



Planning & Zoning Board Meeting

January 27, 2022 at 6:00 PM
In Person and via Zoom

MINUTES

CALL TO ORDER ROLL CALL

MEMBERS PRESENT:

Tina St. Clair - Chairperson | Ron Francis III – Vice Chairperson | Berniece Hower | John Manning | Richard Mulvany (via Zoom) | Frances O'Keefe Wagler (via Zoom)

STAFF PRESENT:

Sean O'Keefe - Town Administrator | John Brock - Town Clerk | Victoria Elfers - Building Services Clerk | Tom Harowski - Town Planner (Via Zoom) | Morgan Cates - Public Works Director

Ron Francis III explained that board members Richard Mulvany and Frances O'Keefe Wagler were both sick and unable to attend the meeting in person. Both members were attending virtually via Zoom.

Ron Francis III made a motion for both Richard Mulvany and Frances O'Keefe Wagler to be able participate and vote during the meeting via Zoom; John Manning seconded the motion. The motion passed unanimously by voice vote.

CONSENT AGENDA

Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.

1. Consideration and Approval of the November 18, 2021, Planning and Zoning Board Meeting minutes.

Motion made by Ron Frances III to approve of the Consent Agenda; Seconded by John Manning. Motion was approved unanimously by voice vote.

PUBLIC HEARING

None

OLD BUSINESS

None

NEW BUSINESS

2. Consideration and Approval: **Venezia Townhomes Final Subdivision Plan Review**

Chairperson, Tina St. Clair, asked Town Planner Tom Harowski to present this item to the Board. Mr. Harowski introduced the matter to the board and explained that the Board would be reviewing the engineering and landscaping plans. Mr. Harowski reviewed the overall layout of the townhome project.

Chairperson, Tina St. Clair, allowed the developer group to present their project and respond to concerns. Ben Beckham, Engineer of Record for the project, presented the developer's presentation. Laurie Elder, Landscape Architect for the project, responded to concerns about landscaping issues with the project. Ron Roberts, developer for the project, also responded to issues about the project.

Chairperson, Tina St. Clair, opened up public comment on this issue.

Carmen Khaleel, 721 Calabria Way – Mrs. Khaleel explained she was a board member for the Venezia HOA and explained concerns and questions she had about the project.

Chairperson, Tina St. Clair, closed public comment on this issue and allowed further board discussion on this topic.

Town Planner, Tom Harowski, summarized the issues and conditions that the board had laid out during their discussions. Those issues were:

- 1) The mail kiosk location will be moved to the north portion of the project in the common area opposite lots 62 and 63. The Board made this recommendation to minimize impacts such as noise to nearby residences while still locating the mail kiosk where parallel on-street parking is available.
- 2) The trees located between lot 81 and the perimeter fence will be moved further away from the fence to provide additional clearance while maintaining the landscaping.
- 3) The magnolia trees near lot 81 and the magnolia street trees along the perimeter fence will be changed from Southern Magnolias to Sweet Bay Magnolias as the Sweet Bay Magnolia has a less extensive root system. This tree will be more compatible with the narrower planting strip and help with concerns about impacts to the single-family units to the east along Calabria Way.
- 4) The deed restrictions to be supplied with the final plat will include a provision obligating the homeowners' association for the project to maintain the side of the fence facing the townhouse project. (Pressure cleaning, etc.) If damage occurs due to the actions of townhouse units, the townhouse association will be obligated to replace any affected sections of fence.
- 5) The deed restrictions to be supplied with the final plat will require architectural review for approval of any television satellite dishes. The goal of the review is to prevent views of satellite dishes from Venezia Boulevard to the maximum extent possible.
- 6) The builder, DR Horton was required to upgrade the rear side of the buildings along the Venezia Boulevard frontage. The rear of these units will be clearly visible from Venezia Boulevard, and the Planning Board determined that the façade on the rear of these buildings needed to give more of the appearance of the building front. Specific recommendations include:
 - a. Adding shutters to the windows as is done on the front
 - b. Adding additional architectural detailing such as trim
 - c. Adding gable ends to the roof of the units projecting toward Venezia Boulevard to match the building frontage. (Current design is a shallow sloped roof only.)
 - d. Modifying the painting plan to provide more contrast between the units in the building.
 - e. Other design improvements that may be proposed by the applicant.
- 7) Revised plans are to be submitted to the Town by the close of business on February 4, 2022 so the Planning Board members, the public and staff have adequate time to verify the modification the plan have been made and to determine if the building revisions accomplish the intended task.

John Manning made a motion to conditionally recommend the project to Town Council with the seven aforementioned conditions that were summarized by Town Planner, Tom Harowski; Seconded by Berniece Hower. Motion passes with a roll call vote.

Voting

Yea: John Manning, Berniece Hower, Tina St. Clair, Richard Mulvany

Nay: Ron Francis III, Fran O’Keefe Wagler

CITIZEN COMMENTS

Any person wishing to address the Planning and Zoning Board and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.

Tom Harowski, Town Planner – Mr. Harowski stated that he was going to ask for clarification from the Town Attorney as to the ability of the Board to table motions.

ADJOURNMENT

There being no further business to discuss, a motion was made by Berniece Hower to adjourn the meeting; Frances O’Keefe Wagler seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 8:11 p.m. | **Attendees: 22**

Tina St. Clair Chairperson

ATTEST:

John Brock, Town Clerk