

**MINUTES
PLANNING COMMISSION OF POOLESVILLE
October 26, 2016**

CALL TO ORDER:

Commissioner Sneed called the meeting to order. In attendance was Commissioner Stump, Bupp, Tims Schramm, Town Attorney Jay Gullo, Town Engineer Strong and Town Manager Yost.

ANNOUNCEMENTS:

CITIZEN COMMENT ON AGENDA ITEMS:

APPROVAL OF MINUTES:

Commissioner Schramm moved to approve minutes of September 14, 2016. Seconded by Commissioner Bupp. Motion carried 5-0.

NEW BUSINESS:

JDC Poolesville Preliminary Plan

Jay Donegan, Property Owner of the JDC Poolesville Site located at the intersection of Wootton Avenue and Fisher Avenue (near the CVS), introduced his development team Frank Watson and Rob Fox along with 2 engineers from Bohler Engineering.

Mr. Watson presented the Plan for a 4,800 sqft retail building and a proposed footprint of two additional buildings in the future. The presentation included layout, entrances off of Wootton Avenue and building elevations. Mr. Donegan explained that he did not currently have a tenant for the new building, which was not the typical approach that a build out would occur. Mr. Donegan submitted the plan as a requirement of the 2001 allocation plan. The plan required the submission of a preliminary plan by December 31, 2016.

The Planning Commission discussed the plan and agreed that the retail building should be pushed away from the corner of the intersection of Fisher Avenue and Wootton Avenue. They also want to make sure that the entrance into the commercial district was not the back of a building. Concerns with too much parking and requiring full construction prior to locating a suitable use a tenant was discussed.

Staff was instructed to work with Mr. Donegan on the outstanding items.

Willshire Concept Plan Review

Commissioner Sneed and Manager Yost provided a brief to the rest of the Commission and audience. A discussion on several items took place with the following items being identified as recommendations to amend the concept plan.

Fisher Avenue Frontage

- Provide 40' right-of-way from centerline
- Add turn lane and match Whalen Commons set-back/curb line
- Front building restriction line should be increased to the Overlay Maximum of 25'
- Side line setbacks should be increased to the standard 10'
- All homes must face Fisher
- Overhead utilities on subject property shall be buried

Fyffe Road Frontage

- Front building restriction line should be increased to the Overlay Maximum of 25'
- Side line setbacks should be increased to the standard 10'
- All homes must face Fyffe

Parkland Dedication

- Section 29. A.4 requires a 10% dedication of usable recreational parkland
- This could be a dedication across Fyffe Road from Whalen Commons. Commissioner Stump and residents had brought this up as a potential buffer from some of the activities. The Parks Board will help in identifying a design or the specifics.
- Consideration should be given to creating a transition into the development from the John Poole House and not have backyards abutting the adjacent historic properties.

Townhomes

- Townhomes should be located only on internal lots
- Building Heights limited to two stories or up to 35 feet as measured from ground level at the front of the building to the ceiling of the highest living space and a top floor area limit not to exceed 50% of the 2nd floor area.

Variances

- Some of the homes shown on the plan exceed the maximum floor area
- Garage size and setback

Pedestrian Greenways

- Connectivity from Beall Street to the John Poole House
- Connectivity from Fyffe Road to Glass Way

Roadways and Alleyways

- Roads should be a minimum of 24' and still include 8' parking bump outs
- Alleyways should conform to a minimum of 20' paving
- All entrance and turning radius must be able to accommodate a fire department ladder truck

Forest Conservation

- Alternative methods should be proposed as a fee-in-lieu will not be accepted

Senior Accommodations

- Plan should incorporate an independent senior living component.

Similar to other high density subdivisions (townhouses) they should have an HOA so the burden of maintenance is not on the Town.

Each unit will be required to pay a connection fee (2017 rate) that is \$12,117 (Single Family) and \$8,165 (townhome), which will be allocated into paying down the sewer repair debt service.

Several residents commented on the recommendations.

OLD BUSINESS:

ADJOURNMENT

A motion to adjourn was made by Commissioner Stump, seconded by Commissioner Schramm. Motion passed 5-0.