

**SPRING HILL
MUNICIPAL PLANNING COMMISSION
REGULAR MEETING MINUTES
MONDAY, APRIL 11, 2016
5:30 P.M.**

Chairman Paul Downing called the meeting to order

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

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)

Approval of March 14, 2016 meeting minutes: Alderman Fitterer made a motion to approve the March 14, 2016 meeting minutes. Motion seconded by Alderman Duda. Motion passed 6/0.

Approval of the agenda: Alderman Fitterer made a motion to approve the agenda. Motion seconded by Commissioner Koss. Motion passed 6/0.

Consent Agenda:

1. Resolution 16-23: To release the Maintenance Bond for the Villas at Meadowbrook Phase 3, Sections 1, 2, 2A, 3 and 4.
2. Resolution 16-24: To recommend acceptance and dedication of road rights-of-way and public improvements shown on the existing plat for Belshire Village Drive Lots 2A and 2B.
3. Resolution 16-25: To release the maintenance bond for Belshire Village Drive Lots 2A & 2B.
4. Resolution 16-26: To recommend acceptance and dedication of road rights-of-way and public improvements shown on the existing plat for Cherry Grove Addition Phase 2 Section 2.
5. Resolution 16-27: To release the Surety Letter of credit for Cherry Grove Addition Phase 2 Section 2.
6. Resolution 16-28: To reduce the existing letter of credit and to establish as a Maintenance Bond letter of credit for Autumn Ridge Phase 3, Section 3.
7. Resolution 16-29: To establish a Maintenance Bond for Copper Ridge Phase 3, Section 2.
8. Resolution 16-30: To establish a Performance Bond for Copper Ridge Phase 3, Section 2.

9. CCP 155-2016: Submitted by Anderson, Delk, Epps and Associates, Inc. for Shirebrook Subdivision. The property is zoned B-4, Central Business District, and contains approximately 5.079 acres. The applicant requests final plat approval for 34 single family residential lots.
10. STP 157-2016: Submitted by Anderson, Delk, Epps and Associates, Inc. for property located 4792 Main Street. The property is zoned B-4, Central Business District, and contains approximately 1.96 acres. The applicant requests site plan approval for a self-storage facility.

11. **FLP 166-2016:** Submitted by Leon Stanford for Wades Grove Subdivision. The property is zoned R-2, Medium Density Residential, Planned Unit Development, and contains approximately 6.84 acres. The applicant requests final plat approval for 23 single family residential lots.

Alderman Duda made a motion to approve the Consent agenda. Motion seconded by Commissioner Hairston. Motion passed 6/0.

New Business:

- 1.) **STP 114-2015:** Submitted by Brian Rose for property located at 4959 Main Street. The property is zoned B-4, Central Business District, and contains approximately .53 acres. The applicant requests site plan approval for a 1,167 sq/ft. restaurant.

Engineering: The following additional information and revisions have been requested –

- Internal turning movement exhibit for anticipated delivery vehicles and Fire Department ladder/platform truck has been provided. Based upon same, street radii need to be increased to contain delivery and emergency vehicles within their specific travelled roadway lanes, i.e. the western access drive to site as well as the internal roadway radii.
- Evaluate the potential for providing a second water main feed to the subject facility.
- There is one (1) sanitary sewer easement shown at the proposed connection to the existing sanitary sewer at the east side of the property. It appears that the proposed on-site sanitary sewer and water main are to be "Private". As a result, it appears that no additional easements for sanitary sewer and water are required.

Recommendation: Staff recommends approval of STP 114-2016, subject to the following conditions of approval:

1. Design Review Commission determination of the building design. Staff recommends approval of the request, finding that the proposed design is in compliance with the intent and minimum criteria of the Design Review Guidelines.
2. Prior to the issuance of a building permit, the applicant shall dedicate a minimum of 47.5 feet of right-of-way from centerline.
3. Prior to the issuance of a building permit, all engineering comments shall be addressed.
4. The site plan and all associated improvements shall be constructed in accordance with the approved plan.
5. Site plan approval shall remain valid for a period of three (3) years, during which time all permits shall be obtained.
6. Modifications to the approved site plan may require Planning Commission approval.

Alderman Fitterer made a motion to approve **STP 114-2015** with staff recommendations. Motion seconded by Commissioner Hairston. Motion passed 4/2 with Alderman Duda and Chairman Downing voting against the motion.

- 2.) **SKP 149-2016:** Submitted by Adam Crunk for property located on 2000 Reserve Blvd. The property is zoned B-4, Central Business District, and contains approximately 15.71 acres. The applicant requests sketch plan approval for a 71,325 sq/ft. senior living community.

Engineering: the following comments and revisions have been requested –

- Internal turning movement exhibit for anticipated delivery vehicles and Fire Department ladder/platform truck has been provided. Based upon same, street radii need to be increased to contain delivery and

emergency vehicles within their specific travelled roadway lanes, i.e. the western access drive to site as well as the internal roadway radii.

- There is one (1) sanitary sewer easement shown at the proposed connection to the existing sanitary sewer at the east side of the property. It appears that the proposed on-site sanitary sewer and water main are to be "Private". As a result, it appears that no additional easements for sanitary sewer and water are required.
- Possible duplication of project name, development name change may be required

Recommendation: Staff recommends deferral of SKP 149-2016, finding that the proposed access to the property does not promote the health, safety, and welfare of the general public.

Conditions of Approval:

1. At the time of site plan application, all rights-of-way indicated on the submitted plans shall be dedicated.
2. Sketch plan approval shall remain valid for a period of one (1) year, during which time the applicant shall submit a site plan application in accordance with the comments and recommendations outlined in this report.
3. Modification to the sketch plan may require Planning Commission approval prior to the submittal of a site plan application.

Alderman Fitterer made a motion to approve SKP 149-2016 with conditions of approval. Motion seconded by Commissioner Schoenbrodt. Motion passed 6/0

- 3.) STP 150-2016: 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 applicant requests site plan approval for a restaurant containing 3,652 sq/ft and associated parking.

Engineering: Provide calculations prior to the Pre-Construction Conference confirming that the proposed 1,500-gallon grease trap is adequately sized to accommodate the loadings anticipated.

Recommendation: Staff recommends approval of STP 150-2016, subject to the following conditions of approval:

1. Design Review Commission determination of the building design. Staff recommends approval of the request, finding that the proposed design is in compliance with the intent and minimum criteria of the Design Review Guidelines.
2. Prior to the issuance of a building permit, the applicant shall submit to the Planning Department a modified plan for administrative approval of pedestrian accommodations from the sidewalk along the eastern boundary to the building.
3. The site plan shall be constructed as shown and in accordance with these conditions of approval.
4. Sidewalk extension along the northern and eastern property boundaries and to Port Royal Road shall be a minimum of five (5) feet wide and shall meet all ADA requirements.

Alderman Fitterer made a motion to approve STP 150-2016 with staff conditions. Motion seconded by Alderman Duda. Motion passed 6/0

- 4.) STP 154-2016: Submitted by Northpoint Development for property located at 715 Beechcroft Rd. The property is zoned M-1, Light Industrial, and contains approximately 31.6 acres. The applicant requests site plan approval for a 102,060 sq/ft. addition to the Comprehensive Logistics building.

Engineering: The following comments and revisions are requested –

- Per previous City staff comments, no Certificate of Occupancy (CO) will be issued until the proposed Northfield gravity sanitary sewer has been installed, tested and accepted by the City.
- Add a note to the Utility Notes on Sheet No. CU-101, Water and Sanitary Sewer Connection Plan, to read as follows: “Coordinate all sanitary sewer and water main installations and taps with the sanitary sewer collections and water distribution superintendents for the City of Spring Hill.”
- Pavement section descriptions as noted on Sheet No. CS-101, Site Layout Plan, need to reflect the depth of asphalt for heavy duty and light duty to be “Compacted”.
- Add a note to the Utility Notes on Sheet No. CU-101, Water and Sanitary Sewer Connection Plan, to read as follows: “Coordinate the relocation of the existing fire line with the City of Spring Hill Fire Marshall.”
- It does not appear that improvements along Beechcroft Road have been included as part of this proposed building addition.

Recommendation: Staff recommends approval of STP 154-2016, subject to the following conditions of approval:

1. The site plan shall be constructed as approved and conditioned.
2. Prior to the issuance of permits, all engineering comments shall be addressed.
3. Prior to the issuance of a certificate of occupancy, gravity sanitary sewer shall be installed, tested, and accepted by the City.
4. Site Plan approval shall remain valid for a period of three (3) years, during which time all permits shall be obtained.
5. Modification to the approved site plan may require Planning Commission approval.

Alderman Fitterer made a motion to approve STP 154-2016 with staff conditions. Motion seconded by Alderman Duda. Motion passed 6/0.

- 5.) **SKP 158-2016:** Submitted by Gamble Design Collaborative for property located on Miles Johnson Parkway. The property is zoned B-4, Central Business District, and contains approximately 8.61 acres. The applicant requests sketch plan approval for an assisted living and Alzheimer’s care facility.

Engineering: The following comments and revision requests have been submitted –

- Designated right turn lane on northbound Miles Johnson Parkway to eastbound Proposed Unnamed Local Road and designated left turn lane on southbound Miles Johnson Parkway to eastbound Proposed Unnamed Local Road shall be provided at time of site plan approval.
- An internal turning movement exhibit for anticipated delivery vehicles and Fire Department ladder/platform truck shall be provided at time of site plan approval.
- A temporary cul-de-sac may be required on the east end of the Proposed Unnamed Local Road dependent upon street layout to be determined at time of site plan approval.
- Dimension width of two (2) access drives from the proposed unnamed local road and one (1) access drive from Future Alex Drive; loading area behind Building II; and both drop-off points at Buildings I and II.
- Incorporate perimeter concrete sidewalks with ADA ramps and truncated domes.
- Depict connectivity to adjacent properties including Weston Lane.
- Future Alex Lane should generally follow the Major Thorough Fare Plan.

Recommendation: Staff recommends approval of SKP 158-2016, subject to the following conditions of approval:

1. At the time of site plan application, all rights-of-way indicated on the submitted plans shall be dedicated.
2. All engineering comments shall be addressed prior to the issuance of a site plan application.
3. Street improvements to be required with the site plan approval shall include a dedicated right-turn lane and a

dedicated left-turn lane on Miles Johnson Parkway.

4. The site plan shall include truck turning diagrams for large truck and emergency service traffic for staff's review and shall indicate that the site will not result in dangerous turning movements into oncoming traffic prior to being added to a Planning Commission agenda.
5. Sketch plan approval does not grant variance approval of parking lot or other site dimensional requirements.
6. Sketch plan approval shall remain valid for a period of one (1) year during which time a site plan application shall be submitted to the Planning Department.
7. Modification to the approved sketch plan and associated conditions of approval may require Planning Commission approval prior to the submittal of a site plan application.

Alderman Fitterer made a motion to approve SKP 158-2016 with staff conditions. Motion seconded by Alderman Duda. Motion passed 6/0.

- 6.) RZN 159-2016: Submitted by Huntly Gordon for property located at 5242 Main Street. The property is zoned B-2, Neighborhood Shopping District, and contains approximately 1.4 acres. The applicant requests rezoning the property from a B-2, Neighborhood Shopping District, to a B-4, Central Business District.

Recommendation: Based on the findings herein, staff recommends forwarding the request to the Board of Mayor and Aldermen with a recommendation for denial.

Commissioner Schoenbrodt made a motion to defer RZN 159-2016. Motion seconded by Alderman Fitterer. Motion passed 5/1 with Alderman Duda voting no.

- 7.) SKP 161-2016: Submitted by Sawyer Land Surveying, LLC. for property located at 740 Beechcroft Rd. The property is zoned M-1, Light Industrial, and contains approximately 9.92 Acres. The applicant requests sketch plan approval for an addition of 8786 sq/ft. warehouse with loading docks and a new exit drive.

Engineering: No sanitary sewer and water main service extension to be made to the proposed warehouse. Provide calculations for detention/retention facility for both the existing and proposed building.

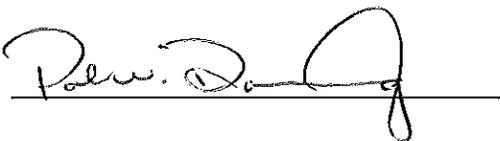
Recommendation: Staff recommends approval of SKP 161-2016 subject to the following conditions of approval:

1. Sketch plan approval shall remain valid for a period of one (1) year, during which time the applicant shall submit a site plan application in accordance with the comments and recommendations outlined in this report.
2. Modification to the sketch plan may require Planning Commission approval prior to the submittal of a site plan application.

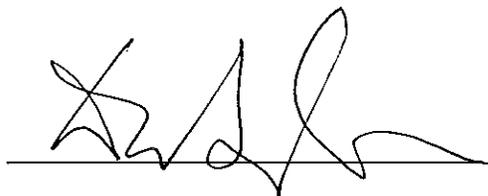
Alderman Fitterer made a motion to approve SKP 161-2016 with staff conditions. Motion seconded by Commissioner Schoenbrodt. Motion passed 6/0

Other Business

Adjourn



Paul Downing, Chairman



Dara Sanders P.C. Secretary