

A regular scheduled meeting of the **Planning Commission** was held on Thursday, January 6, 2022, at 6:00 p.m., in the Board Chambers of Town Hall.

Staff members present were: Development Director, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Town Attorney, Mr. Nathan Bicks; Town Attorney, Mr. Josh Whitehead; Assistant Town Planner, Ms. Nancy Boatwright; Deputy Town Engineer, Mr. Tim Gwaltney; Planner, Mr. Scott Henninger; Chief of Fire Prevention, Mr. Todd Johnson; Administrative Specialist, Sr., Ms. Lynette Denzer; and Administrative Specialist, Sr., Ms. Gina Salvatore.

Pledge of Allegiance

Chairman Cotton led the Pledge of Allegiance.

Roll Call to establish a Quorum

Cotton – Present, Rozanski – Present, Kilmurray – Present, Goddard – Present, Given – Present, Jordan – Present, Green – Present, Sunkara – Present, Worley – Present.

Quorum Present.

Election of Officers

Chairman Cotton called for a nomination for Chairman for the PC for 2022

Motion by Commissioner Jordan, and seconded by Commissioner Rozanski, to nominate Greg Cotton to serve as Chairman for 2022.

Chairman Cotton accepted the nomination.

Hearing no other nominations, Chairman Cotton closed the nominations and called for a vote.

Roll call:

Kilmurray – Yes, Goddard – Yes, Given – Yes, Jordan – Yes, Green – Yes, Sunkara – Yes, Worley – Yes; Rozanski – Yes; Cotton – Yes.

Motion approved.

Chairman Cotton called for a nomination for Vice-Chairman for the PC for 2022.

Motion by Commissioner Given, and seconded by Commissioner Worley, to nominate Scott Rozanski to serve as Vice-Chairman for 2022.

Mr. Rozanski accepted the nomination.

Hearing no other nominations, Chairman Cotton closed the nominations and called for a vote.

Roll call:

Goddard – Yes, Given – Yes, Jordan – Yes, Green – Yes, Sunkara – Yes, Worley – Yes; Rozanski – Yes; Kilmurray – Yes, Cotton – Yes.

Motion approved.

Chairman Cotton called for a nomination for Secretary for the PC for 2022.

Motion by Commissioner Kilmurray, and seconded by Commissioner Goddard, to nominate Jeremy Given to serve as Secretary for 2022.

Commissioner Given accepted the nomination.

Hearing no other nominations, Chairman Cotton closed the nominations and called for a vote.

Roll call:

Sunkara – Yes, Worley – Yes; Rozanski – Yes; Kilmurray – Yes, Goddard – Yes, Given – Yes, Jordan – Yes, Green – Yes, Cotton – Yes.

Approval of Minutes

Chairman Cotton asked if there were any changes or corrections to the minutes from the December 2, 2021, meeting.

Hearing none, Chairman Cotton called for a motion.

Motion by Commissioner Rozanski, and seconded, to approve the minutes from the December 2, 2021, meeting.

Hearing no discussion, Chairman Cotton asked Ms. Salvatore to call the roll.

Roll call:

Rozanski – Yes, Kilmurray – Yes, Goddard – Yes, Given – Abstain, Jordan – Yes, Green – Abstain, Sunkara – Abstain, Worley – Abstain, Cotton – Yes.

Motion Approved.

Approval of Agenda

Chairman Cotton asked if there were any additions or deletions to the Agenda.

Mr. Groce stated there are no additions or changes to the agenda. However, the item on the Consent Agenda needs an additional Condition of Approval to be added since the agenda was published. The Applicant is in agreement with the additional condition.

Chairman Cotton called for a motion to approve the Agenda as amended.

Motion by Commissioner Rozanski, and seconded, to approve the amended agenda.

Chairman Cotton asked Ms. Salvatore to call the roll.

Roll call:

Given – Yes, Jordan – Yes, Green – Yes, Sunkara – Yes, Worley – Yes; Rozanski – Yes; Kilmurray – Yes, Goddard – Yes, Cotton – Yes.

Motion Approved.

Approval of Consent Agenda

Chairman Cotton called for a motion to approve the Consent Agenda. It includes one item with the additional condition added.

Motion by Commissioner Goddard, and seconded, to approve the Consent Agenda.

Chairman Cotton asked Ms. Salvatore to call the roll.

Roll call:

Jordan – Yes, Green – Yes, Sunkara – Yes, Worley – Yes; Rozanski – Yes; Kilmurray – Yes, Goddard – Yes, Given – Yes, Cotton – Yes.

Motion Approved.

CONSENT AGENDA

6. a. Case # 219318 – 327 Revell Cove – Request approval of a 960 square foot residential accessory structure.

MOTION: To approve a 960 square-foot residential accessory structure at 327 Revell Cove subject to the conditions in Exhibit 1.

CONDITIONS OF APPROVAL

1. Before a building permit is issued for the accessory structure, the applicant shall work with a surveyor and the Town to re-record the 2000 Hinton Hills Subdivision Plat to show the additional property acquired by deed in 2007 and per PC02-38. A "delta" shall be used to denote the change and the reason for the plat re-recording shall be noted on the revised plat. The applicable signature blocks shall be provided on the revised plat per the Subdivision Regulations.
2. The accessory structure shall not be located any closer to a property line than it is tall. Residential accessory structures are limited to 14 feet in height, as measured to the midpoint of the roof.
3. The materials and colors of the accessory structure shall be compatible with the principal structure.
4. Only two (2) accessory structures are permitted, the existing accessory structure located at the end of the driveway shall be removed prior to issuance of the Certificate of Occupancy for the new accessory structure.

EXHIBITS
The staff report and the following:
1. Example Conditions & Next Steps (12/30/21)
2. Cover Letter (received 12/09/21)
3. Property Location & Principal Residence Sketch
4. Plot Plan of the Subject Property
5. Rendering of the Accessory Structure
6. Aerial Photo of nearby Accessory Structures
7. Photos of the Primary Residence
8. Deed of Additional Property (05/31/07)
9. Staff Report for Lot #20 Plat (05/03/07)

FORMAL AGENDA

7. a. Case # 73524 – Resolution 2021-37 – The Parke at Houston Levee Planned Development (PD) – Request approval of a Mixed-Use PD on 150.89 acres located on the west side of Houston Levee Road north of SR 385.

Ms. Nancy Boatwright reviewed the Staff report which is included in the record as an exhibit. She noted that deferral is appropriate given the number of conditions and how the conditions need to be met before the PD goes before the BMA.

Chairman Cotton asked if there were any questions for Staff.

A discussion ensued about the different facets of the project. A primary concern is the Town's sewer capacity and not allowing development to occur without taking capacity into account. Towards that end, a sewer study is being completed soon to determine the capacity. Additional concerns were addressed regarding the maximum height of the condominiums currently planned for the project--the height of which cannot exceed 70 ft but could also be limited by the building code applied in later plans per conditions of approval.

Chairman Cotton asked the applicant to come forward.

Mr. Kevin Vaughn, 1115 Halle Park Circle, came forward and addressed the Commissioners.

Mr. Vaughn outlined the project and how the different areas are being developed. He further discussed each disputed condition of approval as noted in Exhibit 10 and said they agreed with most of the conditions in Exhibit 6.

Mr. James Collins, Kimley-Horn Associates, 5750 Poplar Ave, Memphis, spoke to the Commission regarding the future development and potential traffic issues as the site develops through the various phases.

Hearing no more discussion, Chairman Cotton called for a motion.

Motion by Commissioner Goddard, and seconded, to approve Resolution 2021-37 – The Parke at Houston Levee Planned Development (PD) a Mixed-Use PD on 150.89 acres located on the west side of Houston Levee Road north of SR 385 with Staff conditions removing or amending conditions 11, 27, 40, 57, 69, 78.

Chairman Cotton asked if there was any discussion.

Commissioner Kilmurray expressed reservation approving a PD project that is in opposition to recent amendments to the planned development regulations that were recently passed.

Further discussion ensued regarding permitted encroachment into required in side yards and an additional condition (#103) was discussed that was agreed upon by applicant to more closely match the current zoning regulations.

A new condition (#104) was also discussed to clarify when gas pumps would be allowed by right. The maker of the motion and the second agreed to these amendments.

- EXHIBITS**
- The staff report and the following:
1. Applicant's Cover Letter (12/1/21)
 2. Requested Exceptions to Zoning Ordinance (12/27/21)
 3. Traffic Impact Analysis (1/5/21)
 4. Neighborhood Meeting Summary (1/2/18)
 5. Bulk Requirements Comparison by Area (12/30/21)
 6. Resolution 2021-21 (5/24/21)
 7. Ordinance 2021-02 (5/24/21)
 8. Applicant's Projected Sewer Flows (12/14/21)
 9. Resolution 2021-37 (12/30/21)
 - a. Attachment A – The Parke at Houston Levee PD Outline Plan (12/14/21)
 - b. Attachment B – The Parke at Houston Levee PD Pattern Book (12/14/21)
 10. The Parke PD-Disputed Conditions (#11,15a &15c, 27, 40, 57, 69, & 78)

Hearing no further discussion, Chairman Cotton asked Ms. Salvatore to call the roll on the amended motion.

Roll call:

Green – Yes, Sunkara – Yes, Worley – Yes; Rozanski – Yes; Kilmurray – No, Goddard – Yes, Given – Yes, Jordan – Yes, Cotton – Yes.

Motion Approved.

Other Business:

Chairman Cotton asked if there was any Other Business.

Mr. Groce discussed future training in late January or early February.

Hearing no further business, Chairman Cotton adjourned the meeting at 8:59 pm.

Secretary, Commissioner Jeremy Given