

Planning Commission Hearing Minutes
Date: December 13, 2021

PC MEMBERS	PC MEMBERS ABSENT	STAFF PRESENT
Barbara Nicklas – Chair Joan Strawson – Vice Chair Kelly Russell – Alderman & Secretary Dorothy Menelas Ronald Beattie		Gabrielle Collard, Division Manager of Current Planning Joe Adkins, Deputy Director of Planning/Community Dev. Sherry Kelly, Planner II David Simon, Planner II Pam Reppert, Planner III 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, December 20, 2021, items will be available on the City of Frederick website.
- The NAC Planning Presentation is at 6pm also on the 20th.
- Accepting applications for a Planning Commission alternate through December 21st on the City of Frederick website.

III. APPROVAL OF MINUTES:

Approval of the **October 11, 2021**, Planning Commission Meeting Minutes as amended:

MOTION: Commissioner Strawson

SECOND: Commissioner Menelas

VOTE: 5-0.

Approval of the **October 18, 2021**, Planning Commission Workshop Meeting Minutes as amended:

MOTION: Commissioner Menelas

SECOND: Commissioner Strawson

VOTE: 5-0.

Approval of the **November 8, 2021**, Planning Commission Meeting Minutes as amended:

MOTION: Commissioner Strawson

SECOND: Commissioner Menelas

VOTE: 5-0.

Approval of the **November 15, 2021**, Planning Commission Workshop Meeting Minutes as amended:

MOTION: Commissioner Menelas

SECOND: Commissioner Beattie

VOTE: 5-0.

Approval of the **December 10, 2021**, Planning Commission Pre-Planning Commission Meeting Minutes as amended:

The December 10, 2021 Pre-Planning meeting minutes were tabled till the January 10, 2021 Planning Commission Hearing.

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:

A. PC21-1234ZTA, Zoning Text Amendment, Article 3, Section 322, Annexation

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for approval of a 30-day continuance to the January 10, 2022 Planning Commission hearing.

SECOND: Commissioner Beattie

VOTE: 5-0.

VI. MISCELLANEOUS:

A1. Approval of the 2022-2023 Planning Commission Deadline Schedules

PLANNING COMMISSION ACTION:

MOTION: Commissioner Beattie moved to approve the 2022-2023 Planning Commission Deadline Schedules.

SECOND: Commissioner Strawson

VOTE: 5-0.

VII. OLD BUSINESS: N/A

VIII. NEW BUSINESS:

B. PC21-506FSI, Final Site Plan, Aspen Dental/Starbucks

PLANNING COMMISSION ACTION:

MOTION: Commissioner Beattie moved for approval of Final Site Plan PC21-506FSI for Aspen Dental- Starbucks with the following conditions:

1. Revise Site Information Notes #8 to indicate that the Impervious Surface Ratio in the GC district is "0.9".
2. The cross-parcel access easement to the abutting property to the east of the subject site, the Wawa Gas Station, must be executed and the label on the final site plan indicating "Proposed Access Easement to Be Recorded Upon Conditional Approval" must be revised to reflect its recordation including the recording reference (Liber/folio).
3. A U-shaped bike rack will be placed in front of the Aspen Dental for a total of two racks.

SECOND: Commissioner Strawson

VOTE: 5-0.

C. PC20-1054FSI, Final Site Plan, Frederick Toyota Plan

PLANNING COMMISSION ACTION:

MOTION: Commissioner Menelas moved for approval of a modification to Section 605(c)(4), *Landscaping Standards*, which requires one tree of any type for each 6,000 sq. ft. of lot or part in excess of 3,000sf.

SECOND: Commissioner Strawson

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for approval of a modification to Section 605(g), *Landscaping Standards*, which requires 10% of the parking lot area to be landscaped.

SECOND: Commissioner Beattie

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Menelas moved for approval of a modification to Section 605(d), *Landscaping Standards*, which requires a Level I buffer along the property lines adjacent to other GC zoned properties and a Level II buffer along the property lines adjacent to the R6 zoned properties.

SECOND: Commissioner Beattie

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for approval of a positive recommendation from the Planning Commission to the Mayor and Board of Aldermen for the deferral of frontage improvements subject to an agreement approved by the Board.

SECOND: Commissioner Menelas

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Beattie moved for approval of Final Site Plan PC20-1054FSI for Frederick Toyota, with the following conditions:

1. Revise Sheet 3 of the plan set, the Landscaping Plan, to depict the sidewalk along Hoke Place consistent with Sheet 1.
2. The final plat must be recorded.
3. The Applicant must receive approval from the Mayor and Board of Aldermen and execute a deferral agreement for the frontage improvements along Hoke Place and a note 16 on Sheet 1 must be updated to reflect the approval.

SECOND: Commissioner Menelas

VOTE: 5-0.

D. PC21-190FSCB, Combined Forest Stand Delineation and Preliminary Forest Conservation Plan, Frederick Toyota

PLANNING COMMISSION ACTION:

MOTION: Commissioner Beattie moved for unconditional approval of the Combined Forest Stand Delineation and Preliminary Forest Conservation Plan PC21-190FSCB for Frederick Toyota.

SECOND: Commissioner Strawson

VOTE: 5-0.

E. PC21-1009FSI, Final Site Plan View, Waverley View, Part I Area F2

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for approval of the Final Site Plan PC21-1009FSI inclusive of the design booklet with the following conditions

1. In the new detail for detached single-family with attached garage:
 - a. Change the rear setback distance to 20’.
 - b. Under the assumptions, correct the rear setback from the house/garage to 20’ and delete the distance from the house.
2. Corrections to Assumptions under lot details:
 - a. Townhouse with integral rear garage change rear setback to 20’.
 - b. For townhouses with detached garages change the house rear setback to 38’. This reflects a 6’ distance to garage + 20’ garage depth + 12’ distance between the garage and the house.
 - c. For single-family detached with detached garages change the house rear setback to 32’. This reflects a 6’ distance to garage + 20’ garage depth + 6’ distance between the garage and the house.
 - d. For townhouses with front integral garages (with or without sunroom), change the front setback to 20’ to match the details.
3. Identify the lots to contain the new detached single-family units with attached garages and show on site plan.
4. Revise the design booklet to reflect changes to details.

SECOND: Commissioner Menelas

VOTE: 5-0.

F. PC21-808FSI, Final Site Plan, FNP Business Center

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved to approve a modification to Section 605, Table 605-3 *Buffer and Screening by District or Use*, that requires Level II screening for parking lots.

SECOND: Commissioner Beattie

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Menelas moved to approve a modification to Section 605, Table 605-3 *Buffer and Screening by District or Use*, that requires Level I along property lines between MO zoned properties.

SECOND: Commissioner Strawson

VOTE: 5-0.

PLANNING COMMISSION ACTION:

MOTION: Commissioner Beattie moved to approve Final Site Plan PC21-808FSI with the following condition:

1. Add a note that after construction has been completed the forest protection fencing may be removed and protective signage to remain.

SECOND: Commissioner Menelas

VOTE: 5-0.

Meeting approximately adjourned at 7:45 pm

Respectfully Submitted,

Jessica Murphy
Administrative Assistant