



**Forest Acres Planning Commission
Minutes
June 15, 2021
City Council Chambers
Zoom - Virtual Meeting
6:00 PM**

I. Call to order

- 1. Determination of a Quorum**
- 2. Statement of Notification**

Chairman Jack Cantey called the meeting to order at 6:00PM and noted that there was a quorum. Ms. Beronica Whisnant, Mr. Ralph Bailey, Mr. Jack Cantey, Mr. Stephen Powell, Mr. Ellis Creel, and Mr. Lyle Lee were present. [Note: There's currently a vacancy on the Planning Commission].

Mr. Cantey and Mr. Shaun Greenwood, City Administrator, noted that proper public notice had been given for this meeting.

II. Approval of Minutes

- 1. February 2, 2021**

On a motion by Mr. Powell, seconded by Mr. Bailey, the February 2, 2021 minutes were approved unanimously.

III. New Business

- a. Map Amendment - A request to annex and rezone properties at 6307 Goldbranch Road (TMS 16806-02-05) and to establish R-1 (Single Family Residential) zoning.*

Mr. Greenwood noted that this was a request by a property owner to annex. The Police Chief and Director of Public works have confirmed that this annexation wouldn't put any significant burden on City services. Mr. Cantey asked and Mr. Greenwood confirmed that the property is contiguous to existing City boundaries.

Mr. Creel made a motion to approve. Mr. Bailey seconded. Motion passed unanimously.

- b. Map Amendment - A request to annex and rezone properties at 6541 Satchel Ford Road (TMS 14112-08-03) and to establish R-1 (Single Family Residential) zoning.*

Mr. Cantey asked and Mr. Greenwood confirmed that the same parameters regarding city services and contiguity noted with the Goldbranch Road property in a., above, applied here.

Mr. Whisnant made a motion to approve. Mr. Creel seconded. Motion passed unanimously.

- c. *Text Amendment – A request to amend SECTION 21.129 (DISTRICT REGULATIONS) IN PLANNED DEVELOPMENT DISTRICTS of the zoning ordinance to allow for additional exempted prohibited uses.*

Mr. Cantey introduced this topic and asked Mr. Greenwood for clarification. Mr. Greenwood noted that a Cardinal Crossing representative had approached the City about a specific use that is strictly prohibited in C-3 (wine bar). City leadership also began to consider language about a craft-and-draft style establishment (with taps). City Council expressed a desire to continue to limit these in C-3, so City administration and the City Attorney discussed making them allowable in PDD (if requested in a specific PDD application), which would allow this use in the future with PDD approval. City leadership believes it's a good fit for the character of the community with some limitations.

Mr. Creel asked and Mr. Greenwood confirmed that this had been reviewed by the City attorney.

Mr. Creel made a motion to approve. Mr. Bailey seconded. Motion passed unanimously.

- d. *Map Amendment – A request for a major amendment to the existing PDD located at 4701 Forest Drive to allow for additional uses.*

Mr. Greenwood noted that this is in conjunction with item c., above, and is the specific request by Cardinal Crossing. This does not contemplate breweries and micro-breweries (although the City will look at this with the upcoming re-writing of the City's zoning code), but it would allow for wine bars and certain similar uses. It also specifically addresses event space, allowing for receptions and other similar events.

The Cardinal representative noted that there's no current event space on site, but that they'd like to consider that in the future given current trends in commercial real estate use.

Ms. Whisnant expressed her desire to see a specific time frame established for this use, given the residential nature of some of the surrounding areas (including the apartments on site), citing a similar recent limit set at 11PM for another PDD property in the city. Mr. Cantey asked whether such a limit would affect other properties in the city. Mr. Greenwood noted that this would be incorporated in this PDD alone, but we would need to establish specific times, etc. for the specific PDD amendment. Mr. Lee asked if there were any other time restrictions in the Cardinal

currently. Mr. Greenwood said that there isn't except as dictated by state law. The Cardinal representative noted their desire to protect the residential character of the site.

Mr. Creel made a motion to recommend the proposed amendment, limiting the event space use to before 11PM. Mr. Powell seconded. Motion passed unanimously.

Mr. Greenwood noted that this would move forward to Council for public hearing and two readings.

- e. *Text Amendment – A request to amend ARTICLE XXII, SECTION 21.248, STANDARDS FOR PLACEMENT OF SMALL WIRELESS FACILITIES IN COVERED AREAS, to establish standards for the placement of small wireless facilities.*

Mr. Greenwood noted that this is a result of attorney review of previously passed ordinance to bring it in compliance with state law. Some of the changes pertain to fees and the process for appeals, etc. Mr. Greenwood noted that we already have one application in for these facilities. Mr. Powell asked and Mr. Greenwood confirmed that we still have requirements that these be placed on property lines (rather than in the middle of properties), unless there's no other option. Mr. Cantey and Mr. Creel noted that these are small facilities, but they can become intrusive if they have to add a pole for the facility.

Mr. Creel made a motion to recommend the changes. Ms. Whisnant seconded. Motion passed unanimously.

- f. *Text Amendment – A request to amend ARTICLE XVI, SECTION 21.161, SIGN PERMIT REQUIREMENTS to provide for a timeline and other provisions related to administrative review of sign permit applications.*

Mr. Greenwood noted that this is a procedure change at the City's Attorney's recommendation. It has to do with the time period regarding the application for sign permits, making sure that the City must reply timely to sign applications. If the City needs more information from an applicant, it must request that within 14 days. Mr. Greenwood noted that this is not a problem we typically have. Mr. Whisnant recommended changing it to 15 business days rather than 14 calendar days.

Ms. Whisnant made a motion to recommended these amendments with the change to 15 business days. Mr. Creel seconded. Motion passed unanimously.

IV. Old Business

- a. Continued discussion of the Small Wireless Facilities ordinance
- b. Continued discussion of the Sign Ordinance

Mr. Greenwood noted that these items were inadvertently included on the agenda and have already been considered.

V. Adjournment –

Mr. Creel made a motion to adjourn; Ms. Whisnant seconded. Motion passed unanimously. Meeting adjourned at 6:27p.

Respectfully Submitted,

Andy Smith, Asst. City Administrator/Finance Director
(Administrative support of Planning Commission)