Monocacy Blvd and the shared courtyard buildings serve as compensating design features that contribute to a pedestrian oriented streetscape.

SECOND: Commissioner Burns

VOTE: 4-0

PLANNING COMMISSION ACTION:

MOTION: Commissioner Imhoff moved to approve the modification request to Section 417, Table 417-2 to increase the interior setback from 25 feet to 45 feet, based on the following findings:

1. The modification will not be contrary to the purpose and intent of the Code;
2. The modification is consistent with the Community Character and Design Element of the 2010 Comprehensive Plan; and
3. That the landscaping along Monocacy Blvd and the shared courtyard buildings serve as compensating design features that contribute to a pedestrian oriented streetscape.

SECOND: Commissioner Burns

VOTE: 4-0

PLANNING COMMISSION ACTION:

MOTION: Commissioner Imhoff moved to approve Final Site Plan PC16-965FSI, for Lots 3 and 4 based on compliance with the applicable sections of the LMC, consistency with the approved master plan and adequacy approvals granted at that time, as well as consistency with the 2010 Comprehensive Plan, with the following conditions to be met:

1. Lot numbers 3 and 4 should be changed to sequentially follow the number of lots within the subdivision with no duplication of numbers residential or commercial. Correct lot number in notes and on drawing.
2. Add to Signage Note 10, that *“Three tenants are a permanent requirement for each lot to be considered a shopping center.”*
3. Execute and record shared access easement agreements for both lots and their respective adjacent lots.
4. Add note to plan as follows: Per Section 863(e)(2), *“for shopping centers over 20,000 s.f., the proposed use does not lease more than 67% of the total gross floor space of the neighborhood shopping center.”*
5. Add note that *“intersections with stamped asphalt shall be worked out with Engineering at the improvement plan stage to maximize effectiveness and minimize maintenance throughout the development.”*
6. Indicate on which lot will have the community signage and the other lot to have the development feature. Sheet 3 is missing the symbol.
7. Edit Note 10 to state that signage shall be approved by building permits.
8. Delete the Frontage Build-Out design standard element and add (J) Amenities as the 7th element. Provide amenity details for staff review and approval.

SECOND: Commissioner Burns

VOTE: 4-0

E. PC16-966FSI, Final Site Plan, Renn Property

Ms. Reppert entered the entire staff report into the record. There was no public comment on this item.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Burns moved to approve Final Site Plan PC16-966FSI for Lots 6 and 7, based on compliance with the applicable sections of the LMC, consistency with the approved master plan and adequacy approvals granted at that time, as well as consistency with the 2010 Comprehensive Plan, with the following conditions to be met:

1. Provide US Postal Service approval of the proposed mail kiosk locations and label the mail kiosk shown at the corner of the dog park.
2. Relocate a fire hydrant right over the sidewalk connection across Bond Street to the southern multifamily building entrance.
3. The cross-sections for Lacrosse Alley and Boardwalk Alley access to the buildings should either be 20' the length of the entire alley or provide a variable street detail showing a 24' to 20' cross section.
4. Relocate the Zelkova at the corner of the garage for building 1000.
5. Add a note referencing the recorded MPDU agreement.
6. Delete signage note 7 since the multi-family buildings are part of the larger development and included under the community signage.
7. Lot numbers 6 and 7 should be changed to sequentially follow the number of lots within the subdivision with no duplication of numbers residential or commercial. Correct lot number in notes and on drawing.
8. Correct case numbers PC16-616FSI and PC16-615PSU in the land use notes.
9. Relocate the Willow Oak (QP) by the loading space on Lot 6.
10. Remove Urban Design Standard (D) Roofs from the list since the roof design does not meet compliance.

SECOND: Commissioner Imhoff

VOTE: 4-0

Meeting approximately adjourned at 6:55pm

Respectfully Submitted,

Jessica Murphy
Administrative Assistant