

MINUTES ADOPTED BY THE GREENVILLE PLANNING AND ZONING COMMISSION
December 20, 2016

The Greenville Planning and Zoning Commission met on the above date at 6:30 p.m. in Council Chambers of City Hall.

Mr. Terry King –Chair *
Mr. Doug Schrade – * Ms. Chris Darden – *
Mr. Les Robinson – * Ms. Ann Bellis – X
Ms. Margaret Reid - X Mr. John Collins - *
Ms. Betsy Leech –* Mr. Anthony Herring – *
Mr. Michael Overton - *

The members present are denoted by an * and the members absent are denoted by an X.

VOTING MEMBERS: Schrade, Darden, Collins, Leech, Robinson, Herring, Overton

PLANNING STAFF: Michael Dail, Lead Planner; Chantae Gooby, Planner II; Thomas Weitnauer, Chief Planner; Collette Kinane, Planner II & Amy Nunez, Staff Support Specialist II

OTHERS PRESENT: Dave Holec, City Attorney; Ben Griffith, Director of Community Development; Billy Merrill, City Surveyor; Cathy Meyer, Civil Engineer & Kelvin Thomas, Communication Technician

MINUTES: Motion made by Mr. Collins seconded by Mr. Schrade, to accept the November 15, 2016 minutes as presented. Motion passed unanimously.

Chairman King stated the applicant Happy Trail Farms, LLC requested to continue their agenda item #1 Preliminary Plat “Westhaven South, Section 5” to the January 2017 meeting.

Motion made by Mr. Overton, seconded by Ms. Leech to continue the preliminary plat request at “Westhaven South, Section 5”. Motion passed unanimously.

OLD BUSINESS

PRELIMINARY PLATS

REQUEST BY HAPPY TRAIL FARMS, LLC FOR A PRELIMINARY PLAT ENTITLED, “WESTHAVEN SOUTH, SECTION 5”. THE SUBJECT PROPERTY IS LOCATED SOUTH OF REGENCY BOULEVARD AND IS FURTHER IDENTIFIED AS TAX PARCEL NUMBERS 74010 AND 74011. THE PRELIMINARY PLAT CONSISTS OF 4 LOTS ON 28.49 ACRES. - CONTINUED

Chairman King stated the applicant Happy Trail Farms, LLC requested to continue their agenda item #1 Preliminary Plat “Westhaven South, Section 5” to the January 2017 meeting.

Motion made by Mr. Overton, seconded by Ms. Leech to continue the preliminary plat request at “Westhaven South, Section 5”. Motion passed unanimously.

DISCUSSION ITEM – SUBDIVISION ORDINANCE TEXT AMENDMENT TO EXTEND THE REVIEW TIME OF PRELIMINARY PLATS.

Mr. Michael Dail presented for the City. The discussion item is for P&Z to consider initiating a text amendment to Sec 9-5-44 of the Subdivision Ordinance for the review time of preliminary plats currently as 20 working days to 40 working days. The current 20 day review time was established in 1989. Since 1989, there has been a significant increase in development regulations, for example, erosion control and storm water requirements. The current 20 working day review is misleading. It is actually 19 days because the application is due by 5pm on the 20th day. The application is routed to reviewers on the 19th day and not in the reviewers' hands until the 18th day. Staff is asking for a longer period of 40 working days to give adequate review time and have sufficient time to work out issues. Many of the issues are not just simple phone calls. They require sit down meetings with multiple agencies. Another reason to extend review time is to avoid continuances by the applicant after the public notices have been sent out to the adjoining property owners and public hearings have been published in the newspaper. Of the six preliminary plats submitted this year, three have been continued. Mr. Dail provided Commissioners with a handout that outlines the current 20 day review process and the proposed 40 day review process. The most significant item is there are only 8 days in the 20 day review process before notices go out to the public. The proposed 40 day review process would have 25 days before notices go out. The text amendment would require three dates to be changed in Section 9-5-44: 20 working days to 40 working days, minimum time to return revision from 10 days to 30 days, and time to submit for second review from 6 days to 26 working days.

Mr. Overton asked if the twenty days were review days.

Mr. Dail stated no. The application can be received up to 5pm on the 20th working day. They are routed out on the 19th day and received by reviewers on the 18th day. Comments are expected back by reviewers on the 12th day which is one day before the required ad is published in the newspaper and two days before the proposed ad needs to be received by the City Communications Office. Comments are returned back to the applicant on the 11th working day, which is also the first advertisement day. Property notices are mailed out on the 7th working day. A revised plat is expected back by the applicant on the 6th working day. Therefore three notifications are done before a completed plat is ready to come before the Commission. Many times it comes down to the day of the meeting to hash items out and if the applicant is ready to present. A new longer process would prevent notices going out before a plat is ready to come to the Commission and avoid a continuance.

Ms. Leech asked if time could be added to notices and advertisements so that the community and developers could make contact to discuss issues.

Mr. Dail stated that the Commission recently approved to have advertisements for plats. Notices to adjoining property owners are set by State Law. A time frame for advertisements and notices can be looked at and discussed separately so it meets State Law and the Commission request.

Mr. Overton asked if the Site Plan Review will follow this 40 day process.

Mr. Dail stated that Site Plan Review process does need to be looked at but it is a separate issue.

Mr. Robinson asked for clarity about the extended review time would allow extend time before notices are mailed.

Mr. Dail stated the extension would allow 25 days of review before the first notice. It gives an opportunity for review, changes and sit down meetings to decide to proceed or hold the project before advertisements and notices are sent. Once it is advertised, it must come before the Commission for a vote to continue the item. The new process would reduce continuances.

Motion made by Mr. Collins, seconded by Mr. Robinson, to initiate a text amendment to extend the review time of preliminary plats. Motion passed unanimously.

NEW BUSINESS

ORDINANCE REQUESTED BY A. SCOTT BUCK, ASSOCIATE VICE CHANCELLOR OF ADMINISTRATION & BUSINESS FINANCE SERVICES, ECU TO REZONE 0.25 ACRES (11,007 SQ. FT.) LOCATED AT THE NORTHEASTERN CORNER OF THE INTERSECTION OF EAST 5TH STREET AND SOUTH SUMMITT STREET FROM R6S (RESIDENTIAL-SINGLE-FAMILY [MEDIUM DENSITY]) TO OR (OFFICE-RESIDENTIAL [HIGH DENSITY MULTI-FAMILY]). – APPROVED

Ms. Gooby delineated the property. It is located in the central section of the city at the corner of East 5th Street and Summit Street. The property is in the locally-designated College View Historic District. Currently, there is an application with the Historic Preservation Commission (HPC) to relocate/demolish the structure. The HPC has issued a 365-day delay on the application. The property is zoned single-family. The Future Land Use and Character Map recommends university-institutional along the frontage of East 5th Street. This character is mainly comprised of the ECU main campus and the surrounding facilities then transitions to university-neighborhood to the north. The OR zoning is the only zoning district for use by the university. In staff's opinion, the request is in compliance with Horizons 2026: Greenville's Community Plan and the Future Land Use and Character Plan Map.

Chairman King opened the public hearing.

Scott Buck, the applicant, spoke in favor of the request. ECU has owned the property for a couple of years. This property is adjacent to the Chancellor's House. The HPC has asked us to save the house. ECU intends to use the property as university office space. ECU owns several properties along 5th Street and keeps them well-maintained.

Jeremy Jordan, Chair of the Historic Preservation Commission, spoke in favor. He would like to affirm the HPC is in favor of the rezoning in an effort to save the house to maintain the visual integrity of East 5th Street.

No one spoke in opposition.

Chairman King closed the public hearing and opened for board discussion.

Motion made by Mr. Robinson, seconded by Mr. Schrade, to recommend approval of the proposed amendment to advise that it is consistent with the Comprehensive Plan and other applicable plans and to adopt the staff report which addresses plan consistency and other matters. Motion passed unanimously.

OTHER ITEMS OF BUSINESS

STREET CLOSURE OF PARKWOOD DRIVE

Mr. Billy Merrill, City Surveyor, presented the staff report. Parkwood Drive is a dedicated but an unimproved/unopened street section beginning at Pearl Drive and running east for 170 feet to the terminus at the property of Koinonia Christian Church. Parkwood Drive was proposed to be extended though the property of Koinonia Church. The Church made a request to delete the extension of Parkwood Drive through its property because of future expansion plans. As a requirement of deleting the extension of Parkwood Drive, the unimproved section is required to be closed.

Chairman King opened the public hearing.

No one spoke in favor or opposition.

Chairman King closed the public hearing and opened for board discussion.

Motion made by Mr. Collins seconded by Ms. Leech, to recommend approval to City Council for the street closure of Parkwood Drive. Motion passed unanimously.

With no further business, Mr. Overton made a motion to adjourn, seconded by Ms. Darden. Motion passed unanimously. Meeting adjourned at 6:58 p.m.

Respectfully Submitted,

Ben Griffith, Secretary to the Commission
Director of Community Development Department