

## **Cold Spring Planning & Zoning July 9, 2014**

The regular meeting of the Cold Spring Planning and Zoning Commission was called to order by Chairman Peter Glenn. Pledge to the flag was led by the city clerk. Roll call showed the following present – Peter Glenn, Alan McCullough, Donna Schmidt, and Vince Sticklen – excused were Robin Hahn, Dave Thiem and Tony Ponting. A quorum was present for this meeting. Also present were City Clerk Rita Seger, City Attorney Brandon Voelker, and Campbell County Planning and Zoning Member Ryan Hutchinson.

Chairman Glenn pointed out the exits from the building, per Fire Department regulations.

The June 11, 2014 regular meeting minutes were reviewed by all. Alan McCullough made a motion to approve these minutes and Donna Schmidt seconded motion. All were in favor. Motion carried.

Chairman Glenn stated that he signed a final plat for Granite Spring Phase 32, Building 29. Vince Sticklen made a motion for approval and Alan McCullough seconded the motion. All were in favor. Motion carried.

Chairman Glenn opened public hearing #133-14-SPD-01, **site plan for the remodel and parking expansion of an existing building at 4112 Alexandria Pike.** Ryan Hutchinson, Campbell County Planning and Zoning, reviewed the site in question with a slide presentation, and reviewed the location, the topography, the zoning, and considerations as listed in Staff report dated June 27, 2014. He stated that the existing building will remain and be remodeled for Combined Public Communications. There will be a drive aisle and an access on the north side of the property, and they will decrease the existing slope, from 18 feet to 12 feet. They will have 18 parking spaces with two of these being handicap parking in the front of the building, and the drive aisle to the south of the building will go away. They are proposing a buffer wall coming off the corner of the building and will eliminate that access point. There will be a parking easement where the parking spaces cross the property line with the day care. A stairwell will be constructed along the back of the property. The detention area will drain to an existing manhole on the adjacent property. Staff has recommended approval of the proposed site plan with eight conditions as listed in the staff report and he reviewed the bases for the staff recommendation.

Peter Glenn stated that the plan appears to be missing a lot of basic items, such as a landscape plan and questioned if it meets our requirements. Ryan Hutchinson stated that they have not done a full review of the landscape plan but Staff will make sure that it meets the full requirements of our zoning ordinance. The landscape plan is not part of this action item tonight. Peter Glenn asked if the landscaping plan is making use of the existing vegetation as part of the minimum requirements or if it would be in addition to meeting the minimum requirements. He asked if they could get credit for this even if the landscaping is not on their property. Ryan Hutchinson stated that there is an existing screening clause in our regulations and they want to keep that in place as much as possible. The applicant has indicated that they are not going to disturb what is there, but they do need to provide a ten foot buffer area. He will research any credit for a landscaping not on the property.

Peter Glenn questioned, with them needing an easement for the parking lot encroaching on the adjacent property to the south, if it would include the need for a ten foot buffer area. He also questioned why the zoning is not shown on the site plan. Ryan Hutchinson stated that they would need screening wherever there is an incompatible use or along their drive aisle which is to the north and then to the west which is a residential use. He stated that he has not fully reviewed the landscaping plan yet so that is why he has listed this as a condition. In regards to zoning on the site plan, it just needs to show adjacent property owners and their names to identify the site, not the zoning. Mr. Hutchinson explained that this site plan is different from others that this Board has seen because they are not tearing down an existing building or constructing a new building. The building is already there. They are leaving the footprint of the building, but changing the use, making improvements to make the parking comply, changing some access areas, and adding the stairwell in the rear of the building. That is why there is not as much detail. Brandon Voelker stated that a Stage I is vague but the Stage II is when you have all of the details.

Peter Glenn verified with Mr. Hutchinson that they are still required to meet all Cold Spring zoning regulations as far as buffers, setbacks, landscaping, etcetera. He questioned if there would be lighting in the parking lot. Ryan Hutchinson stated that Staff would review this administratively with the required Stage II plan in the SDA zone unless this Board would like to have it come back to them. There will be another set of drawings on this site for engineering, with more detail and that is when he expects to get the landscaping plan.

Vince Sticklen verified that there are enough parking spaces for this type of business. Ryan Hutchinson stated that there are 16 spaces in the back and with the two handicap spaces in the front they do meet the minimum requirements. Peter Glenn questioned if there already is existing parking designated at the front of the building, and if the two new handicap

spaces meet the minimum setbacks and buffer areas. Mr. Hutchinson stated that the front parking is currently not striped, but there are garage bays in the front and more over to the north side of the property so there are loading and unloading garage areas. There is room for the handicap parking stalls. Parking cannot be within the right of way. He has not looked at the screening plan and cannot answer to a buffer in the front. City regulations are pretty detailed about screening. They have not indicated that they cannot meet the minimum landscape requirements and if for whatever reason that they couldn't, they would have to come before the Board of Adjustment for a waiver.

Peter Glenn stated that the front of the property is just concrete and questioned if they could do away with a portion of the concrete. They are placing two handicap parking spaces in front of the building and without a buffer area there, that is not an ideal situation with the day care next door.

Richard Carr, project engineer addressed the Board. He stated that this is a Stage I plan because they are in the SDA zone and that is why a lot of the details are left off of this plan, but they will be added in the Stage II plan where they actually develop the engineering drawings for the site. Once this Board approves the Stage I plan, he will go back and make up the construction plans as far as the drainage and grading, along with the details such as the landscaping. Combined Public Communications wants to move their call center operation from their current building to this existing building, and obviously want to rehab it. They are going to make it look nice. Since there are no sign requirements for their operation, they aren't going to put up any signs. They want to meet all of the landscaping requirements. They are allowed to use the existing natural vegetation and if you look in the back parking lot it is all grown up. There is a wall located there that goes along the condo side on the south side. It is on the adjacent property. That is one of the things that they would request that they can use. When you pull off of US27 on the driveway to the north side of the building, that vegetation on the adjacent Dupont property will remain. They will have to put more concrete in and he has worked out the grade so it is not so steep. As far as the required parking spaces, he has shown the calculations in the note section on the site plan.

Peter Glenn questioned if they will do any kind of buffer between the handicap parking in the front and the street. Ryan Hutchinson stated it does not show anything between the parking lot and the street. Mr. Carr stated that they can put in something low level if that is what you require. Right now his plans were to just stripe it.

Cindy Minter, Director of Campbell County Planning and Zoning addressed the Board. She stated that she has some familiarity with this building, and stated that at one time there was parking in the front of the building with its former use as a printing company. Usually there were trucks parked in the front of the building as well as the rear of the building. You can do a landscaping area in between where the stalls are, but with the width of the handicap stalls and the amount of striping required to get the dimensions for the handicap spaces it is going to leave very minimal room to put any kind of screening buffer in there. You are also going to want a sidewalk in the front of the building which they do show from the handicap stalls into what will become their new entrance. Having these handicap spots on the primary level as opposed to the rear lot just helps with the overall accessibility to the building.

Mr. Carr stated that they will not need a dumpster and will just use curbside pickup. Vince Sticklen verified that they will not have any screening because it is already provided by the other properties. Richard Carr said that they will try to utilize the existing vegetation there. Some of it is on the adjacent property and if they need to put something else back there to dress it up they can do so. The trees that are there now are big cedar trees and on the south side of the property and there is existing vegetation plus the wooden wall buffer with the condos. There are already plenty of plantings on that side. Mr. Sticklen stated that his concern is the area at the driveway entrance. You are relying on the Dupont property to keep the vegetation there, but if they ever sell that property and the new owner wants to do something else with it all of the sudden you could possibly lose the buffer. There may be some space where they can shift the driveway a little toward the building and put in some vegetation, so if anything does change you are not relying on the other properties to provide the buffer all of the time.

Peter Glenn questioned if they wanted to take credit for landscaping on an adjacent property would they not be required to get a shared landscaping agreement. Ryan Hutchinson stated that he will have to look into the language as far as the screening buffer on adjacent property. At the time of Staff report they did not have the existing screening plan for review. That is why this is a conditioned item. Staff will do a full review and make sure that they meet the screening requirements, and if they cannot do so, then they are going to have to come before the Board of Adjustment or back to this Board for some type of waiver or condition. Peter Glenn stated that if the adjacent property was to take these trees down for whatever reason then this property would be adversely affected.

Brandon Voelker read the zoning ordinance section 9.15 F – Offsite Trees which states that “trees located outside of the disturbed limits of the site and expand comprising a 50 percent canopy cover or greater may be included in the

calculation of the basal area.” Ryan Hutchinson stated that you can then count up to five feet of their ten foot requirement. Richard Carr stated that they will do whatever they need to.

Peter Glenn questioned the detention basin in back of the property. The site plan doesn't show storm piping and he questioned how the stormwater will get into the detention basin and how much of this site is required to be retained, stormwater-wise. Richard Carr stated that it will flow across the parking lot to the detention area and hopefully they will be able to put in a catch basin and get an easement down to the existing inlet. He stated that flow of water on the whole property and everything behind the building will be directed to the retention area so that it will meet the minimum discharge requirements. They are not allowed to discharge anything that is more than what is currently coming off the site. They certainly want to be good neighbors and not flood anyone out. Peter Glenn questioned if the drive and the parking lot would have a curb on it. He also verified there are the stormwater quality as well as quantity requirements. Mr. Carr stated that he is not sure if a curb is needed, however they might put something in along the south side to make sure that the water flows toward the retention area. He stated that he has been in touch with the city's stormwater engineer, Steve McKinley who sent him some forms to fill out. He is just starting to work through the process also. There will be stormwater requirements on both quality and quantity. Brandon Voelker stated that Steve McKinley will review all of the stormwater for the city and we have been putting people directly in contact with him. Also, the city has adopted a credits program similar to SD1 and they would probably be eligible for a credit if they build it a certain way. This credit would be for the quantity of water and being able to control what is leaving the property. Richard Carr believes that they can get credit for best management practices also.

Mr. Carr stated that they would like to get approval tonight for this Stage I review and then he will start working on the plans for Staff to review and hopefully approve the Stage II. They want to start the work this summer. The architects have been working on the building for a couple of months now and they are ready to go and move their operation there, clean it up and make it look nice. Linda Murphy who is the call center manager for Combined Public Communications addressed the Board. She stated that as you know, anything that they do to this building will be a vast improvement. They are eager to get started because prime time for excavation is August, September, and October. They aren't changing the building a lot, but the color will be prettier, and maybe they will add some awnings and she is shooting for a rock base. The landscaping plan has been drawn up by Allen Brothers. She has met with and is working through the parking and easements with their neighbors. They are ready to go as soon as the city says yes.

Vince Sticklen made a **motion to approve the site plan for 4112 Alexandria Pike, on the bases of Staff recommendation, subject to 8 conditions that the applicant 1.) complies with all applicable building, subdivision & zoning regulations, 2.) submits a Stage II plan to staff for review and approval, 3.) submits a plan to the City of Cold Spring and complies with all BMP and stormwater requirements, 4.) provides an easement & maintenance agreement for the parking and discharge line on a revised drawing, 5.) submits a full landscape plan in compliance with Cold Spring Zoning Ordinance Section 9.15 to staff for review and approve, 6.) follows the Cold Spring Zoning Ordinance Section 9.15 F with respect to preserving the existing trees, 7.) submits a revised drawing show the location of a dumpster on site if it is needed, and 8.) submits a building permit for the 6” foot high buffer wall.** Alan McCullough seconded motion. Roll call vote showed four yeses and no noes. **Motion carried.**

Peter Glenn closed the public hearing.

There were no unfinished business, correspondence, or planning and staff items.

Per House Bill 55, Robin Hahn received 14 1/2 hours of continuing education. Donna Schmidt made a motion for approval and Alan McCullough seconded the motion. All were in favor. Motion carried.

Donna Schmidt made a motion to adjourn the July 9, 2014 meeting, and Alan McCullough seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Rita Seger, City Clerk