

A scheduled meeting of the Planning Commission was held on Tuesday, July 2, 2024, at 6:00 p.m., in the James H. Lewellen Board Chambers in Town Hall, at 500 Poplar View Parkway.

Staff members present were: Assistant Town Administrator, Mr. Adam Hamric; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Ms. Donquetta Singleton; and Administrative Specialist, Sr., Ms. Lynette Denzer

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**Pledge of Allegiance**

Acting Chairman Rozanski led the Pledge of Allegiance.

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**Roll Call to establish a Quorum**

Worley	Goddard	Virani	Green	Rozanski	Jordan	Fletcher	Given	Cotton
Present	Present	Absent	Present	Present	Present	Present	Present	Absent

**Quorum Present**

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**Approval of Minutes**

Acting Chairman Rozanski asked if there were any changes or corrections to the minutes from the June 6, 2024, meeting.

Hearing none, Acting Chairman Rozanski called for a motion.

***Motion by Commissioner Green, and seconded, to approve the minutes from the June 6, 2024, meeting.***

Hearing no discussion, Acting Chairman Rozanski asked to call the roll.

**Roll call:**

Goddard	Virani	Green	Jordan	Fletcher	Given	Worley	Cotton	Rozanski
Yes	Absent	Yes	Yes	Abstain	Yes	Yes	Absent	Abstain

**Motion Approved**

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**Approval of Agenda**

Acting Chairman Rozanski asked if there were any additions or deletions to the agenda.

Mr. Groce stated there were no changes to the published agenda, a citizen comment card has been submitted. Mr. Groce outlined next steps.

Acting Chairman Rozanski called for a motion to approve the agenda.

***Motion by Commissioner Green, and seconded, to approve the agenda.***

Acting Chairman Rozanski asked to call the roll.

**Roll call:**

Virani	Green	Jordan	Fletcher	Given	Worley	Goddard	Cotton	Rozanski
Absent	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes

**Motion Approved**

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**Citizen Comments**

Acting Chairman Rozanski called for citizen comments.

Mrs. Sarah Williams, 1191 Snowden Farm Cove, expressed concerns regarding pre-existing drainage issues to the north side of her property. McCarty Granberry will provide the homeowner a copy of the drainage study done for Case #241812 a Final Subdivision Plat pending for 5050 Holmes Oaks Drive. The Town Engineer will be informed of her concerns.

Hearing no further comments, Acting Chairman Rozanski moved forward with the meeting.

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**Approval of Consent Agenda**

Acting Chairman Rozanski called for a motion to approve the Consent Agenda.

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

Acting Chairman Rozanski called for Discussion.

Hearing no discussion further, Acting Chairman Rozanski asked to call the roll.

**Roll call:**

Green	Jordan	Fletcher	Given	Worley	Goddard	Rozanski	Virani	Cotton
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent

**Motion Approved.**

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## CONSENT AGENDA

### 7. a. Case #241812 - Holmes Oaks Subdivision (Resubdivision of Lot 5) - Request approval of a Final Subdivision Plat (Major) consisting of 4 single family residential lots, including an existing home, located at 5050 Holmes Oaks Drive.

**MOTION: To approve the Final Subdivision Plat for Holmes Oaks Subdivision (Resubdivision of Lot 5), subject to the conditions in Exhibit 1.**

#### CONDITIONS OF APPROVAL

1. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. Pursuant to Article II, Section 6(F) of the Subdivision Regulations and §151.313 of the Zoning Ordinance, this Final Subdivision Plat will expire on 10/5/28 (five years from the PC's approval date of the Preliminary Subdivision Plat). The plat must be recorded on or before this date.
3. The plat shall be labeled as a "Final Subdivision Plat" in the data chart and title blocks on both sheets, not a "Preliminary Plat".
4. Before the Final Plat can be recorded, provide documentation to support the claim that a centralized mail area is not required by the USPS for this resubdivision.
5. Add a note that all lot owners are subject to the Covenants and Restrictions (if applicable) and cite the recorded instrument number.
6. Special design considerations may be applicable to new dwellings constructed to address the concerns of the Fire Marshal. Add this note to Sheet 2: "Buildings or structures exceeding 2,000 square feet and set back more than 300 feet from a public road are required to install a NFPA 13D fire protection system. Driveways greater than 150 feet long are required to be at least 20 feet wide with an all-weather surface."
7. Add this note to Sheet 2: "New water service to be installed via directional bore."
8. Add a note explaining the purpose of the pedestrian easement.

#### EXHIBITS

The staff report and the following:

1. Example Conditions of Approval (6/28/24)
2. Cover Letter (5/20/24)
3. Traffic Letter (5/20/24)
4. Drainage Narrative (5/20/24)
5. 11/13/23 BMA Meeting Minutes Excerpt
6. Final Plat Recording Checklist
7. Holmes Oaks Subdivision (Resubdivision of Lot 5) Final Plat (received 5/20/24)
8. Holmes Oaks Subdivision Construction Drawings (received 5/20/24)

**7. b. Case #241753 - Schilling Farms PD, Phase 74 (Retail Lots 2 & 3) - Request approval of a Final Subdivision Plat on 4.0 acres for two (2) lots located north of Principle Avenue, south of Poplar Avenue and west of Schilling Boulevard West.**

**MOTION: To approve the Final Subdivision Plat (Exhibit 4) for Schilling Farms PD, Phase 74, subject to the conditions in Exhibit 1.**

**CONDITIONS OF APPROVAL**

1. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. Record the Final Plat for Schilling Farms Phase 72 prior to the recording of Phase 74.
3. The Final Plat must be approved by the Planning Commission and recorded before any building permits can be issued for buildings on Lot 5 and 6.
4. For a Final Subdivision Plat (minor): Pursuant to Article II, Section 6(F) of the Subdivision Regulations and §151.313 of the Zoning Ordinance, this Final Subdivision Plat will expire on July 2, 2027, (after three years). The plat must be recorded on or before this date.
5. At the time of recording, provide the appropriate seals/stamps on each sheet of the plat.
6. Label the adjacent property owners.
7. Use a bold line weight around the perimeter of the subject property being divided.
8. Label Principle Avenue as "private".

EXHIBITS
The staff report and the following:
1. PC Conditions of Approval (6/28/24)
2. Applicant's Cover Letter (5/15/24)
3. Updated Traffic Memo (5/13/24)
4. Drainage Narratives Phases 75 & 76 (5/15/24)
5. Final Plat Recording Checklist (5/15/24)
6. Final Subdivision Plat (5/15/24)
7. Proposed Lots 5 & 6 Site Layouts (5/15/24)

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**Other Business:**

**9. a. Review and Discuss Potential Amendments to the Zoning Ordinance and Town Code**

Mr. Groce stated a memo has been presented to the Planning Commission with potential amendments to the Zoning Ordinance and Town Code. The Commission has requested a work session be planned to further discuss these items.

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Hearing no further business, Acting Chairman Rozanski adjourned the meeting at 6:10 pm.

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Secretary, Commissioner Jeremy Given