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MINUTES OF THE  
December 15, 2005  
Planning & Zoning Commission

Members Present: Chris Brownawell, Vice Chairman, and members Dan Swann, Linda Cheezum, and Tom Moore.

Members Absent: John Atwood.

Staff Present: Tom Hamilton, Town Planner, Zach Smith, Current Planner, Lynn Thomas, Long Ranger Planner, and Stacie Rice, Planning Secretary.

Mr. Brownawell called the meeting of the Planning & Zoning Commission to order at 1:00 p.m. The first order of business was the approval of the November 17<sup>th</sup> minutes. Upon motion of Mrs. Cheezum, seconded by Mr. Swann, the Commission voted 4-0 to approve the November minutes.

Mr. Brownawell stated that the workshop scheduled with Richard Wagner to discuss the architectural design guidelines has been cancelled and will be rescheduled at a later date.

The first item discussed was **Lots 27 & 28 Glebe Business Park** requesting sketch site plan review for a 24,000 square foot office building. The applicant Warren Clem and his agent Tom Davis of DMS & Associates were present at the meeting. Mr. Davis explained that the applicant is proposing to construct two, one-story flex-use buildings on the site with shared parking. Both buildings will have a gross floor area of 9,171 square feet for a total of 18,342 square feet. The buildings will be divided up into 16 separate units. The applicant is proposing 96 parking spaces which are adequate for the site. However, 10 spaces are proposed which are partially located within a stormwater management drainage easement which could present a problem. It was determined that the staff would make the decision after review of the preliminary site plan and a stormwater plan. The buildings architecture will be compatible to that in the surrounding area. All landscaping requirements have been met. Upon motion of Mr. Moore, seconded by Mr. Swann the Commission voted 4-0 to approve the sketch site plan subject to stormwater management being approved.

The next item discussed was **Lot 11, Easton Technology Center** requesting sketch site plan review for a 15,000 square foot manufacturing facility to utilized by Mulholland Harper Company. The owner Patrick Hanrahan, his agent, Bill Stagg of Lane Engineering and Joe Torchio, of Torchio Architects were present at the meeting. Mr. Stagg explained that the landscaping and parking standards are in compliance with the Zoning Ordinance. They are proposing 1 free standing sign towards the front of the site, and a building sign will be located on the front façade. Mr. Torchio explained that the proposed building would be pre engineered steel with a flat metal roof. The front façade will have a brick treatment along the bottom portion of the exterior wall. The architecture is compatible with other building in Easton Technology Center. Upon motion of Mrs. Cheezum, seconded by Mr. Swann the Commission voted 4-0 to approve the sketch site plan as presented.

9 The next items discussed was **109 South Street** requesting PRD (Planned Re  
10 Development) review to convert an existing residential property (3 units) into an art  
11 studio/gallery with 2 residential apartments. The applicant Viviann Napp, along with her  
12 attorney Willard Parker were representatives for the project. The applicant is proposing to  
13 renovate the existing structure to accommodate the art gallery. The property lies within the  
14 Historic District and any renovations will have to be in accordance with the Historic District  
15 Guidelines. Ms. Napp is proposing to have an apartment unit within the studio for visiting  
16 artists. The stand alone building in the rear of the property will remain unchanged and will  
17 continue to be used a residential unit. Ms. Napp stated that she will have no more than 3  
18 employees at one time. Many residents of the neighborhood spoke out in objection to Ms.  
19 Napps request. The neighbors were concerned that no one would be living in the structure  
20 full time which will increase crime in the area. Upon motion of Mr. Swann seconded by  
21 Mrs. Cheezum, the Commission voted 3-1 (Mr. Moore opposed) to approve the PRD  
22 request with the understanding that the project must be reviewed by the Historic District  
23 Commission and the Commission made a favorable recommendation to the Board of  
24 Zoning Appeals.  
25

26 The next item was from staff concerning **Lot 9, Brooks Drive**. Mr. Hamilton  
27 explained that Mark Lewis was proposing to enlarge his automobile repair business. Mr.  
28 Stagg site planner for Mr. Lewis explained that Mr. Lewis has agreed to bring his entire lot  
29 into compliance with the Zoning previously approved. The Commission voted 4-0 to  
30 approve the amendments to the site plan and forward a favorable recommendation to the  
31 Board of Zoning Appeals.  
32

33 The next item discussed was also from staff concerning an addition to the **Easton**  
34 **Police Department**. Mr. Hamilton explained the proposed plans to enlarge the building  
35 and other changes to the parking in the area. Upon motion of Mr. Swann, seconded by Mrs.  
36 Cheezum the Commission voted 4-0 to approve the site plan and finds it in compliance with  
37 the Comprehensive Plan.  
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39 There being no further business the meeting was adjourned at 2:50 p.m. by motion  
40 of Mr. Swann, seconded by Mr. Moore.  
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43 Respectfully submitted,  
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46  
47 Stacie S. Rice  
48 Planning & Zoning Secretary