

Planning Commission Hearing Minutes
Date: February 13, 2023

PC MEMBERS	PC MEMBERS ABSENT	STAFF PRESENT
Barbara Nicklas – Chair Joan Strawson – Vice Chair Ronald Beattie – Secretary Ben MacShane, Alderman Dorothy Menelas April Lee – Alternate		Gabrielle Collard, Division Manager of Current Planning Scott Waxter, Assistant City Attorney Sherry Kelly, Planner II Sharon Kemper Suarez, Planner II Pam Reppert, Planner III Shraddha Praharaj, Traffic Engineer Jennifer Van de Griek, Administrative Assistant

I. CALL TO ORDER:

II. ANNOUNCEMENTS:

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

- Due to the holiday on Monday, February 20th, Planning Commission Workshop will be Tuesday, February 21st at 2pm, in-person, items will be available on the City of Frederick website.
- The Citywide Planning Division Community Outreach Meeting is also Tuesday, February 21st, at 6pm.

III. APPROVAL OF MINUTES:

Approval of the **January 9, 2023**, Planning Commission Meeting Minutes:

MOTION: Commissioner Menelas

SECOND: Commissioner Beattie

VOTE: 5-0.

Approval of the **January 17, 2023**, Planning Commission Workshop Minutes

MOTION: Commissioner Strawson

SECOND: Commissioner Beattie

VOTE: 5-0.

Approval of the **February 10, 2023**, Planning Commission Pre-Planning Commission Meeting Minutes

MOTION: Commissioner Beattie

SECOND: Commissioner Menelas

VOTE: 5-0.

IV. PUBLIC HEARING-CONSENT ITEMS: N/A

(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:

VI. MISCELLANEOUS:

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. PC22-926FSI, Final Site Plan, Frederick County Animal Control Center Renovation Expansion

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for approval of the Final Site Plan PC22-926FSI, Frederick County Animal Control Expansion, with the following conditions:

1. Add approval dates to Notes 23, 27, 28, and 29.
2. Add Case #22-742HPC to the Project Plan History.

SECOND: Commissioner Beattie.

VOTE: 5-0.

B. PC22-919FSI, Final Site Plan, SECU Remote ATM at Monocacy

PLANNING COMMISSION ACTION 1:

MOTION: Commissioner Beattie moved for approval of the modification of Section 808(d) of the Land Management Code (LMC), *Automatic Teller Machines (ATM)*, for buffer requirements.

SECOND: Commissioner Menelas.

VOTE: 5-0.

PLANNING COMMISSION ACTION 2:

MOTION: Commissioner Strawson moved for approval of the Final Site Plan PC22-919FSI, SECU Remote ATM, with the following conditions:

1. Add a note for the approval date of the modification.

SECOND: Commissioner Menelas.

VOTE: 5-0.

C. PC21-334FSI, Final Site Plan, Prospect Hall

PLANNING COMMISSION ACTION 1:

MOTION: Commissioner Strawson moved for approval of the modification of Section 607(e)(1)(b), Table 607-3, which requires the minimum width of access drives with 90° angled parking spaces to be 24', in order to reduce the width to 20'.

SECOND: Commissioner Menelas.

VOTE: 5-0.

PLANNING COMMISSION ACTION 2:

MOTION: Commissioner Beattie moved for approval of a modification of Section 607(g)(2), which requires that parking areas for uses not permitted in residential districts be set back at least 30' from property lines, to allow parking to be 23' near the northern property line and 19' from the northeast property line.

SECOND: Commissioner Menelas.

VOTE: 5-0.

PLANNING COMMISSION ACTION 3:

MOTION: Commissioner Menelas moved for approval of a modification of Section 607(e)(2)(D) requires that parking area lighting shall be arranged to contain the light within the property boundaries, to allow for some spillover in the parking area along the southern property line, where the new access is proposed off Butterfly Lane and where there is an existing sidewalk.

SECOND: Commissioner Strawson.

VOTE: 5-0.

PLANNING COMMISSION ACTION 4:

MOTION: Commissioner Strawson moved for approval of the Final Site Plan PC21-334FSI for Prospect Hall., with the following conditions:

1. The final plat dedicating the right-of-way area depicted on Sheet 4 of the site plan be recorded prior to unconditional approval and the recording reference completed.
2. Add approval dates in Notes 18, 20, and 40, and in the Modification Requests list on Sheet 1.

SECOND: Commissioner Beattie.

VOTE: 5-0.

D. PC21-550FSCB, Combined Forest Stand Delineation and Preliminary Forest Conservation Plan, Prospect Hall

PLANNING COMMISSION ACTION 1:

MOTION: Commissioner Beattie moved for approval of a modification to Section 721(d)(2) to remove five specimen trees in accordance with Section 721(b)(3).

SECOND: Commissioner Strawson.

VOTE: 5-0.

PLANNING COMMISSION ACTION 2:

MOTION: Commissioner Menelas moved for approval of the Combined Forest Stand Delineation and Preliminary Forest Conservation Plan, PC21-550FSCB for Prospect Hall, with the following conditions:

1. On Sheet 2 under General Notes, correct Note 8 to state the modification is for 5 specimen trees and add the date of approval.
2. Add a note stating that 1.86 acres of the 4.07 acres lot was previously mitigated under the 2013 forest plan, leaving a mitigation requirement of 2.21 acres at this time.

SECOND: Commissioner Strawson.

VOTE: 5-0.

E. PC22-1096PSU/FSI, Combined Preliminary Plat/Final Site Plan, Renn Quarter Phase 3

PLANNING COMMISSION ACTION:

MOTION: Commissioner Strawson moved for approval of the Combined Preliminary Plat and Final Site Plan PC22-1096PSU/FSI, for Renn Quarter Phase 3 to revise lot sizes and introduce a new front-loaded, one-car garage townhouse detail, with the following conditions:

1. Add the three street profile sheets from the original plan to the subject plan set.
2. Verify Notes 5 and 6 numbers for HOA/Open Space acres and Residential acres.
3. Note 4, add case number PC21-913PSU/FSI and approval date to plan history.
4. Verify acreages to match in Note 29 and lot acreage labels on drawing.

SECOND: Commissioner Beattie.

VOTE: 5-0.

F. PC22-925FSI, Final Site Plan, Visitation Adaptive Reuse 200 E. 2nd Street

PLANNING COMMISSION ACTION:

MOTION: Commissioner Beattie moved for approval of Final Site Plan PC22-925FSI to construct a four-story, 33,100gsf (gross square feet) building to contain seven (7) multi-family units, with the following conditions:

1. Provide shading on the lot diagram to delineate the cross-access easements and the cemetery easement.
2. Note 9, add the City standardized water and sewer note.
3. The cross-access easement between Lots 1 and 2 must be executed and recorded.

SECOND: Commissioner Strawson.

VOTE: 5-0.

G. Planning Commission Training Session

Meeting adjourned at approximately 9:15 pm.

Respectfully Submitted,

Jennifer Van de Griek
Administrative Assistant