



Chairman, Brian Wismer
Vice Chairman, Jeanne Rast
G. Leah Davis
Lucy Dolan
Larry Martin
Charlotte Rentz
Cliff Thomas

Planning Commission Meeting
700 Doug Davis Drive
Hapeville, Georgia 30354

April 13, 2021 6:00PM

MINUTES

1. Called to order at 6:04 p.m.

2. Roll Call

Brian Wismer, Chairman
Jeanne Rast, V. Chairman
G. Leah Davis - Teleconference
Lucy Dolan
Larry Martin
Charlotte Rentz
Cliff Thomas

3. Approval of Minutes

3.I. Minutes of March 9, 2021

MOTION ITEM: Charlotte Rentz made a motion, Larry Martin seconded to approve the minutes of March 9, 2021 as amended. Motion Carried: 5-0.

Commissioner Cliff Thomas entered the meeting during discussion of the following item:

4. Old Business

4.I. 510 Oak Drive Site Plan Review

Background:

James MacDowell requested site plan review to construct a new single-family dwelling at 510 Oak Drive, Parcel Identification Number 14-0094-0005-033-4. The property is zoned R-SF, Residential-Single Family, and is subject to the Neighborhood Conservation Area, Subarea E of the Architectural Design Standards. The Planning Commission approved this item on March 9, 2021. The applicant is requesting to modify the previously approved plan.

Staff Comments:

The Applicant must provide, and/or the site plan must be revised to address the following:

- Ensure roof eaves are not in the west setback.

- Provide allocation of lot coverage.
- Provide a landscape plan.
- Address any issues related to the arborist report.

MOTION ITEM: Charlotte Rentz made a motion, Larry Martin seconded to approve the site plan request for 510 Oak Drive subject to the following conditions:

1. Ensure roof eaves are not in the west setback.
2. Provide allocation of lot coverage.
3. Provide a landscape plan.
4. Address any issues related to the arborist report.

Motion Carried: 6-0.

5. New Business

5.I. 3253 Forrest Hills Drive

Site Plan Review

Background:

James MacDowell requested site plan review to construct a new single-family dwelling at 3253 Forrest Hills Drive, Parcel Identification Number 14-0094-0006-072-1. The property is zoned R-SF, Residential-Single Family, and is subject to the Neighborhood Conservation Area, Subarea E of the Architectural Design Standards.

Staff Comments:

Prior to approval, the Applicant must provide, and/or the site plan must be revised to address the following:

- Remove rear deck: rear setback is 10.1'. The deck is not compliant. If the deck is removed, the rear of the house is 22' and is compliant. The deck may not be built in the setback.
- Provide allocation of site area by type.
- Provide landscape details.
- Address any issues related to the arborist report.

In addition, the applicant should understand the building elevations will be reviewed by the Design Review Committee for compliance with the Architectural Design Standards and changes may be required.

Discussion ensued regarding the location of the proposed rear deck. The applicant discussed with staff an option to add a wraparound side porch. Staff stated the porch must meet all setback requirements.

MOTION ITEM: Jeanne Rast made a motion, Larry Martin seconded to approve the site plan request for 3253 Forrest Hills Drive subject to the following conditions:

1. Remove rear deck: rear setback is 10.1'. The deck is not compliant. If the deck is removed, the rear of the house is 22' and is compliant. The deck may not be built in the setback.
2. Provide allocation of site area by type.
3. Provide landscape details.
4. Address any issues related to the arborist report.
5. Applicant may include a side wraparound porch, up to 8' in depth and outside of the setback.

Motion Carried: 6-0.

5.II. 3257 Forrest Hills Drive

Site Plan Review

Background:

James MacDowell requested site plan review to construct a new single-family dwelling at 3257 Forrest Hills Drive, Parcel Identification Number 14-0094-0006-073-9. The property is zoned R--SF, Residential Single Family, and is subject to the Neighborhood Conservation Area, Subarea E of the Architectural Design Standards.

Staff Comments:

The Applicant must provide, and/or the site plan must be revised to address the following:

- Remove rear deck: rear setback is 10.1'. The deck is not compliant. If the deck is removed, the rear of the house is 22' and is compliant. The deck may not be built in the setback.
- Provide allocation of site area by type.
- Provide landscape details.
- Address any issues related to the arborist report.

In addition, the applicant should understand the building elevations will be reviewed by the Design Review Committee for compliance with the Architectural Design Standards and changes may be required.

MOTION ITEM: Jeanne Rast made a motion, Lucy Dolan seconded to approve the site plan request for 3257 Forrest Hills Drive subject to the following conditions:

1. Remove rear deck: rear setback is 10.1'. The deck is not compliant. If the deck is removed, the rear of the house is 22' and is compliant. The deck may not be built in the setback.
2. Provide allocation of site area by type.
3. Provide landscape details.
4. Address any issues related to the arborist report.
5. Applicant may include a side wraparound porch, up to 8' in depth and outside of the setback.

Motion Carried: 6-0.

Background:

Audrey Plummer authorized representative for the Hapeville Development Authority requested site plan approval to renovate and construct an addition to an existing commercial building located at 748 Virginia Avenue, Parcel Identification Number 14-0098-0006-001-6. The property is zoned V, Village and A-D, Arts District Overlay and is subject to the requirements for Commercial/Mixed Use Area, Subarea B of the Architectural Design Standards.

The proposed use of the site is a gallery, office and arts studio. Additional elements include a multi-use plaza which can be used for weekend markets and other events.

Staff Comments:

Staff noted the report was prepared with the application and site plan dated 3/8/2021. Calculations do not appear to be correct on the plan (e.g., total building area, building coverage, side yard setback, etc.). The variance application also shows different dimensions. The applicant should provide the correct site plan for both applications specifically noting on the correct site plan references from this report. Furthermore, the site plan shows access from an eastern property with no documentation for an easement allowing this access.

The following is a summary of the deficiencies found in the site plan application.

Site Plan Deficiencies**1. Pedestrian Access**

- a. Pedestrian access is not shown from N Central Avenue as stated in the application.
- b. Except for access from the one handicapped parking space, handicapped access is not provided without traveling along a driveway.
- c. 5' wide landscape buffer strip required between parking and right of way. Should the supplemental area parking be allowed, the 5' buffer strip is required.
- d. Per Architectural Design Standards, sidewalks are required to have a 10' clear area and 5' landscape strip along S. Central Avenue. An 8' 6" sidewalk with street trees has been provided and a 2' landscape strip.

2. Vehicular Access and Parking

- a. Driveway aprons are allowed up to 2 feet. Aprons shown are 4' each.
- b. What appears to be a shared driveway is shown on the eastern property boundary, however, not easement has been provided to the City to ensure access. Dimensions are not shown for this driveway either nor are maneuvering dimensions for the parking, should it be allowed (see below).
- c. Insufficient parking with 11 parking spaces provided; 16 are required. 4 spaces are shown in the supplemental area – parking is not permitted in the supplemental area of the site per the Architectural Design Standards.

Additional parking options should be shown, particularly as the open space is proposed for community events and gathering.

3. Setbacks

- a. Side setbacks are 15'. The site plan shows 2' and 6' 7" setbacks which are consistent with the zoning information table or the Variance application.

4. Site Plan information

- a. A development schedule was not included.
- b. Additional uses, temporary structures and future structures are referenced in the site plan, however, any approval of the Planning Commission does not extend to uses or temporary/future structures.
- c. Grading plan not shown (existing or proposed).
- d. Building square foot and coverage calculation coverages and parking requirements are not correct.

5. Engineer's Report

- a. Address all issues identified in the Engineer's report.

6. Arborist's Report

- a. Address all issues identified in the Arborist's report.

7. Architectural Design Standards

- a. Address all issues required in the Architectural Design Standards and required by the Design Review Committee as related to site design.

8. Additional uses and elements

- a. The site plan shows a future pavilion which is built in the setback. This site plan does not address or serve as an approval for future, undefined buildings. Any additional permanent structures must be reviewed, when design is complete, by the City.
- b. The application references temporary stalls and a vintage camper. This site plan does not address nor serve as an approval for those elements. All uses are subject to review of the V, Village Zoning District, the Arts District Overlay and other sections of the City Code of Ordinances.
- c. Signs must be applied for separately and meet all City ordinance requirements.

Variances Requested

- 1. Side setback requirement is 15'.
- 2. Reduced parking to 11 spaces instead of 16 as required.
- 3. Lot coverage increased to 77.7% - not 77%.

Commissioner Martin asked the proposed use of the open space. Ms. Plummer stated the open space would be used as a multi-use plaza for events and outdoor markets.

Commissioner Davis asked if the open space would be open to the public. Ms. Plummer stated that the space would be open to the public and utilized as a community event space. Economic Development Consultant David Burt stated that the space would not be fenced in, but bollards would be installed.

Commissioner Dolan asked if there would be a buffer between the plaza and the street. Mr. Burt stated the bollards would act as a barrier between the street traffic and the plaza.

Commissioner Davis stated she is excited about the project and happy to see it come into fruition.

Chairman Wismer asked if the Development Authority had approved the project. Development Authority Chairman, Katrina Bradbury stated yes.

MOTION ITEM: Jeanne Rast made a motion, Lucy Dolan seconded to approve the site plan request for 748 Virginia Avenue subject to the deficiencies outlined in the Staff reports and give a favorable recommendation to the Design Review Committee to grant an administrative waiver for parking within the supplemental area upon clarification of parking area and a favorable recommendation to the Board of Appeals for the requested variances. Motion Carried: 6-0.

5.IV. 3264 Springhaven Avenue

Preliminary Plat Review

Background:

Stillwood Development, LLC requested preliminary plat review to construct 58 single-family homes, an amenities area, and common areas at 3264 Springhaven Avenue, Parcel Identification Number 14-0098-0009-048-4. The property is zoned P-D, Planned Unit Development.

Staff Comments:

The preliminary plat should address the issues raised in the Engineer's report.

The Community Services Director is making a determination regarding the additional right-of-way from Stillwood Drive and Springhaven Avenue.

Once the necessary revisions are made, the preliminary plat may be approved with the understanding the applicant shall comply with all other zoning rules, regulations, covenants, and easements of record.

Commissioner Davis asked if there are any potential issues or impacts to the soil.

Jonathan Hicks, Project Engineer, stated the soil will impact the construction and they are awaiting the soil test to determine the type of foundation system for the homes.

MOTION ITEM: Cliff Thomas made a motion, Lucy Dolan seconded to approve the preliminary plat application for 3264 Springhaven Avenue subject to the deficiencies outlined in the Staff reports. Motion Carried: 5-1, Larry Martin opposed.

Background:

Stillwood Development, LLC requested site plan review for the construction of 58 single-family homes at 3264 Springhaven Avenue, Parcel Identification Number 14-0098-0009-048-4. The property is zoned P-D, Planned Unit Development.

The site includes 58 alley-loaded single-family units fronting on the adjoining streets or common greenways, a pool and dedicated greenspace.

Staff Comments

Site specific standards were set by the Design Review Committee at their February 2021 meeting. The single-family dwellings to be on the site are subject to the requirements for Neighborhood Conservation Area of the Architectural Design Standards.

Staff recommends approval of the site plan with the following conditions.

- Show all driveways should have a minimum 1-ft landscape strip to adjacent SFH.
- Provide greenspace plan to confirm calculation.
- Show typical lighting example. Additional pedestrian level lighting should be provided along internal greenspaces and exterior sidewalks. See Atlanta Avenue lighting as an example.
- Continue paving materials across intervening driveway.
- Include private garbage collection will be required for the site as the layout will not accommodate the City garbage trucks.
- Provide details of units, square footage and bedroom/bathrooms.
- Provide impervious surface allocation by site area type.
- Provide landscaping plan for main thoroughfare – not just limited to trees.
- Provide cross sections for driveways and sidewalks.
- Provide dimensions to demonstrate that minimum single-family dwellings have a minimum separation of 5-ft between the eaves (minimum 7-ft between the walls)
- Address any outstanding issues with Tree Conservation Ordinance as per City Arborist report.
- Address any outstanding issues on the Engineer's Report.

It is understood the building elevations will be reviewed by the Design Review Committee for compliance with the Architectural Design Standards and the sign permit applications will be reviewed separately.

The following P-D requirements will be addressed during Design Review:

- Plans shall add architectural element onto the pedestrian ways from the public right of way.

- Single family homes (SFHs) along public right a way should enfront or have the appearance of enfronting the public right of way.
- SFH plan side elevations with non-adjacent homes shall require fenestration.
- Mechanical units should be screened from public right of way and interior streets.
- Plans shall provide landscaping to screen parking pads from pedestrian way or interior streets, esp. to screen the end of the tandem parking pads.
- For a SFH allow the maximum height to be based on the average height of the roof from the average grade of the four-sides of the SFH.
- Retaining walls shall be considered as part of the character of the development and reviewed and approved by the DRC.

Commissioner Martin expressed concerns regarding the distance between each home and the potential fire hazard and the traffic and noise impact on the existing neighborhood.

Jonathan Hicks stated the building guidelines require 5' of separation for each home and the current plan is 7' apart.

MOTION ITEM: Jeanne Rast made a motion, Charlotte Rentz seconded to approve the site plan request for 3264 Springhaven Avenue subject to the deficiencies outlined in the Staff reports. Motion Carried: 5-1, Larry Martin opposed.

6. Next Meeting Date – Tuesday, May 11, 2021 at 6:00PM

7. Adjourn

MOTION ITEM: Larry Martin made a motion, Jeanne Rast seconded to adjourn the meeting at 8:19 p.m. Motion Carried: 6-0.

Respectfully submitted by,

Chairman, Brian Wismer

Secretary, Adrienne Senter