

Planning Commission Hearing Minutes
Date: November 8, 2021

PC MEMBERS	PC MEMBERS ABSENT	STAFF PRESENT
Barbara Nicklas – Chair Joan Strawson – Vice Chair Kelly Russell – Alderman & Secretary Dorothy Menelas Ronald Beattie – Alternate Member		Gabrielle Collard, Division Manager of Current Planning Joe Adkins, Deputy Director of Planning/Community Dev. Brandon Mark, Division Manager of Community Planning and Urban Design Sherry Kelly, Planner II Sharon Suarez, Planner II David Simon, Planner II Christina Martinkosky, HPC Planner Cherian Eapen, Traffic Engineer Scott Waxter, Assistant City Attorney Jessica Murphy, Administrative Assistant

I. CALL TO ORDER:

II. ANNOUNCEMENTS:

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

- Planning Commission Workshop Monday, November 15, 2021, items will be available on the City of Frederick website.
- The NAC Planning Presentation is at 6pm also on the 15th.
- Accepting applications for a Planning Commission alternate through November 19th on the City of Frederick website.

III. APPROVAL OF MINUTES:

Approval of the **September 10, 2021**, Planning Commission Workshop Meeting Minutes as amended:

MOTION: Commissioner Strawson

SECOND: Commissioner Menelas

VOTE: 5-0.

Approval of the **November 5, 2021**, Planning Commission Workshop Meeting Minutes as amended:

MOTION: Commissioner Menelas

SECOND: Commissioner Beattie

VOTE: 4-0. (Commissioner Strawson abstained)

IV. PUBLIC HEARING-CONSENT ITEMS:

(All matters included under the Consent Agenda are 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: N/A**

VI. **MISCELLANEOUS: N/A**

VII. **OLD BUSINESS: N/A**

VIII. **NEW BUSINESS:**

A. **PC19-979PSU, Preliminary Plat, Bartgis Subdivision**

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for approval of a modification to Section 601, Table 601-2 of the LMC to allow two shared driveway entrances for single-family dwelling units on Shookstown Road, which is a collector road.

SECOND: Commissioner Menelas

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for approval of the Preliminary Plat PC19-979PSU, with the following conditions:

1. Add a note on Sheet 1 for the modification to Table 601-2, with the approval date.
2. Add a note stating maintenance of the driveway aprons within the City right-of-way will be maintained by the property owner.
3. The Applicant must receive approval from the Mayor and Board of Aldermen for the fee amount to be paid in lieu of parkland dedication.

SECOND: Commissioner Menelas

VOTE: 5-0.

B. PC19-980FSCB, Combined Forest Stand Delineation and Preliminary Forest Conservation Plan, Bartgis Subdivision

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for unconditional approval of the combined Forest Stand Delineation/Preliminary Forest Conservation Plan, PC19-980FSCB.

SECOND: Commissioner Menelas

VOTE: 5-0.

C. PC21-203PSU/FSI, Combined Preliminary Plat and Final Site Plan, Parkview

PLANNING COMMISSION ACTION:

MOTION: Commissioner Menelas moved for approval of a modification to Section 606(n)(1) to allow for the increase in maximum panhandle length from 80' to 84'.

SECOND: Commissioner Beattie

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Menelas moved for approval of a modification to Section 605(f)(2) to allow for the planting of street trees outside the right-of-way in easements, and the reduction in the overall number of street trees provided.

SECOND: Commissioner Beattie

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Beattie moved for approval of Combined Preliminary Plat and Final Site Plan PC21-203PSU-FSI for Parkview, with the following conditions:

1. Revise Resubdivision Notes #19 to include the date of Provisional Approval for APFO-Schools of 8/30/21.
2. Label the type of utility manhole for the invert information shown on Lot SF-11.
3. Revise the Case History to include the review date of 9/20/20 for Sketch Plan #STF20-740SP.
4. Revise Resubdivision Note #22 to indicate the approval date of the modifications.
5. The surveyor's certification on Plan Sheet 1 must be signed.

6. Replace the “Typical Carroll Parkway Varies” cross section on Sheet 1, with two details that clearly depict the relationship of the proposed sidewalk improvements, relative to the property lines and label the dimensions of the sidewalk and its encroachment onto the lots:
 - a. A cross section for the portion of the right-of-way fronting along SF-1 through SF- 7; and
 - b. A cross section for the portions of the right-of-way fronting along SF-8 through SF- 11.
7. Revise the notation on Plan Sheet 2 pertaining to the areas of right-of-way, at the intersection of Grove Boulevard and Carroll Parkway, to read “Portions of Carroll Parkway ROW to be abandoned subject to approval by the Mayor and Board of Alderman Per Sec. 22-22.2 of the City Code, and then added to Lots SF-7 & SF-8.”
8. Plan Sheet 3 must be signed and sealed by a registered Landscape Architect.
9. Revise the Landscaping Requirements note on Plan Sheet 3 to remove the references to the street trees being planted along Grove Boulevard.
10. The Applicant must receive approval from the Mayor and Board of Aldermen for the amount to be paid for fee in lieu of parkland dedication.

SECOND: Commissioner Strawson

VOTE: 5-0.

D. PC21-204FSCB, Combined Forest Stand Delineation and Preliminary Forest Conservation Plan, Parkview

PLANNING COMMISSION ACTION:

MOTION: Commissioner Menelas moved to approve a modification to Section 721 to allow for the removal of fourteen (14) specimen trees from the Property.

SECOND: Commissioner Beattie

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Menelas moved to approve the Combined Forest Stand Delineation and Preliminary Forest Conservation Plan PC21-204FSCB for Parkview with the following conditions:

1. Review Note 3 on Sheet 2 for Forest Conservation Plan General Notes to read, “Landscaping credit areas to be planted prior to the construction of the single family detached dwelling units.”
2. Revise the paragraph describing the landscaping credit areas on Sheet 3 to indicate that the landscaping credit areas will be planted prior to the construction of the single-family Lots 1-11 and that fencing will be removed after construction, with signage for the final forest conservation plan to remain posted for the duration of the two-year maintenance period.
3. The certification on Sheet 1 must be signed and dated.

4. Add a note on Sheet 2 under the Forest Conservation Plan General Notes indicating the approval of the modification request for the removal of 14 specimen trees.

SECOND: Commissioner Beattie

VOTE: 5-0.

E. PC21-1152ZTA, Text Amendment, Article 3, Section 301, General Procedural Requirements

Roberta Hubert of Maxwell Square asked the Commission to consider modifications to the text amendment that were submitted for public comment. Ms. Hubert also advised that more and better notice is needed.

Elizabeth Law of Wheyfield Drive Discussed HPC, asked the Commission to consider modifications to the text amendment that were submitted for public comment, and that improved communication is needed.

Kevin Sellner of E. 5th Street discussed the proposed modifications submitted to the Commission as public comment and encouraged citizen participation.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved to send a positive recommendation from the Planning Commission to the Mayor and Board for PC21-1152ZTA.

SECOND: Commissioner Beattie

VOTE: 3-2. (Commissioner Menelas & Commissioner Nicklas against)

Meeting approximately adjourned at 8:30 pm

Respectfully Submitted,

Jessica Murphy
Administrative Assistant