

Athens City Planning Commission
Minutes of Regular Meeting
Thursday, August 3, 2017, 12:00 p.m.

The regular meeting of the Athens City Planning Commission was held in the Council Chambers, third floor, at City Hall on August 3, 2017.

Attendees:

1. **Call to Order**

RJ Sumney called the regular meeting of the Planning Commission to order at 12:06 p.m. and administered the oath to all who intended to speak before the commission. Quorum was established.

PLANNING COMMISSION MEMBERS:

RJ Sumney, Chair Present
Christy Zempter Present
Nancy Bain, Vice Chair..... Present
Steve Patterson, Mayor Present
Paula Horan Moseley, Service-Safety Director..... Absent

STAFF:

Paul Logue, City Planner Present
Rick Sirois, Code Enforcement Director..... Present

2. **Disposition of Minutes**

RJ Sumney moved to accept the July 20, 2017 minutes. Christy Zempter seconded. All present voted aye. Motion passes 4:0, one absent.

3. **Cases**

None

4. **Communications**

Oakview Dermatology

Rick Sirois: Oakview Dermatology is planning on building at 2111 East State Street. Tim Snider will present for Oakview Dermatology.

Tim Snider/President of CM Midwest, Albany, Ohio

- Zach Hedrick/CFO for Oakview Dermatology, and Clinton Kuenzli/The Buckley Group in attendance as well.

- Location is on the service road by Holzer. The property was purchased about 2 months ago from Holzer Medical. The parcel is 3.8 acres with 1.5 acres in the floodway. The building site is out of floodway and poses no issues.
- 20,000 sq. ft. 2 story medical building.
- Oakview will occupy 2/3-3/4 of it. There are some future tenant spaces for complementary medical services.
- Met with Dr. Sammons and Zach Hedrick about the design of the building which will be constructed of steel with a wood roof truss, and include cement board siding and stacked stone, a portico for patient drop-off, and a 2-story waiting area with a bridge across the second floor.
- The Title 41 plan has been submitted and Andy Stone has responded with some minor comments. They will make the changes and resubmit.
- They are providing 117 parking spaces which exceeds the requirement.
- David Ingram with Shade Tree Commission met with him on site and reviewed their planting plan. They have 44 conforming shade trees; they will attempt to place all out of the floodway. The Shade Tree Commission is requiring a letter from them stating that they will allow the floodway area to reforest naturally. They have complied with this.
- Floorplan is a typical medical office building, 2 stop elevator and will have sprinkler system.
- Traffic pattern: to create a flow will have 2 curb cuts one way enter & one way exit back on to the service road.

Discussion

RJ Sumney: Inquired about the number of disabled parking spaces and their locations.

Tim S.: There are 3, 2 on the east side of the building and one on the west side.

Christy Zempter: Looking at the 2 that are together, the space in the middle will need to be used as an access aisle.

Clinton K.: This was their intention; he will hash that space to make it clear that it is an access.

Steve Patterson: The number of disabled spaces is low. There is a ratio.

Christy Zempter: The requirement is about 4-5 handicapped spaces per 100 parking spaces.

RJ Sumney: Inquired about where the recycle and waste is located.

Clinton K.: This is indicated on page 1 it is labeled on the western line of the parking lot

Christy Zempter: Inquired about the screening details for the recycling and trash.

Steve Patterson: Is this the parcel that recently went through a lot split? Is this the one closer to Holzer?

Tim S.: This is on the other side.

RJ Sumney: Inquired about the plan for signage, beyond what is on the building.

Tim S.: There will be directional signage, but they have no details yet. Will have details when they come back two weeks from today. May have a pedestal sign out front.

Rick Sirois: They are going forward to the Shade Tree Commission next week.

Bylaws and Rules of Order

RJ Sumney: Continuing the process on establishing a structure for the bylaws and rules of order for the Planning Commission. He read through the draft document and took comments and questions after each article.

Article I: Membership

- No Comments

Article II: Officers and Duties of Members and Staff

- No Comments

Article III: Meetings

- Section 1
 - The public announcement should be changed to a minimum of 3 days' notice.
- Section 2
 - Presentation time limit should be 5 minutes with the option for the chair to extend at his/her discretion.
 - Work sessions and special sessions should be addressed separately or a clarifying sentence should be added that states that special sessions follow the same rules as a regular session.
 - Work session may need to be defined more clearly, or need to be addressed separately.

Christy Zempter: There is a typo in the draft that should be corrected - Article V: Voting should be Article IV: Voting, and so on.

Article IV: Voting

- Section 2
 - Supermajority requirement, rather than allowing an affirmative vote of 2 to pass when only a quorum of 3 is present. In the second sentence, strike "Where only the minimum quorum is present" and change "two" to "three".
 - Notification of attendance requirement from the commissioners. Applicant could have the option to come to a meeting with a full quorum.
- Section 4
 - Substitute "personal interest" with "conflict of interest".

Article V: Public Hearings

- No Comments

Article VI: Business Procedures

- Section 4
 - Define "agent" because there can be consequences to sending someone who can't answer questions? In the communications phase identify who we need to hear from and the questions we have, so that the proper individuals attend when it comes forward as a case.

Discussion

RJ Sumney: Any items that weren't covered in this draft?

Nancy Bain: Site visits.

Steve Patterson: This would be an example of a working session.

Paul Logue: He will clean up the draft/track changes and have it ready for the next meeting.

Rick Sirois: Article VI Section 1, change “12pm” to “close of business” or “4pm”

Christy Zempter: Concur with Paul regarding have a tracked changes document prior to the next meeting. Have the Law Director review as well.

5. **Report from City Planner and Director of Code Enforcement**

Paul Logue

- Uptown parking study is ongoing. His intern has been interviewing business owners and managers; met with about 9 of them so far. Will be starting a survey process, but they will delay until the fall when school is back in session. Maybe September 4 or 5.

Steve Patterson: Still planning the aerial survey?

Paul Logue: They are working with Scott and Ryan on the FAA regulations.

Rick Sirois

- Grass: additional rain has increased calls to Code on height of grass and weeds going to seed.
- Gutters: not being cleaned. They have been working with the City-County Health Department to reduce the # of insects. Gutters harbor mosquito larvae. In addition, water is being retained and can rot the wood.

Steve Patterson: Anything in Code?

Rick Sirois: Yes, Code does address this.

6. **Opportunity for Citizens to Speak**

None

7. **Announcements & Other Business**

None

8. **Adjournment**

The meeting was adjourned at 1:17 p.m.

RJ Sumney, Planning Commission

Patricia Witmer, City of Athens