

Findings:

The Special Use Permit application proposes the operation of a climate-controlled storage facility at 3118 Sylvan Road. The property is zoned C-2 (General Commercial), consistent with all surrounding parcels. A Special Use Permit for the site was previously approved on September 8, 2015, for SpaceMax when the property was originally developed.

According to the application, operating hours are proposed to be 8:00 a.m. to 5:30 p.m., Monday through Saturday. While the application notes eight parking spaces, the site plan submitted with the original conditional use application—which was approved with the development—indicates a total of 20 parking spaces (18 designated for customers and 2 for employees), as well as three loading spaces measuring 12 feet by 24 feet each, serving 715 storage units.

Recommendation:

As the climate-controlled storage facility has been in operation for approximately 8 years in conformance with City Code, it has not taxed City services or created any nuisances. Staff recommended approval of the Special Use Permit with no additional conditions.

Discussion:

The City Planner, Dr. Lynn Patterson, stated that the site plan is pending review by the City Arborist to ensure compliance with landscaping and tree requirements.

MOTION ITEM: Lucy Dolan made a motion to recommend approval to the Mayor and Council for the Special Use Permit request at 3118 Sylvan Road to operate a storage facility. Carol Cobb seconded the motion. MOTION CARRIED: 5-0.

4.II. 438 Porsche Avenue

Special Use Permit

Background:

Nishant Suthar requested a Special Use Permit to allow a drive-through at 438 Porsche Avenue, Parcel Identification Number 14-0096-0005-019-1. The property is zoned U-V, Urban Village and is subject to the zoning regulations under Section 93-11.2-3 (Permitted uses) of the City of Hapeville Zoning Ordinance.

Findings:

The special use permit request proposes the addition of a rear drive through to an existing building located at 438 Porsche Drive (Parcel ID 14 0096 0005 0191) to accommodate a Dunkin Donuts restaurant.

The proposed site plan proposes converting an existing 2500 SF single-story building into a multi-tenant space. The restaurant requesting the drive through is approximately 1,585 SF with the additional space leased to another entity. The property is accessed from Porsche

Avenue to the north and South Street to the east. The .48-acre property is zoned U-V, Urban Village. Surrounding properties are zoned U-V (undeveloped property) and B-P, Business Park (APCU Credit Union). In addition to the City's zoning standards, the property is subject to the Commercial Mixed Use Area requirements of the Architectural Design Standards.

The existing property will be modified to include perimeter landscape, trees, restriping of the parking lot to address circulation, the building will be refaced, and a parapet roof will be added to a portion to increase the façade height.

Through the Special Exceptions section of the Code of Ordinances, Mayor & Council can approve a drive through.

Recommendation:

Given the location and character of the proposed development, Staff recommends approval of the special exception to locate the drive through at this location.

Discussion:

Commissioner Carol Cobb asked whether the proposal includes a dine-in option or if it would operate as drive through only. The applicant stated that both drive through and dine-in options will be available.

Commissioner Lucy Dolan inquired whether the site plan accommodates vehicle stacking in the drive through and whether there would be one or two exit points. The applicant explained that vehicle stacking would be minimal, as service time per customer averages approximately 140 seconds, helping to prevent extended wait times. Vehicles will be able to exit onto either South Street or Porsche Avenue.

Chairman Cliff Thomas asked whether there is an access lane around the interior lot area to allow vehicles to maneuver around the building. The applicant confirmed that such access is provided.

Commissioner Miller Radford asked for clarification on site access points, the location of the loading space, parking orientation, and whether parallel parking is proposed. The applicant confirmed that the site is accessible from both Porsche Avenue and South Street, with the loading area located along the side entrance off South Street. The configuration provides sufficient space for vehicle circulation around the building and includes parallel parking.

Commissioner Brittany Williams inquired whether vehicle circulation on-site is one-way and whether the 16 parking spaces shown on the site plan account for the future tenant

With resolution of these items and any others the Planning Commission may deem necessary, approval of the site plan was recommended.

MOTION ITEM: Lucy Dolan made a motion to approve the site plan request for 3046 Gordon Circle subject to the deficiencies outlined in the Staff reports. Jeanne Rast seconded the motion. MOTION CARRIED: 4-0.

4.IV. 3226 Dogwood Drive Site Plan Review

Background:

Andre Payne, representative for Michele Keaton, requested site plan review to construct a new single-family dwelling at 3226 Dogwood Drive, Parcel Identification Number 14-0094-0001-015-5. The property is zoned V, Village and is subject to the zoning regulations of the City of Hapeville.

Findings

The site plan proposes the construction of a 2,103-square-foot single-family dwelling. The dwelling is designed as a two-story structure with a maximum height of 28 feet, 6 inches. A rear parking pad is proposed to satisfy the two-space parking requirement.

The project site is located within the Dogwood Gateway Corridor identified in the Livable Centers Initiative (LCI) Study and Comprehensive Plan adopted by the City in 2017. The property is zoned V (Village District), lies within the A-D (Arts District) Overlay, and is subject to the Neighborhood Conservation provisions of the City's Architectural Design Standards.

Recommendation:

The site plan is deficient for zoning in the following areas:

- Timeline still not provided.
- The front yard fence is shown across the driveway. Please adjust.
- Asphalt parking pad may be not be large enough to maneuver / turn around so as to not have to back out onto Dogwood (US 41)
- Is there an agreement with the property owner to the north for their use of the driveway?
- Applicant may want to check into driveway abutting foundation because of runoff/water damage.
- How will removal of existing driveway on the south property impact the adjacent neighbor?
- Dimensions from property line to the dwelling (roof eave) should be provided for rear setbacks.

- The building elevations will be reviewed by the Design Review Committee for compliance with the Architectural Design Standards which could impact design and site layout.

Please note: carports are regulated by the Architectural Design Standards and may not be allowed if desired at a future date.

Discussion:

Mr. Payne explained that the previous comments related to the driveway and other minor revisions have been addressed.

Dr. Patterson stated that, because the driveways on both the northern and southern sides of the property straddle property lines, access rights must be clarified. The applicant must either provide a recorded shared access agreement or a letter from an attorney verifying whether the adjacent property owners do or do not have legal access rights.

Mr. Payne noted that attempts have been made to contact the property owner to the north of the tract; however, those efforts have been unsuccessful.

Chairman Cliff Thomas stated that the Commission's options to move forward are to allow the applicant to withdraw the application, or for the Commission to table or deny the site plan request.

The applicant requested withdrawal of the application and indicated that it will be resubmitted once the required documentation has been obtained.

MOTION ITEM: Jeanne Rast made a motion to accept the withdrawal of the site plan application for 3226 Dogwood Drive. Miller Radford seconded the motion.

MOTION CARRIED: 5-0.

4.V. 2026 Planning Commission Meeting Dates and Deadline Schedule

Background:

Consideration and action to approve the 2026 Planning Commission meeting schedule. The proposed schedule includes one key change: the September meeting will be held on the third Tuesday to accommodate the Labor Day holiday.

MOTION ITEM: Lucy Dolan made a motion to approve the 2026 Planning Commission meeting dates and deadline schedule, as submitted. Brittany Williams seconded the motion. MOTION CARRIED: 5-0.

5. Next Meeting Date: November 17, 2025 at 6:00 PM.

6. Adjourn

**MOTION ITEM: Jeanne Rast made a motion to adjourn the meeting at 7:19 p.m.
Miller Radford seconded the motion. MOTION CARRIED: 5-0.**

Respectfully submitted by,

Cliff Thomas, Chairman

Adrienne Senter, Secretary