The Town of Clayton
Clayton Planning Board Minutes
Monday, March 27, 2017 @ 6:00 PM
Town Council Chambers

BOARD MEMBERS PRESENT:
George "Bucky" Coats
Bob Ahlert
Marty Bizzell
James Lipscomb
Sarah Brooks
Stephen Powers
Ross Benson
Randy Wilkins

STAFF PRESENT:
David DeYoung, Planning & Development Director
Jay McLeod, Senior Planner
Haley Hogg, Planner
Christy Anastasi, Clerk to the Board
Michael Grannis, Mayor Pro-Tem
Bob Satterfield, Council Member

MEMBERS ABSENT:
Frank Price

1 CALL TO ORDER

a) Mr. Ahlert called the meeting to order at 6:00 p.m.

2 SWEARING IN/AFFIRMATION OF APPOINTED MEMBERS

a)
- Ross Benson
- Randy Wilkins

Mr. Benson was administered the oath of office via swearing in and Mr. Wilkins was administered the oath of office via affirmation by Christy Anastasi, Board Clerk.

3 ROLL CALL

a) Mr. DeYoung completed roll call. All board members were present except Mr. Frank Price. Mayor Pro-Tem Michael Grannis and Council Member Bob Satterfield were both present.

4 ADJUSTMENT OF THE AGENDA

5 APPROVAL OF MINUTES

a) February 27, 2017 DRAFT Minutes

ACTION: Approval of Minutes

Motion: Board Member Brooks
Second: Board Member Coats
Vote: Unanimous

6 **REPORTS AND COMMENTS**

7 **OLD BUSINESS**

8 **NEW BUSINESS**

a) Southeast Area Study

Mr. Alex Rickard with Capital Area Metropolitan Planning Organization (CAMPO), provided an update on the Southeast Area Study (SEAS). Mr. Rickard stated the purpose of the project is to identify existing and future land use patterns and the impact on the transportation system. Mr. Rickard stated that two committees were established one of which has included some of the Planning staff and as well as the Planning Director. The Planning Director and planning staff have been included in the process since day one. The recommendations provided should reflect the interest of the Town. This study has been in the works for over two years now. The study is to help with future land use patterns. There needs to be goals to construct future land use that would achieve the area's goals. Two public meetings were held one on October 8, 2015 and the other January 12, 2017. These meetings were to establish a long range plan and to provide public involvement. The study objective is to have an overall Comprehensive Transportation Plan will produce project priorities that will be included in the Metropolitan Transportation Plan. The SEAS has completed work on setting transportation goals and establishing themes for focus in this area. Local plans and policies have been reviewed and a Preferred Growth Scenario as been established. Mr. Rickard provided an overview of the current plans, policies and goals that have been developed for Clayton. The SEAS identifies 18 implementation strategies for this area that can help area communities work together to achieve land use outcomes. Mr. Rickard stated three implementation strategies that are recommended for consideration for Clayton are; Strategy 1: Encourage Higher Densities in Key Locations, Strategy 2: Encourage Mixed-Use Development and Strategy 3: Coordinate Capital Investment Plans for Key Infrastructure. Mr. Rickard went into detail as to the benefits and how to achieve each strategy. A request was made to recommend endorsement of the study to the Town Council.

ACTION: Endorsement to Clayton Town Council

Motion: Board Member Lipscomb
Second: Board Member Bizzell
Vote: Unanimous

b) 2017-20-RZ Gateway Drive, Lot 6

Ms. Hogg presented a request is to rezone property located from Highway Business Special Use Permit (B3-SUD) to Office-Institutional (O-I). Currently the property is a vacant lot. The applicant Windswept Properties is preparing the property for future development. The surrounding properties are zoned Office-Institutional. The zoning is consistent with the 2040 Comprehensive Plan. Staff is recommending approval of the rezoning from Highway Business to Office-Institutional. Mr. Eric Janis, Windswept Properties, stated he wanted to prepare the lot for future plans to sale. However, there are currently no plans to development at this time.

ACTION: Approval of Rezoning

Motion: Board Member Coats
Second: Board Member Lipscomb
Vote: Unanimous

c) 2017-07-SP Abbington Forest Apartments

Mr. Jay McLeod stated this is a request for a Major Site Plan in conjunction with a Special Use Permit to allow 72 apartments units on an existing 4.94 acre vacant - undeveloped parcel. The applicant is requesting three apartment buildings three stories high, one clubhouse and amenities area for residents. The main driveway proposed would be located off of US HWY BUS 70 West. The access would be a right-in, right-out only. The applicant is also proposing two stub-outs within the development to provide future connections to adjacent properties. Required parking is 141 spaces proposed parking is 143 spaces. Mr. McLeod stated the adjacent property has a private driveway and staff would have liked to have had this as a shared driveway. However, the adjacent property owner declined. A mail kiosk is proposed for the property. A Traffic Impact Analysis was prepared and submitted by VHB Engineering and the study concludes that the proposed development has minimal impact on the nearby intersections. A 100-foot deceleration lane is necessary at the project entrance. Mr. McLeod stated that staff has concerns that the applicant's design of the site plan has been rushed due to timeframes established by the applicant to meet and approval deadlines with the state. There are still a few small areas proposed that are on the site plan that do not meet the approval criteria set forth in the UDC. Mr. McLeod stated these items include landscaping/utility conflicts, mail kiosk location and dumpster configurations. Therefore the parking would have to be looked at again after the revision of the dumpster location change and if the placement meets fire codes. The parking is very tight and staff is not favorable. The property is not consistent with the 2040 Comprehensive Plan. The future land map designates this property as "Employment Center". The proposed use is not what was envisioned within the future land use map. In addition the applicant has requested a wastewater allocation. This request includes all apartment units and clubhouse. The Public Works Director has reviewed this allocation request and the request shall go to Town Council for final review. Staff is recommending denial or postponement until the April 24, 2017 Planning Board meeting. There was some concern among board members as to if all adjacent property owners were notified. Mr. McLeod stated staff will double check on the property lines. Representing the applicant were as follows Mr. Michael Birch, Morningstar Law Group, Mr. Jason Gaston, Valor Engineering, Mr. Sean Brady, ReaVentures Group and Mr. Lyle Overcash, VHB Engineering. The applicant went over the exterior elevations. 40% brick 60% hardy plank. The site offers a clubhouse and several amenities for the residents. Several comparison photos of completed properties were provided. It was stated the mailbox kiosk location has been taken care of and approval has been received from the Clayton Post Master that the property can be accommodated by the local post office. The dumpster original location did not meet fire code however, all of the dumpsters have been moved to a different location on the property. Also, the dumpsters have been upgraded in size. The applicant stated that they came tonight with a revised site plan addressing the following issues: landscaping/utility conflicts, mail kiosk location and dumpster configurations. The applicant stated that they are willing to make any type of changes in order to meet all of the needs and codes of the Town. Mr. DeYoung stated that the applicant is much closer to meeting all of the code requirements. Mr. DeYoung stated to postpone the Site Plan would be in the best interest of staff at this time. It was discussed whether the Special Use Permit could move forward to Town Council. However, the plans that would be submitted to Town Council would be the same plans seen by Planning Board at the March 27, 2017 meeting. Mr. DeYoung stated this would not be the normal process. The board discussed the time line as to the applicants time frame. The applicant stated the deadline is in early May in order to receive tax credit financing. The Special Use Permit would need to move on to Town Council's work session on April 17, 2017. The applicant requested that the Site Plan be tabled until the April 24, 2017 Planning Board meeting and the Special Use Permit be denied in order to move on the Town Council. The board had lengthy discussion about tabling the site plan until the April 24, 2017 Planning Board meeting.

ACTION: Tabled until the April 24, 2017 Planning Board Meeting.

Motion: Board Member Lipscomb
Second: Board Member Bizzell
Vote: Unanimous

d) 2017-08-SUP Abbington Forest Special Use Request.

Mr. DeYoung stated the applicant is requesting a Special Use Permit to allow multi-family apartments. A SUP is required on all multi-family developments. The property is located at 12282 U.S. 70 Business with a total acreage of 4.939 and is currently vacant. A total of 72 apartments are planned for this development. Along with a clubhouse with an amenities area and all associated infrastructure. Proposed is 143 parking spaces. Two dumpsters and one recycling area will be provided. A traffic impact analysis was provided. One right-in-right-out driveway is proposed. The applicant is also requesting a wastewater allocation requested is 20,285 gallons per day. This request includes the apartment units, as well as the clubhouse. The applicant has addressed the approval criteria, however the applicant is not compliant with the Findings of Fact number two, which is consistency with adopted plans and policies. The applicant will remain inconsistent until the site plan meets all code requirements. The applicant stated that they would request denial of the SUP based on the site plan currently not being in compliance with the code.

ACTION: Denial of Special Use Permit

Motion: Board Member Bizzell
Second: Board Member Brooks
Vote: Unanimous

9 INFORMAL DISCUSSION AND PUBLIC COMMENT

a) Mr. Lipscomb requested a Technical Review Committee agenda. Mr. DeYoung stated that he would get with staff and discuss the best way to inform the Planning Board as to what has been submitted and what projects would move forward to the Planning Board.

10 ADJOURN

a) With there being nothing further, the meeting was adjourned at 7:55 p.m.

Motion: Board Member Powers
Second: Board Member Coats
Vote: Unanimous

Frank Price
Frank Price, Chair

ATTEST:

Christy Anastasi
Christy Anastasi, Clerk to the Board