

1 MINUTES OF THE

2  
3 November 17, 2005

4  
5 Planning & Zoning Commission

6  
7 Members Present: John Atwood, Chairman, and members Dan Swann, Linda Cheezum,  
8 Chris Brownawell and Tom Moore.

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10 Members Absent: None.

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12 Staff Present: Zach Smith, Current Planner, and Lynn Thomas, Long Ranger Planner.

13  
14 Staff Absent: Tom Hamilton and Stacie Rice.

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16 Mr. Atwood called the meeting of the Planning & Zoning Commission to order at  
17 1:00 p.m. The first order of business was the approval of the October 20<sup>th</sup> minutes. Upon  
18 motion of Mr. Swann, seconded by Mr. Moore, the Commission voted 5-0 to approve the  
19 October minutes.

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21 The first item discussed was the application of Humble Beginnings, LLC for site  
22 plan review and landscaping and parking deferrals for **Lot 30 Glebe Business Park**. Bill  
23 Stagg of Lane Engineering was present to represent the applicant. He explained that the  
24 purpose of the application is to gain approval of a site plan for a new office building for  
25 Coldwell Banker/Tred Avon Properties Realty. Mr. Thomas explained that the applicant is  
26 proposing to construct a two-story, 9,600 square foot office building at 324 Commerce  
27 Drive. He stated that the staff had only three comments and that Mr. Stagg had indicated on  
28 the telephone that he agreed to make the changes suggested by the staff. One of the  
29 comments was that the site plan and elevations were inconsistent in that they indicated the  
30 entrance to the building at different locations. Mr. Stagg showed revised plans in which the  
31 two were consistent.

32  
33 Mr. Thomas then explained that the site plan depicts 100% of the required parking  
34 and that the staff feels as if the two spaces nearest the site entrance should be eliminated or  
35 relocated because they may present a circulation problem. Mr. Stagg agreed with this  
36 comment as well and offered to remove the parking spaces pending Planning Commission  
37 approval of the deferral of the two spaces.

38  
39 Mr. Stagg then described the site plan in detail. He pointed out the area where the  
40 mechanical equipment would be located. He also pointed out the area where a waiver from  
41 the landscaping standards was required. He stated that such a waiver is necessary for an  
42 encroachment of the parking area into a small portion of a required landscape buffer yard.  
43 Following the presentation the Commission, upon the motion of Mr. Brownawell, seconded  
44 by Mr. Moore, voted 5-0 to approve the sketch site plan, waive two parking spaces, and  
45 waive the minimum landscape buffer area as requested by the applicant.

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47 The Commission next took up a number of items from staff. The first such item  
48 was an **amended Landscaping Plan for the new Saints Peter and Paul Church**. Mr.  
49 Smith described the proposed changes and stated that the revision actually appears more  
50 appropriate than the original submission. Upon motion of Mr. Swann, seconded by Mrs.  
51 Cheezum, the Commission voted 5-0 to approve the amended Landscaping Plan.

1 The next staff item was a request from **Memorial Hospital at Easton for a**  
2 **Temporary Trailer** to be located at the main entrance on Washington Street. Ms. Sandy  
3 Webb of Miles and Stockbridge was present to describe the purpose of this request. She  
4 stated that the trailer was necessary to house the same day surgery registration functions  
5 which will be displaced during the renovations at the Hospital. She explained the proposed  
6 location and stated that the trailer would be necessary for up to 38 months beginning in  
7 January or February of 2006. Upon motion of Mr. Brownawell, seconded by Mr. Moore, the  
8 Commission voted to approve the request for the temporary trailer, subject to the following  
9 conditions: (1) The trailer must meet Handicapped Accessibility Requirements and (2) the  
10 duration of the trailer is not to exceed 38 months.

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12 Next, Mr. Thomas discussed the proposed 2006 Planning Commission review  
13 schedule. He explained that we are proposing a slight change in the way in which  
14 applications are processed. We are now proposing that deadlines not be for a Planning  
15 Commission meeting per se, but rather for a Technical Review Committee Meeting.  
16 Applications will remain at the Technical Review level until the staff determines that the  
17 application is complete and accurate enough to move on to a Planning Commission Meeting,  
18 at which point they will be scheduled for the first available meeting date. He stated that this  
19 may cause applications to take longer to get to the Commission, but once there things  
20 should go more smoothly because, in theory at least, all technical issues should be ironed out  
21 at that point. The Commission supported this request and unanimously approved the  
22 review schedule.

23  
24 The final item from staff was **final subdivision approval** for six different  
25 subdivisions. These were:

- 26
- 27 • **Locust Commons**
- 28 • **Carolyn Johnson et al and Faye Hughes**
- 29 • **Easton Village on the Tred Avon**
- 30 • **Easton Commons**
- 31 • **Lot 4 Easton Marketplace (Lowe's)**
- 32 • **Bernstein Family Limited Partnership**
- 33

34 Mr. Thomas explained that these plats were all very close to being ready to record  
35 and asked the Commission to approve them subject to the staff being satisfied that all  
36 technical issues had been satisfied and also to authorize the Chairman of the Commission to  
37 sign the final plats. Upon motion of Mr. Moore, seconded by Mr. Swann, the Commission  
38 voted 5-0 to approve the final subdivision plats listed above subject to the staff being  
39 satisfied that all technical issues have been satisfactorily addressed. The Commission further  
40 authorized the Chairman to sign said plats upon staff notifying him that they were ready for  
41 signature.

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43 Finally, upon motion of Mr. Swann, seconded by Mr. Moore, the Commission voted  
44 5-0 to adjourn the November meeting at 2:15 p.m.

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47 Respectfully submitted,

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50 Lynn B. Thomas, Jr., AICP  
51 Long-Range Planner