

**MINUTES
PLANNING BOARD
TUESDAY, September 27, 2016
7:00 PM
HOOD ROOM, MATTHEWS TOWN HALL**

PRESENT: Chair Steve Lee; Members Kress Query, Michael Ham , David Wieser, Kerry Lamson, and Gregory Lee; Alternate Member Jana Reeve; Town Attorneys Charles Buckley and Craig Buie; Planning Director Kathi Ingrish, Senior Planner Jay Camp, Administrative Assistant/Deputy Town Clerk Shana Robertson.

ABSENT: Member Barbara Dement; Youth Voice Carly Newton

CALL TO ORDER

Chairman Steve Lee called the meeting to order at 7:05 pm.

Chairman Lee noted that due to a vacancy, one alternate needed to be added as a voting member for this evening. Michael Ham motioned to add Jana Reeve as a voting member, seconded by David Wieser. The motion passed unanimously.

APPROVAL OF THE MINUTES

Mr. Ham motioned to approve the minutes of the August 23, 2016 meeting as submitted. Seconded by Kress Query and the motion was unanimously approved.

ZONING APPLICATION 2016-648 – Budd Law Group, 352 E Charles St, From R-12 to O (CD) for Professional Office Use

Senior Planner Jay Camp reviewed the details from the September 12, 2016 public hearing. The proposed rezoning from R-12 to O (CD) will replace the vacant single family residence with a 4,150 square foot office building that will appear similar to a house. Mr. Camp updated the Board on some of the outstanding conditions. The property will meet parking standards due to the Downtown Overlay allowing a baseline 25 percent parking reduction if within 400 feet of public parking. Mr. Camp added that two variances will be requested of the Board of Adjustment at the November 3, 2016 meeting. One will be for the setback due to the location of the CSX right of way at the front of the property. The second variance requested will be for the proposed 18 foot driveway width. A minimum of 24 foot is typically required by Town ordinance.

Kerry Lamson asked Mr. Camp if he would explain why the parking would be compliant. Mr. Camp stated that when the site plan was received it was thought that the accessory structure was a record storage only building. It had since been discovered that the structure will be a detached garage that will hold two enclosed parking spaces with a record storage loft upstairs. At first count, only surface parking was counted. The 2 additional spaces the garage provides brings the parking count to ten spaces. The baseline requirement is one space per every 300 square feet. The 25 percent parking reduction within the Downtown Overlay applies to 352 E Charles as it is within 400 feet of the public parking on Charles Buckley Way.

Mr. Lamson asked if there was variation on the parking requirement based on the type of business occupying the building. Mr. Camp answered that yes, if the use was a medical office it would be one space for every 200 square feet. The site, as proposed is for general office. Mr. Lamson asked what other potential uses could occupy the space should the owner ever vacate. Mr. Camp stated per the conditional notes, all uses under the office district including real estate offices, law firms, architects, engineers, and salons.

Kress Query asked if Buckley Way was the only public parking within 400 feet of the property and about how many spaces were located within that public parking area. Mr. Camp confirmed that it was the only public parking within the 400 foot area. There are thirteen public parking spaces located on Buckley Way.

Jana Reeve asked if the variance request for the driveway was due to the size and width of the proposed structure. Mr. Camp stated that the intent of the driveway width as well as the detached garage was to keep the residential look and feel of the property. Ms. Reeve asked if the 18 foot width would allow for two way traffic or possible side parking. Mr. Camp stated that driveway parking would create a one-way condition and not allow enough room.

Greg Lee asked if narrowing the width of the driveway was a result of needing a landscape screen or buffer to the property next door. Mr. Camp stated that it was not required to have the buffer but the applicant wanted a planting space for buffer purposes.

Stephanie Cooper, Architect, Indian Trail, NC and Laura Budd of Budd Law Group, 10550 Independence Pointe Pkwy #301, Matthews, NC 28105, provided new details to the Board. Ms. Cooper compared the plan to other similar structures such as Plantation Animal Clinic and The Matthews Help Center. Finishes will include architectural shingles, hardy plank siding, metal roof over porch, vinyl windows and shutters, wooden post columns, a brick base, wooden sign, ramp to front from side of building, and residential front doors.

Mr. Query said he felt the building looked very good and will fit the town character.

Mr. Ham stated that some railing on the front, similar to the Plantation Animal Clinic, may help the building to look more residential.

Mr. Lamson asked about the rear setback and if additional parking could be added with less buffer. Ms. Cooper stated that a tree survey had not been completed yet. The owner is wanting to keep as much green space as possible. Current plans have 80 feet of green space from parking area to property line. Mr. Lamson asked if consideration for more parking could be made. Mr. Ham clarified that parking requirements were met. Mr. Camp stated that they were. Mr. Ham asked if the town was going to ask the applicant to exceed what is required. Mr. Lamson stated that was not his intent. He stated he was concerned of other applications in use. Ms. Cooper stated that there were thoughts of moving the garage structure placement so more area could be made in the future for parking if needed.

Mr. Weiser asked how many employees are expected to occupy the office. Ms. Budd stated that there currently six employees and two part time contractors. One of the six employees works remotely from Colorado and the other five are not in the office at the same time due to court schedules. The business does not have a huge number of walk in clients. She stated that employees were aware that, if approved, some days they will need to use public parking on Buckley Way. Ms. Budd said that she wanted to save as many trees and green space as possible.

Mr. Lamson asked about the ramp at the side of the structure and if there were plans for a side entrance. Ms. Budd stated that she wanted a functional front door but there will be a back entrance that will have a hall that leads to the reception area. Space for a switchback ramp is available at the back entrance.

Chairman Lee stated that street side parking should be looked into for future parking but that he was good with parking as it stands.

Mr. Query felt that parking may be a problem.

Mr. Ham stated that if there is a future problem with parking options were available with the back green space. Mr. Query asked if expansion were to happen would the applicant need to come back to revise the conditional zoning. Mr. Camp stated it would be better to show parking expansion portrayal on the site plan prior to approval as future spaces so the applicant would not need to come back.

Mr. Lee asked if a trash dumpster would be a requirement for the business. Mr. Camp stated that Public Works has reviewed the site plan and typically allow roll out carts for offices of the proposed size. Mr. Lee said that if dumpsters were needed that may impact future parking. Ms. Budd stated that for current use, a dumpster would not be needed nor does it fit with the residential character that she is looking to protect with the property.

Mr. Lamson asked about architectural lighting at the street and building location. Ms. Cooper showed the plans for porch lighting. Mr. Camp stated there is a street light on Charles Street next to property.

Mr. Query made a motion recommending approval subject to showing potential future expanded parking area and that variances are approved. It is consistent with the Downtown Land Use Plan. Mr. Weiser seconded the motion and it was unanimously approved.

YOUTH VOICE STATUS FOR SCHOOL YEAR 2016-17

Planning Director Kathi Ingrish addresses the Board. She reviewed the discussion of July 26, 2016 about adding a second Youth Voice position. Carly Newton did ask, and was granted a second term. Ms. Ingrish asked if the Board felt the position needed to be more structured with a chance for high school students to gain experience from the position. Options for changes included to assign Planning members as student mentors, encourage Youth Voice member participation, and research projects on Planning Board or Town Council issues. Ms. Ingrish stated that the American Planning Association had many ideas and topics regarding projects. Ms. Ingrish also pointed out that October is National Community Planning Month and the Theme will be Civic Engagement. If the Board chose to add another Youth Voice this needed to be advertised soon.

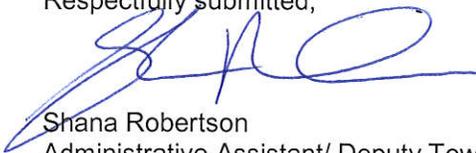
Chairman Lee asked if the Board agreed on adding a second Youth Voice member. All Members agreed. Chairman Lee added that he agrees there needs to be a project and direction for the position. Mr. Lansom asked if this could be a rotating two year term with one new member a year. Ms. Reeve felt the position would better fit for one year so more students could take advantage of the valuable chance. Chairman Lee felt that the term should stay at one year with a second term available upon request. He stated that he also felt there should be a minimum attendance requirement added.

Discussion ensued regarding advertising of the position both within the schools and community, application process, and requirements, and interview committee.

ADJOURNMENT

Mr. Query motioned to adjourn. Seconded by Mr. Wieser and the motion passed unanimously. The meeting adjourned at 8:06 pm.

Respectfully submitted,



Shana Robertson
Administrative Assistant/ Deputy Town Clerk