

MINUTES

ISLANDS PLANNING COMMISSION
JANUARY 15, 2008 - 6:00 P.M.
Fire Station #2, Demere Road, St. Simons Island

MEMBERS PRESENT: Robert Ussery, Chairman
Preston Kirkendall, Vice Chairman
John Dow, Jr.
William Lawrence
Paul Sanders
Desiree Watson
Joan Wilson

STAFF PRESENT: David Hainley, Community Development Director
York Phillips, Planning Manager
Iris Scheff, Planner III
Janet Loving, Admin/Recording Secretary

ALSO PRESENT: Commissioner Uli Keller, BOC

Chairman Robert Ussery called the meeting to order and the invocation was given, followed by the Pledge of Allegiance.

Minutes

December 18, 2007 Regular Meeting

Upon a motion made by Ms. Joan Wilson and seconded by Ms. Desiree Watson, the Minutes of the December 18th Islands Planning Commission meeting were approved and unanimously adopted.

Agenda

The following Village Preservation Applications were added to the agenda: *VP-2008-001* and *VP-2007-002*.

As agent for Application *SP-2007-045 (I)*, Chairman Robert Ussery turned the meeting over to Vice Chairman Preston Kirkendall and joined his colleagues in the audience.

SP-2007-045 (I) King and Prince Laundry/Storage

Request for approval of a site plan for property on Skylane Road, SSI, GA. The site consists of a 0.285 acre leased portion on Malcolm McKinnon Airport property, zoned Planned Development, to construct a 4,800 square foot building with associated parking, loading, and open space.

Mr. Robert Ussery and Mr. Michael Johnson, King & Prince Manager, were present for discussion.

The following report from staff was included in the packages for review and was presented by Mrs. Iris Scheff:

The site is currently undeveloped, but the proposed use is for a facility equipped to process and clean bed sheets, pillowcases, towels and the like for the King and Prince Hotel.

The site plan clearly depicts the building envelope with required setbacks and parking, as well as the loading zone. As requested, minor revisions were made to the site plan.

A wall sign on the building, as shown on the site plan, will need to be applied for and reviewed by separate request through the Building Inspection's Department. Engineering staff points out that a specific approval is required for parking that backs out onto a street. Because this is a leased portion of a much larger site, in addition to other portions that use the same or similar parking configuration, Sky Lane is considered a drive aisle. The analogy for this configuration would be drive aisles that are used in large parking lots at store complexes in shopping centers. Specific utility connection locations are to be provided in final engineering.

Mrs. Scheff stated that staff's recommendation of this site plan is for approval.

Mr. Kirkendall asked if the applicant's parking is sufficient for the 4800 sq. ft. building and its usage. Mrs. Scheff replied yes.

Mr. Lawrence wanted to know the projected water usage per day; however, Mrs. Scheff stated that staff did not calculate figures for water or sewer usage. Mr. Lawrence felt that this should have been done because it is something that the Planning Commission needs to know. Ms. Desiree Watson wanted to know the significance of staff's comment that "the requirements of the Water Resources Protection Ordinance will have to be met with development of this property." Mr. Hainley explained that the comment that Ms. Watson is referring to deals with stormwater management and onsite drainage issues; it is unrelated to the use of the water in this particular operation.

During a brief presentation, Mr. Ussery explained that this is a proposal for a laundry for the hotel and will be used for washing towels, sheets, etc. It is not a dry cleaning operation. The facility will contain washers, dryers and folding machines. The maximum number of people on site will be approximately four to five. In response to Mr. Lawrence's question, Mr. Ussery stated that he doesn't know how to compare the water usage but this is not a heavy industry type operation.

Mr. Sanders asked if any type of strong solvents or cleaning fluids will be used in this operation. Mr. Ussery replied no, they will primarily use hot water. He reiterated that this is not a dry cleaning service and therefore strong chemicals are unwarranted.

Mr. Lawrence stated that according to the plans, there will be six designated parking spaces, but he would like clarification on the parking aisles or the additional parking that will be available in the area. Mr. Ussery stated that the parking was calculated based on the number of employees, which is estimated to be at least five. However, they have allowed six on-site parking spaces. He stated that the drive aisle comment was merely a general comment. He explained that allowing an open curb cut is not typically practiced in Glynn County, but in this particular case the parking will be similar to that of the area of Airport Road, which is all open curb cut with parking all along the road.

There being no further discussion, a motion was made by Mr. John Dow to approve this site plan. The motion was seconded by Mr. William Lawrence. Voting Aye: Mr. John Dow, Mr. Preston Kirkendall, Mr. William Lawrence, Mr. Paul Sanders, Ms. Desiree Watson and Ms. Joan Wilson. Abstained From Voting: Mr. Robert Ussery.

Chairman Ussery presided over the remainder of the meeting.

Mr. Hainley stated that the following text amendments should be discussed simultaneously but separate action is required. Chairman Ussery read both items into the record.

TA-2007-023

An amendment to the Glynn County Zoning Ordinance, Article III (Definition and Interpretation of Terms Used in This Ordinance) Section 302 (Definitions) by amending the definition of "flag lot;" and for other purposes.

TA-2007-024

An amendment to the Glynn County Subdivision Regulations, Article VI (Design Standards) Section 603 (Lots) by amending Section 603.1 (e) regarding the standards for "flag lots;" and for other purposes.

The purpose of amendment text **TA-2007-023** is to remove the requirement that flag lots have a minimum area of 12,000 square feet. The minimum lot size will then be the same as for other lots in the subdivision. The area of the “flagpole” portion of the flag lot will not be included in the calculation of the lot area, as is currently the case. This change will ensure that flag lots in smaller-lot subdivisions will be consistent with the other lots in the same development. Staff’s recommendation is for approval.

The purpose of amendment text **TA-2007-024** is to remove the requirement that flag lots have a minimum area of 12,000 square feet. The minimum lot size will then be the same as for other lots in the subdivision. The area of the “flagpole” portion of the flag lot will not be included in the calculation of the lot area, as is currently the case. This change will ensure that flag lots in smaller-lot subdivisions will be consistent with the other lots in the same development. The amendment also includes a technical change assigning responsibility for review of flag lot access to the County Engineer. Staff’s recommendation is for approval.

Following review, a motion was made by Mr. Paul Sanders to recommend approval of amendment text **TA-2007-023** to change the definition of “flag lot.” The motion was seconded by Ms. Desiree Watson and unanimously adopted.

Following review, a motion was made by Mr. Preston Kirkendall to recommend approval of amendment text **TA-2007-024** to change the definition of “flag lot” and to change the standards for flag lots. The motion was seconded by Mr. John Dow and unanimously adopted.

VP-2007-002

Application by Bill Downey, owner, for review of an approved renovation of an existing structure on property located at St. Simons Beachwear, 401 Mallery Street (VP-2007-002 I, approved February 20, 2007). The updated elevations are provided to inform the Commission of the status of the approved, ongoing renovation project. *(This item was added to the agenda.)*

Mr. Bill Hooker was present for discussion.

The following report was included in the packages for the Planning Commission’s review and was presented by Mrs. Scheff:

This is an application originally approved by the Islands Planning Commission in February, 2007, with a temporary amendment subsequently considered and approved in May, 2007. A response on November 26th by Mr. Bill Downey advised the Community Development Department of a delay in the completion of the project. This report provides the most recent response of the applicant, consisting of updated elevations to proceed toward completion of the renovation. Note that the sign location depicted will require a permit that will be applied for by separate application.

This project was originally reviewed under the Village Preservation provisions, Section 709 of the Glynn County Zoning Ordinance.

Staff recommends that the Islands Planning Commission review and accept the updated elevations provided to the Community Development Department. It is also recommended that due to previous revisions and delays in the renovation, the applicant arrive at an agreement with the Islands Planning Commission as to an agreed upon date for renovation completion.

Mr. Bill Hooker gave a brief presentation. He explained that the sunset date of this project depends upon the issuance of a building permit; however, if this is done in a timely manner he sees no reason why the scope of work can not be completed by the middle of March of 2008, or approximately 7 weeks. Mr. Hooker stated that there are a few items that need to be completed on the architectural drawings, but once those are done this week and submitted, he can proceed with ordering materials, thus expediting the project quickly.

Chairman Ussery asked Mr. Hooker if there is any reason why Mr. Downey would not follow through with construction, to which Mr. Hooker replied no. He stated that Mr. Downey is very committed to completing the project. He then pointed out the differences in the renovations of this submittal in comparison to what was previously proposed.

In an effort to pin-point a completion date, Mr. Dow asked Mr. Hooker if it would be accurate for the Planning Commission to adopt a motion for approval contingent upon the work being completed six weeks from the date of issuance of the building permit. Mr. Hooker stated that "it will be done."

It was noted that no one was present to oppose this request.

Following discussion, a motion was made by Mr. John Dow to accept the updated elevations proposed and to approve a date of completion of six weeks from the issuance of the building permit for renovations to St. Simons Beachwear located at 401 Mallery Street. The motion was seconded by Mr. Preston Kirkendall and unanimously adopted.

VP-2008-001

Application by Abbas Vakili for approval to amend a previously approved renovation of an existing hotel with glass sliding doors, lengthened windows, and iron-rail balconies at the Ocean Inn and Suites hotel located on property at 599 Beachview Drive (VP-2007-006, approved August 21, 2007). The amendment consists of extending the proposed balconies as depicted in submitted elevations. There will be no change in building footprint and no increase in building height. The property is zoned General Commercial. Parcel ID 04-04667. AbbasVakili, owner. *(This item was added to the agenda.)*

Although the applicant/agent for this request was not in attendance, with staff's guidance, the Planning Commission concluded that this item was not controversial and therefore action could be taken at this time.

The following report from staff was included in the packages for review and was presented by Mrs. Iris Scheff.

This is a request for approval to extend previously proposed iron balconies as depicted in the present submittal in overview and elevation views of the hotel. The original and new versions of the overview and elevations were submitted for purposes of comparison. These were reviewed under the Village Preservation provisions, Section 709 of the Glynn County Zoning Ordinance.

The Village Preservation regulations provide the following criteria for review of proposed exterior changes, including signs:

- A) Conformity of the plans submitted to the purpose and provision of this Ordinance.
- B) Conformity and harmony of external material and design with existing and neighboring structures.
- C) The effect of the improvements on neighboring structures or sites.
- D) The consistence and compatibility with existing architectural design building exterior finishes used on neighboring properties or in the overlay zone.
- E) Exterior materials, exterior doors and windows, color schemes and other building elements which are considered compatible with neighboring structures in the overlay zone and appropriate for the area.
- F) The use of landscaping to cause the improvement to conform to the character of the area or to buffer the improvement from the neighboring sites.

The proposed changes are exterior only and appear to be harmonious with the existing structure as well as in-keeping with the village area. Therefore, staff's recommendation is for approval.

It was noted that no one was present to oppose this request.

Following review, a motion was made by Mr. Preston Kirkendall, seconded by Mr. John Dow and unanimously adopted to approve this Village Preservation application as submitted.

A motion was unanimously adopted to add the following election of officers to the agenda:

- 1) **Recording Secretary**
- 2) **Acting Vice-Chairperson**

The floor was opened for nominations for *Recording Secretary* with Mrs. Janet Loving being the only nominee. Nominations were closed. A motion was made by Mr. William Lawrence, seconded by Mr. John Dow and unanimously adopted to retain Mrs. Janet Loving as Recording Secretary for the Islands Planning Commission for 2008.

The floor was opened for nominations for *Acting Vice-Chairperson* with Ms. Desiree Watson being the only nominee. Nominations were closed. A motion was made by Mr. Preston Kirkendall, seconded by Mr. William Lawrence and unanimously adopted to retain Ms. Desiree Watson as Acting Vice-Chairperson of the Islands Planning Commission for 2008.

For the record, it was noted that the appointment for Acting Vice-Chairperson is necessary in case of any unforeseen circumstances, i.e., conflict of interest or absence of the Chairman and Vice Chairman.

There being no further business to discuss, the meeting was adjourned at 6:35 p.m.