

**SPRING HILL
MUNICIPAL PLANNING COMMISSION
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 8, 2016
5:30 P.M.**

Vice Chairman Matt Koss called the meeting to order

Members present were: Alderman Jonathan Duda, Matt Koss, Paula Hepp, Alderman Matt Fitterer, and Charles Schoenbrodt. Also present were: City Attorney Patrick Carter, Dara Sanders, Bonnie Turnbow, City Engineer, Tom Wolf. Absent were Paul Downing and Pat Hairston.

Announcement – audience members wishing to speak to an agenda item will have the opportunity to speak at the beginning of the agenda and will have five minutes to address the Planning Commission. No rebuttal remarks are permitted. Please silence all cell phones and electronic devices.

Concerned Citizens (Non-Agenda Items) No concern citizens.

Public Comment (Agenda Items)

Nicola Stadler, 2111 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.
Casey Kinnan, 2176 Spring Hill Circle. Voiced his concerns and disapproval of RZN 130-2015.
Kathleen Butler. Voiced her concerns and disapproval of RZN 130-2015.
Isong Isong, 4000 Williford Way. Voiced his concerns and disapproval of RZN 130-2015.
Leanne West-Malm, 2158 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.
Michael Lax, 2106 Spring Hill Circle. Voiced his concerns and disapproval of RZN 130-2015 and No traffic study.
Rachel Stadler, 2111 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.
Liz Watkins, 2126 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.
Alicia Kiefer, 2155 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.

Alderman Fitterer made a motion to add Resolution 16-20 and Resolution 16-21 to the agenda under New Business. Motion seconded by Commissioner Hepp. Motion passed 5/0.

Alderman Duda made a request to move **FPL 122-2016** from the Consent agenda to the Regular agenda.

Approval of January 11, 2016 meeting minutes: Alderman Fitterer made a motion to approve the January 11, 2016 meeting minutes. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

Approval of the agenda: Alderman Fitterer made a motion to approve the agenda with amendments. Motion seconded by Alderman Duda. Motion passed 5/0.

Consent Agenda:

1. **Resolution 16-06:** To Establish a Performance Bond for Woodland Trace Phase 2.
2. **Resolution 16-07:** To Establish a Maintenance Bond for Woodland Trace Phase 2.
3. **Resolution 16-08:** To Reduce the Performance Bond and Establish a Maintenance Bond for TN Spring Hill Wilkes

4. **ADM 135-2016:** Submitted by Civil Site Design Group for property located at McCormick Crossing at Beechcroft Rd. The property is zoned R-2 (Medium Density) and contains 24.5 acres. The applicant request to the Planning Commission's conditions of approval for Meadows at Spring Hill.

Alderman Fitterer made a motion to approve the Consent agenda with the amendments. Motion seconded by Alderman Duda. Motion passed 5/0.

Old Business:

1. **FPL 122-2015:** Submitted by Stanford and Associates, Inc. for property located on Port Royal Road. The property is zoned B-4 (Central Business District) and contains approximately 10.50 acres. The applicant requests final plat approval for 5 commercial lots.

Staff Conditions:

1. Right-of-way shall be dedicated in accordance with the Major Thoroughfare Plan.
2. Future street improvements and traffic signalization will be evaluated at the time of development requests submitted for the five (5) commercial lots and will be at the expense of the applicant for those requests.

Alderman Duda made a motion to replace condition #2 with the following:

Prior to another building permit being issued, a development agreement will be drafted with staff for Planning Commission approval, the terms of which include the applicant will place funds in escrow in an amount sufficient to cover 25% of the costs of traffic signalization or street improvements required by the city.

Motion seconded by Alderman Fitterer. Motion to amend conditions passed 5/0.

Alderman Fitterer made a motion to approve **FPL 122-2015** as amended. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

2. **NCP 126-2015:** Submitted by Sawyer Land Surveying, LLC for property located at 2411 Depot Street. The property is zoned R-4 and contains approximately 10.83 acres. The applicant request approval for a Neighborhood Concept Plan for 40 single family residential lots.

Staff Conditions:

1. Shared access and alley location will be determined at the time of preliminary plat application. Individual private driveways will not be permitted onto Depot Street.
2. Approval of the neighborhood concept plan shall be valid for a period of three (3) years during which time a preliminary plat application must be submitted for Planning Commission review and approval.
3. Modifications to the approved neighborhood concept plan may require Planning Commission approval prior to submittal of a preliminary plat application.

Alderman Duda made a motion to approve **NCP 126-2015** with staff conditions. Motion seconded by Alderman Fitterer. Motion passed 5/0.

3. **RZN 130-2015:** Submitted by Kiser & Vogrin Design, LLC for property located at 4820 Main St. The property is zoned R-2 and contains approximately 20 acres. The applicant is requesting rezoning of the property from R-2 to B-2 and R-4.

Staff Conditions:

Staff recommends forwarding the request to the Board of Mayor and Aldermen with a recommendation for approval, subject to the following conditions:

1. The applicant shall provide additional supporting documentation for the traffic projections presented.
2. Permitted uses in the R-4 shall be limited to the proposed density, layout, and dwelling types, as indicated on the concept plan.

Alderman Fitterer made a motion to approve **RZN 130-2015** with staff conditions. Motion seconded by Alderman Duda. Motion passed 3/2.

4. **ADM 131-2015:** Submitted by the Planning Department. The proposal is to amend the zoning ordinance to include provisions for Planned Zoning District.

Alderman Fitterer made a motion to amend **ADM 131-2015** to strike the red text in Section 3-A. Motion seconded by Commissioner Hepp. Motion to amend passed 5/0.

Alderman Fitterer made a motion to approve **ADM 131-2015** as amended. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

New Business:

- 1.) **Resolution 16-20:** To Establish a Performance Bond for Port Royal Reserve Phase 5, Section 1, 2 & 4.

Alderman Fitterer made a motion to approve **Resolution 16-20**. Motion seconded by Alderman Duda. Motion passed 5/0.

- 2.) **Resolution 16-21:** To Establish a Performance Bond for Port Royal Reserve Phase 5, Section 3.

Alderman Fitterer made a motion to approve **Resolution 16-21**. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

- 3.) **STP 125-2015:** Submitted by TSquare Engineering Inc. for property located at 3793 Old Port Royal Rd North. The property is zoned M-1 and contains approximately 6.79 acres. The applicant request site plan approval for a 5250 sq/ft storage facility.

Staff Conditions:

1. *Design Review Commission determination of compliance with the Design Review Guidelines.* Staff recommends approval, finding that the proposed building will be identical to those already constructed on the property and compatible with the surrounding area.
2. Approval of the site plan shall remain valid for a period of two (2) years from Planning Commission approval, during which time a building permit must be submitted for review and approval.
3. Modification to the approved site plan shall require Planning Commission approval prior to the submittal of a building permit application. The modification may be denied if the proposal alters the proposed use, increases the overall area of the project, increases the density of the development, or increases any local government expenditure necessary to implement or sustain the proposed use.

4. The site plan shall be constructed as proposed and in accordance with the conditions of approval.

Alderman Fitterer made a motion to approve **STP 125-2015** with staff conditions. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

- 4.) **STP 133-2016**: Submitted by LeCraw Engineering for property located at 4925 Main Street. The property is zoned B-3 (Intermediate Business District) and contains approximately .91 acres. The applicant request site plan approval for a 7,900 S.F. retail tire store.

Staff Conditions:

1. *Design Review Commission determination of compliance with the Design Review Guidelines.* Staff recommends approval, finding that the proposed building design meets the minimum criteria and the intent of the design review guidelines.
2. The applicant shall dedicate right-of-way for Main Street in the amounts of 47.5 feet from centerline.
3. Prior to the issuance of permits, the applicant shall obtain and submit approval for the proposed access to the southwest corner of the property.
4. Prior to the issuance of a building permit, the applicant shall obtain administrative approval of the bike rack anchoring and installation, pursuant to the requirements of the zoning ordinance.
5. Prior to the issuance of a building permit, the applicant shall dedicate right-of-way for Main Street in the amount of 47.5 feet from centerline by an easement plat.
6. Prior to the issuance of a building permit, the applicant shall address all engineering revisions and provide the requested information.
7. Approval of the site plan shall remain valid for a period of two (2) years from Planning Commission approval, during which time a building permit must be submitted for review and approval.
8. Modification to the approved site plan shall require Planning Commission approval prior to the submittal of a building permit application. The modification may be denied if the proposal alters the proposed use, increases the overall area of the project, increases the density of the development, or increases any local government expenditure necessary to implement or sustain the proposed use.
9. The site plan shall be constructed as proposed and in accordance with the conditions of approval.
10. Site Plan approval does not guarantee sign approval as shown on the plans. Prior to installation and application of signage, a sign permit shall be submitted to the Codes Department for review with the City's sign ordinance.

Alderman Fitterer made a motion to approve **STP 133-2016** with the 10 staff conditions. Motion seconded by Alderman Duda. Motion passed 5/0.

- 5.) **SKP 134-2016**: Submitted by Carter Engineering Consultants. The property is located on Port Royal Road. The property is zoned B-4 (Central Business District) and contains approximately 1.07 acres. The applicate requests sketch plan approval for a restaurant containing 3,652 square feet and associated parking.

Staff Conditions:

1. The applicant shall be required to install sidewalks along the northern and eastern boundaries to connect with existing sidewalks Port Royal Road and at the southeast corner of the property.
2. Sketch plan approval is valid for one (1) year, during which time the applicant shall be required to submit a site plan application in accordance with the approved access, sidewalk improvements, site design, and Planning Commission conditions.
3. Modification to the approved sketch plan may require Planning Commission approval prior to submittal of a site plan application.

Alderman Fitterer made a motion to approve **SKP 134-2016** with the 3 staff conditions. Motion seconded by Alderman Duda. Motion passed 5/0.

- 6.) **RZN 138-2016** Submitted by Huntley Gordon for property located at 5238 Main Street. The property is zoned B-2 and contains approximately 2.3 acres. The applicant request approval for rezoning from a B-2 (Neighborhood Shopping District) to B-4 (Central Business District).

Alderman Duda made a motion to forward **RZN 138-2016** to the Board of Mayor and Alderman with a recommendation of approval. Motion seconded by Commissioner Hepp. Motion fails 1/4.

Alderman Fitterer made a motion to forward **RZN 138-2016** to the Board of Mayor and Alderman with a recommendation for denial. Motion seconded by Commissioner Hepp. Motion passed 4/1.

Other Business

Revised 2016 Meeting Schedule

Alderman Duda made a motion to approve the Revised 2016 Planning Commission Meeting Schedule. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

Adjourn

Commissioner Schoenbrodt made a motion to adjourn. Motion seconded by Alderman Fitterer. Motion passed 5/0.