

Planning Commission Hearing Minutes
DATE: November 13, 2018

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

I. ANNOUNCEMENTS:

Ms. Collard made the following announcements about upcoming events and opportunities:

- The Workshop Agenda with attachments are available online for the workshop scheduled for Monday, November 19, 2018 at 2pm in the Municipal Annex Building.
- Ms. Collard also introduced and welcomed the new Planning Commission members who were in the audience.

II. APPROVAL OF MINUTES:

Approval of the **October 8, 2018** Planning Commission Meeting Minutes as amended:

MOTION: Commissioner Imhoff
SECOND: Alderman Russell
VOTE: 3-0. (Commissioner Perkins Abstained)

Approval of the **October 15, 2018** Planning Commission Workshop Minutes as amended:

MOTION: Commissioner Perkins
SECOND: Commissioner Imhoff
VOTE: 4-0.

Approval of the **November 9, 2018** Pre-Planning Commission Minutes as amended:

MOTION: Commissioner Perkins
SECOND: Commissioner Imhoff
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:

- **Commissioner Burns arrived at the Hearing.**

A. PC18-670FSI, Final Site Plan, Suntrust Bank

B. PC18-671FSCB, Combined Forest Stand Delineation and Preliminary Forest Conservation Plan, Suntrust Bank

PLANNING COMMISSION ACTION:

MOTION: Commissioner Perkins moved to approve a 30-day continuance to the **December 10, 2018** public meeting.

SECOND: Commissioner Imhoff

VOTE: 4-0 (Commissioner Burns Abstained)

C. PC18-191FSU, Final Plat, Renn Family Investments, LLC

PLANNING COMMISSION ACTION:

MOTION: Commissioner Perkins moved to approve a 30-day continuance to the **December 10, 2018** public meeting.

SECOND: Commissioner Imhoff

VOTE: 5-0

- D. PC18-389FSI, Final Site Plan, Renn Parkland
- E. PC18-586PFCP, Preliminary Forest Conservation Plan, Renn Parkland

These Items were pulled from the Hearing Agenda and will be heard at a later hearing.

VI. OLD BUSINESS: None

VII. NEW BUSINESS:

- F. PC18-661FSU, Final Plat, Catoctin Park, Lot 29-A

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

PLANNING COMMISSION ACTION:

MOTION: Commissioner Perkins moved to approve Consolidation Plat (PC18-661FSU) for Catoctin Park Lot 29-A in accordance with LMC Sections 507 and 515 and all other applicable regulations, with the following conditions to be met:

1. That the 10-foot sewer easement shown on the plat be executed and recorded, and that the recording reference be added to the plat.

SECOND: Commissioner Imhoff

VOTE: 5-0

- G. PC18-673FSI, Final Site Plan, Frederick Auto Spa Express

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

PLANNING COMMISSION ACTION:

MOTION: Commissioner Perkins moved to approve the modification from Section 607, Table 607-1, *Parking Schedule* to reduce the required parking number from 10 to 2, finding that:

1. The modification will not be contrary to the purpose and intent of the Code with accommodation for business employees;
2. The modification is consistent with the Comprehensive Plan Policy TE-6 to promote alternatives to the single occupant vehicle; and
3. Minimizing parking numbers reduces impervious surface ratio and two bicycle parking spaces have been provided, which serve as compensating design or architectural features to meet overall objectives of the particular requirement.

SECOND: Commissioner Nicklas

VOTE: 5-0

PLANNING COMMISSION ACTION:

MOTION: Commissioner Perkins moved to approve the modification from Section 607(h) *Loading Space Requirements* to reduce the required size from 12'x50' to 9'x20', finding that:

1. The modification will not be contrary to the purpose and intent of the Code to accommodate the applicable delivery truck size for the business;
2. The modification is consistent with the Comprehensive Plan Policy LU-1-2 to identify impediments to infill development; and
3. Minimizing truck space reduces impervious surface ratio and proposes to have truck make deliveries after closing hours, which serves as a compensating design or architectural feature so as to meet overall objectives of the particular requirement.

SECOND: Commissioner Nicklas

VOTE: 5-0

PLANNING COMMISSION ACTION:

MOTION: Commissioner Perkins moved to approve the modification from Section 607(g)(1)(B) *Parking Area Setbacks*, to reduce the shopping center set back from street right-of-way line from 25' to 20', finding that:

1. The modification will not be contrary to the purpose and intent of the Code with landscape screening to mitigate the setback;
2. The modification is consistent with the Comprehensive Plan Policy CCD-2 to encourage infill of vacant or underutilized property; and
3. The setback modification has been minimized in order to accommodate the business operation with added landscape screening to serve as a compensating design or architectural feature so as to meet overall objectives of the particular requirement.

SECOND: Commissioner Nicklas

VOTE: 4-~~10~~ (Commissioner Burns Opposed)

PLANNING COMMISSION ACTION:

MOTION: Commissioner Perkins moved to approve the modification from Section 605 *Landscaping Standards*, to eliminate the Level I lot line buffer requirement between two General Commercial (GC) sites, finding that:

1. The modification will not be contrary to the purpose and intent of the Code where irrelevant as part of a shopping center uses are compatible and complementary;

2. The modification is consistent with the Comprehensive Plan Policy CCD-3 for placement of landscaping should be compatible with characteristics in the immediate vicinity; and
3. The modification unifies the uses as a shopping center and serves as a compensating design or architectural feature so as to meet overall objectives of the site.

SECOND: Commissioner Nicklas

VOTE: 54-0

PLANNING COMMISSION ACTION:

MOTION: Commissioner Perkins moved for conditional approval of the Frederick Auto Spa Express Final Site Plan (PC18-673FSI), in accordance with all of the applicable criteria of Articles 4, 5, 6, 7, and 8 of the LMC, pending the following conditions to be met:

1. Add the approval dates for the APFO certificates to Note 17.
2. Edit Note 15 to remove the calculation and numbers 233 s.f. and 145.6 s.f. Frontage and calculation will be determined with submission of building permit.
3. Edit Note 19, NAC 4 meeting date was August 9 and delete reference "*with no concerns expressed at the meeting.*"
4. All reference to modifications shall have approval dates added, if applicable.
5. In Landscape Schedule, replace Blue Rug Juniper with Blue Star Juniper.
6. Edit Shopping Center mandatory element, "*primary pedestrian entrance facing the street in addition to any other access that may be provided*", is met by the entrance into the shopping center and the available shared use path.
7. Revise pavement markings and signs along the shared access to remove the Chick-fil-A circulation pattern on the plan such that it is consistent with the approved Chick-fil-A final site plan PC17-522FSI, including updates to any directional arrows depicted on Lot 2 as shown in the attached exhibit. The traffic pattern and arrows will need to be physically removed on site prior to unconditional approval of the subject site plan.
8. Provide clearer directional path symbols for the trash truck movement and provide turning template for the delivery vehicle.
9. Provide STOP signs, DO NOT ENTER signs, and STOP bar on the Chick-fil-A drive through exit lane where the entrance to the car wash crosses.
10. Add a note to the plan stating, "At the time of improvement plan review, adjust the curb line for the Lot 1 ingress and egress points to ensure on-site movements are controlled to a one-way pattern; adjust curbing on Lot 1 at the intersection of the shared driveway and Lot 4 to improve compliance with full stop condition; add a STOP sign and STOP bar to the opposite movement."
11. Provide a covered bike stand.

SECOND: Commissioner Nicklas

VOTE: 4-1 (Commissioner Imhoff Opposed)0

H. PC16-436PND, Master Plan, Caidlyn

Ms. Collard entered the entire staff report into the record. There was public comment on this item.

Brenda Feichtl of 5419 Buggy Whip Dr. in Centerville, VA owns an adjoining property to the project and asked the City to require the developer to show a centerline profile for the future road connection to her property to confirm constructability due to the slope and width of the ROW.

PLANNING COMMISSION ACTION:

This is the first of two required public hearings.

Meeting approximately adjourned at 7:15 pm

Respectfully Submitted,

Jessica Murphy
Administrative Assistant

APPROVED 12/10/2018