

MINUTES
ISLANDS PLANNING COMMISSION
JANUARY 17, 2017 - 6:00 P.M.
The Casino Bldg., Room 108, 530 Beachview Drive, SSI

MEMBERS PRESENT: Desiree Watson, Chairman
Stan Humphries, Vice Chairman
Carla Cate
Patrick Duncan
Ed Meadows
Odessa Rooks
Joel Willis

STAFF PRESENT: Pamela Thompson, Community Development Director
Will Worley, Senior Assistant County Attorney
Denise Grabowski, Planning & Zoning Consultant
Cayce Dagenhart, Planner II
Janet Loving, Admin/Recording Secretary

ALSO PRESENT: Commissioner Peter Murphy, BOC

Chairman Desiree Watson called the meeting to order and the invocation was given followed by the Pledge of Allegiance. She then introduced and welcomed the following new members appointed to the Islands Planning Commission: Ms. Carla Cate, Mr. Patrick Duncan and Ms. Odessa Rooks. She also congratulated Mr. Meadows on his re-appointment. Afterward, Ms. Pamela Thompson introduced herself as the newly appointed Director of Community Development Department. With over 18 years of experience in local government, Ms. Thompson expressed her enthusiasm for being here and her willingness to help accomplish the goals of Glynn County.

At this time, Chairman Watson gave a brief recap of the rules, voting procedure and audience participation in discussing agenda items

MINUTES

December 20, 2016 - Special Called Meeting

A motion was made by Mr. Joel Willis to approve the Minutes of the December 20, 2016 Special Called Meeting. The motion was seconded by Ms. Carla Cate. Voting Aye: Ms. Carla Cate, Mr. Ed Meadows, Ms. Odessa Rooks, Ms. Desiree Watson and Mr. Joel Willis. Abstained From Voting: Mr. Patrick Duncan and Mr. Stan Humphries.

SUP3339 Glynn Haven Baptist Church: Consider approval of a special use permit to allow Glynn Haven Baptist Church to have a church at 103 Palmetto Street, which is zoned R-6 One Family Residential. Parcel ID: 04-05070. Larry Bryson, agent for Gary Cumby with Glynn Haven Baptist Church applicant and owner.

Ms. Thompson advised that in meeting with the applicant and his professional staff, it was determined that a street address correction was needed relative to this property and the application needed to be completed. Upon the applicant's request, staff is asking that this application be deferred until the February 21st IPC Meeting, beginning at 6:00 p.m. Thereupon, a motion was made by Mr. Ed Meadows, seconded by Ms. Odessa Rooks and unanimously adopted to *defer application SUP3339* until the February 21st IPC Meeting, beginning at 6:00 p.m.

ZM3411 McKinnon SSI Airport PD Text Amendment: Consider a request to add "Interactive Teller Machine (ITM)" to the list of permitted uses for Tract B of the Planned Development (PD) Text and update the subsequent changes to the letters (t-rr) for the allowable uses listed. Parcel IDs: 04-02922 & 04-02924. Glynn County Board of Commissioners, applicant and owner.

Mr. Robert Burr, Airport Manager, was present for discussion.

According to the staff's report, uses within Tract B, 2.0 Non-Aviation Area do not have access to the airfield but must be compatible with airport operations. These uses provide financial revenue for the operation, management and development of the airport consistent with Federal Aviation Administration (FAA) requirements. Uses permitted include office, certain commercial and light industrial uses that do not produce fumes, noise, vibrations or electrical or electronic waves that may interfere with aircraft operations. These uses also include all aviation support equipment.

In conformance with Section 1103 of the Glynn County Zoning Ordinance, the following factors are to be considered in making a decision on a request for rezoning:

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.
Staff Comment: The addition of the ITM use is suitable in view of the use and development of adjacent properties.
2. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.
Staff Comment: The zoning proposal will not adversely affect the existing or usability of adjacent or nearby properties.
3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned
Staff Comment: The property to be affected by the zoning proposal does have a reasonable economic use as currently zoned.
4. Whether the zoning proposal will result in a use, which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools.
Staff Comment: The zoning proposal will not result in a use that will cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools.
5. Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Land Use Plan.
Staff Comment: The zoning proposal is in conformity with the policy and intent of the Comprehensive Land Use Plan in that it encourages activity near the airport that provides service to both the local and the visiting population.
6. Whether there are other existing or changing conditions affecting the use and development of the property, which give supporting grounds for approval or disapproval.
Staff Comment: There are no other existing or changing conditions affecting the use and development of the property which give supporting grounds for approval or disapproval.

Following a brief presentation by Mr. Robert Burr, the floor was opened for public comments. Mr. Julian Smith expressed concerns about the staff's report for this item. He stated that it is confusing, misleading, and he suggested that adjustments be made in the future for clarity. However, Mr. Joel Willis commented that in June 2016 when application ZM3274 was approved (to add a Financial Facility, including a remote ATM to the list of permitted uses) there was no need for clarity. Thereupon, Mr. Willis

made a motion recommending approval of application **ZM3411** as noted. The motion was seconded by Mr. Patrick Duncan. Discussion continued. Mr. Ed Meadows pointed out that he had received an email with supplemental information pertaining to an agenda item; however, he stated that in the future he would prefer to have a meeting package that includes all necessary information in advance to allow the members to make sound decisions on applications. There being no further discussion, the following vote was taken on the motion for approval: Voting Aye: Ms. Carla Cate, Mr. Patrick Duncan, Mr. Stan Humphries, Ms. Odessa Rooks, Ms. Desiree Watson and Mr. Joel Willis. Voting Nay: Mr. Ed Meadows.

For the record, Ms. Carla Cate recused herself from participating in discussion and/or action of application PP3399.

PP3399 Island Retreat Lots 1, 2, 3: Consider preliminary plat approval for a three lot subdivision in the Island Retreat neighborhood. The parcel is located to the west of the Marshall Complex, between Ocean Boulevard and Lord Avenue. The parcel is .53 acres and zoned VR Village Residential. Parcel ID: 04-04901. Vassa Cate with the Palmetto Building Group, LLC, applicant for Haven Paxton, owner.

Mr. Bobby Shupe was present for discussion. Mr. Vassa Cate was also on hand to answer questions.

The following report from staff was included in the packages for review and was presented by Ms. Denise Grabowski:

The proposed preliminary plat shows the .53 acre parcel divided into three new parcels, each is larger than the minimum 6,000 sq. ft. minimum lot size. Access for lots 1 and 2 will be from Ocean Boulevard and access to lot 3 will be from Lord Avenue.

This item was deferred from the December 20, 2016 meeting at the request of Senior Assistant County Attorney Will Worley. Mr. Worley had a legal question regarding what effect, if any, a provision in Section 802(d) of the Glynn County Subdivision Regulations has on this type of subdivision and wanted more time to fully vet the issue. Upon completion of his review, Mr. Worley stated that “he finds no legal argument that the provisions of 802(d) [of the Glynn County Subdivision regulations] regarding expedited subdivisions apply to this application. Therefore, there is no impediment to the IPC considering this application at its next meeting.”

The preliminary plat shall consist of a map or maps drawn at a scale of not less than one inch, two hundred feet and shall include the following requirements of Section 703 of the Glynn County Subdivision Regulations (along with staff’s comments):

1. The proposed name of the subdivision and proposed street names shall not duplicate or too closely approximate phonetically the name of other subdivisions or streets in Glynn County. If shown to the contrary, the Planning Commission or Geographic Information System (GIS) office may refuse to accept such subdivision and street names; must indicate whether the streets are to be public or private.
Staff Comment: Provided by applicant on plat.
2. Name, address and telephone number of the owner of record.
Staff Comment: Provided by applicant on plat.
3. Name, address and telephone number of the subdivider.
Staff Comment: Provided by applicant on plat.
4. Date of survey, north point and graphic scale, source of data, date of plat drawing, and space for revision dates.
Staff Comment: Provided by applicant on plat.
5. Preliminary Plat Certificates and Statements.
Staff Comment: Provided by applicant on plat.
6. A vicinity map locating the subdivision in relation to the surrounding area with regard to well-known landmarks such as major streets and thoroughfares, railroad rights-of-way, rivers, streams and other named bodies of water. Vicinity maps may be drawn in freehand and at a scale sufficient to show clearly the information required, but not smaller than one inch to one mile.
Staff Comment: Provided by applicant on plat.
7. Name of former subdivision(s), if any.
Staff Comment: Provided by applicant on plat.
8. Exact boundary lines of the tract or parcel to be subdivided, indicated by a heavy line giving length and bearings, and total subdivision land area in acres. The boundary lines shall apply to the entire tract to be subdivided.
Staff Comment: Provided by applicant on plat.
9. Natural features within the proposed subdivision, including drainage channels, bodies of water, flood plain, wetlands and other significant features.
Staff Comment: Provided by applicant on plat.
10. Cultural features within the proposed subdivision, including rights-of-way widths, and names of existing and proposed streets and alleys, existing structures, existing easements, buildings, city and county lines, zoning districts and boundaries, and other significant information.

Staff Comment: Ocean Boulevard and Lord Avenue will be extended to provide access to these lots, per note 19. The right-of-way for both streets already extends to these lots for access. This issue will be addressed during the “Construction Plan” phase of the development.

11. Proposed layout including lot lines with rough dimensions, lot numbers, block letters, street and alley lines, sites reserved through covenants, dedication or otherwise for public uses.

Staff Comment: Provided by applicant on plat.

12. Location of existing water and sewer utilities, if a connection to these public systems is proposed.

Staff Comment: Brunswick Joint Water and Sewer Commission has entered the following review: “PLEASE NOTE THAT DOWNSTREAM WASTEWATER CONVEYANCE CAPACITY PROBLEMS EXIST. THE JWSC CANNOT GUARANTEE THAT SEWER CAPACITY FOR NEW CONSTRUCTION WILL BE AVAILABLE UNTIL SUCH TIME THAT DOWNSTREAM WASTEWATER CONVEYANCE IMPROVEMENTS ARE MADE PER JWSC REQUIREMENTS.”

13. Proposed unit division or stage of development, if any, by the subdivider.

Staff Comment: Not applicable.

14. The names of owners of record and zoning of land adjacent to the tract to be subdivided.

Staff Comment: Provided by applicant on plat.

15. FIRM Panel Number and flood zone designation.

Staff Comment: Provided by applicant on plat.

16. Building setback information per Zoning Ordinance including setback lines on odd shaped lot.

Staff Comment: Provided by applicant on plat.

During discussion, Mr. Humphries expressed concerns about availability of water and sewer. Ms. Grabowski pointed out that water and sewer are available but there are issues with capacity. According to JWSC, there is no guarantee that capacity for new construction will be available until the sewer system improvements are made. Mr. Humphries stated that it is a bad policy to grant approval of an application when there are uncertainties about capacity, and as such, he feels that this application should be deferred until all requirements are met. However, Ms. Grabowski stated that this application is in compliance with the preliminary plat requirements. Mr. Humphries then asked if JWSC granted approval of this application. Ms. Pam Thompson explained that JWSC’s proposed upgrade will be completed within a reasonable time-frame. She added that approval of this preliminary plat only allows the developer to move to the next step, which is the site plan review stage that also requires the IPC’s approval.

Ms. Thompson further stated that JWSC provides an option that allows property owners to pay for system improvements. This option allows for quicker service at no cost to the system rate payers. She stated that she could get a written document from JWSC indicating that the capacity issue would be taken care of in a reasonable amount of time. For additional information, Ms. Grabowski pointed out that the developer paid the sewer tap-in fees and received the permits. The judge issued a court order stating that sewer concerns could not hold up the project and the taps must be issued.

Mr. Meadows asked if the developer had legal rights to the property. Ms. Grabowski replied yes; the developer has access to the county right-of-way. Mr. Meadows also wanted to know why the access would be improved during the construction phase. Ms. Thompson explained that if the access does not meet the regulations during the construction phase, the plat would not be permitted.

At this time, Mr. Bobby Shupe gave a brief presentation and discussion continued. Afterward, a motion was made by Mr. Patrick Duncan to approve preliminary plat application **PP3399**. The motion was seconded by Mr. Joel Willis. Voting Aye: Mr. Patrick Duncan, Ms. Desiree Watson and Mr. Joel Willis. Voting Nay: Mr. Stan Humphries and Mr. Ed Meadows. Abstained From Voting: Ms. Carla Cate and Ms. Odessa Rooks. This motion did not carry a majority vote and therefore a new motion was made by Mr. Stan Humphries to defer preliminary plat application **PP3399** until the application is in compliance with all regulations. The motion was seconded by Mr. Ed Meadows. During discussion, Mr. Willis asked if this request is compliant with applicable regulations. Ms. Thompson replied yes; this application meets the requirements for approval. At the end of discussion, the motion and the second for deferral were amended to include a specific date and time of the meeting. Discussion continued.

Mr. Meadows stated that there is a lot going on in this particular neighborhood. He pointed out that he's concerned about public safety and would like more information on access for fire trucks. He also reminded everyone of the proposed worksession between the IPC and JWSC, and due to the questions about capacity, etc., he feels that this worksession is crucial and should be scheduled as soon as possible. Chairman Watson stated that we owe it to the applicant to say what we want to see for approval. Ms. Thompson reminded the members that this application is complete and is in compliance with the regulations. However, Mr. Meadows stated that he would like information on the following: a) impervious ingress/egress; b) stability of soils underneath; and c) specific provisions regarding the drainage easement. Mr. Joel Willis stated that he has not heard anything that qualifies as a recommendation for denial. Mr. Patrick Duncan agreed and he also pointed out that there are steps in the building process that will address most of these concerns.

At the request of the Chairman and for record, Ms. Grabowski read the list of requirements for review and approval of a preliminary plat application in accordance with Section 703 of the Glynn County Subdivision Regulations. Afterward, the following vote was taken on the amended motion to defer preliminary plat application **PP3399** to the February 21st IPC Meeting, beginning at 6:00 p.m. Voting Aye: Mr. Stan Humphries, Mr. Ed Meadows, Ms. Odessa Rooks and Ms. Desiree Watson. Voting Nay: Mr. Patrick Duncan and Mr. Joel Willis. Abstained From Voting: Ms. Carla Cate. The motion carried for deferral.

SP3417 South Coast ITM: Consider site plan approval for an Interactive Teller Machine (ITM) to be constructed at 1867 Demere Road on St Simons Island between the existing Rich Sea Pack Research and Development building and Demere Road. Parcel ID: 04-02922. Robert Ussery with Ussery-Rule, agent for Al McKinnon with South Coast Bank and Trust, applicant and Lease Holder, Glynn County, owner.

Mr. Robert Ussery was present for discussion.

The following report from staff was included in the packages for review and was presented by Ms. Grabowski:

An ITM is an interactive teller machine. South Coast Bank describes this as a “live video conversation with a South Coast representative.” The project area is .19 acres or 8,145 sq. ft. The ITM will be accessed off of the existing entrance to Rich Sea Pack Research and Development building, positioned at the traffic signal across from the new terminal building.

Under Section 619.4 (a) of the Zoning Ordinance, the Planning Commission’s review shall be guided by the following standards and criteria:

1. The application, site plan, and other submitted information contains all of the items required under this Section. ***Staff comment: This requirement has been met.***
2. The proposed uses, buildings and structures are in accordance with the requirements of this ordinance and other ordinances of Glynn County. ***Staff comment: Glynn County has requested an amendment to the Planned Development Text for this property which will add “ITM” to the list of permitted uses for Tract B. The application is being heard by the Islands Planning Commission on January 17, 2017 and will be heard by the Glynn County Board of Commissioners on January 19, 2017.***

3. Adequate provisions are made for ingress and egress, off-street parking, loading, and the flow of traffic, which may reasonably be anticipated. ***Staff comment: This requirement has been met.***
4. Adequate provisions are made to control the flow of storm water from and across the site. ***Staff comment: This requirement has been met.***
5. Adequate provisions are made to protect trees that are selected to remain as depicted on the site plan. ***Staff comment: This requirement has been met. Four palm trees are being removed to accommodate this project. Two drake elms are being planted along with other shrubbery to beautify the site.***
6. Adequate provisions are made to buffer intensive uses and to screen all service areas from view of the adjacent properties and streets. ***Staff comment: This requirement has been met. A 10 ft. Type E Buffer is being planted along Demere Road.***
7. Adequate provisions are made to control the location, intensity, and direction of all outdoor lighting so that it will not have an adverse effect upon adjoining properties. ***Staff comment: The applicant will submit a lighting plan with the building permit application and all lighting will comply with Glynn County Ordinances and Regulations.***
8. Open space, as required, has been provided and appropriate means are proposed to assure maintenance of common areas and facilities. ***Staff comment: No open space is required in this PD Text.***
9. Adequate provisions are made for water supply, fire protection, and sewage collection and treatment. ***Staff comment: This requirement has been met.***

Ms. Grabowski stated that staff has reviewed this site plan and determined that it satisfactorily complies with all applicable codes and ordinances. Any remaining issues will be addressed during the permitting process.

Mr. Robert Ussery gave a brief presentation and a general discussion followed. Afterward, a motion was made by Mr. Joel Willis, seconded by Mr. Stan Humphries and unanimously adopted to approve application ***SP3417***.

SP3375 - Market Station: Consider a request for site plan approval for two new 11,400 square foot office/retail buildings located at 651 Sea Island Road. This property consists of 6.89 acres and is zoned Planned Development (PD). Parcel ID: 04-15007. John Varner with Market Street Partners, applicant and owner.

Due to outstanding issues regarding this site plan, staff respectfully requests that site plan application **SP3375** “Market Station” be deferred until the February IPC Meeting. Thereupon, a motion was made by Mr. Stan Humphries, seconded by Mr. Joel Willis and unanimously adopted to defer application **SP3375** until the February 21, 2017 IPC Meeting, beginning at 6:00 p.m.

Adoption of 2017 IPC Meeting Calendar

A motion was made by Mr. Joel Willis to approve the **2017 IPC Meeting Calendar** with each meeting beginning at 6:00 p.m. at designated locations. The motion was seconded by Mr. Ed Meadows and unanimously adopted. (*Note: IPC Meetings are generally held on the third Tuesday of each month with changes being made in case of holidays, and/or Election Day.*)

Appointment of Selection Committee

Chairman Watson appointed Mr. Joel Willis and Mr. Ed Meadows as the Selection Committee to report at the February 21st IPC on recommendation of 2017 Officers.

In other business, Ms. Thompson advised that the Carl Vinson Institute of Government will conduct a two-day workshop for appointed board member training in “**Planning & Zoning 101**” on February 7th and 8th. Additional information will be disseminated.

There being no further business to discuss, the meeting was adjourned at 7:15 p.m.