



**City of Millersville Planning Commission
Meeting Minutes
Tuesday, October 9, 2018 5:00 pm
Millersville City Hall**

- 1) **Call to Order:** Chairman Fox called the October Meeting of Planning Commission to order at 5:00 pm.
- 2) **Invocation:** Lead by Secretary Gregory.
- 3) **Pledge of Allegiance:** Lead by Chairman Fox.
- 4) **Roll Call:** Secretary Gregory called the roll of Commission; a quorum was present and included the following:

Commission Present:

Mr. Frank Fox
Mr. Larry Petty
Mr. David Gregory
Mr. Keith Bell
Mr. Lee Smith
Mr. Brent Uldrich
Mrs. Deborah Wade

Staff Present:

Mr. Michael Barr
Mrs. Michelle Bernard

- 5) **Disclosure of Ex-parte Communications:** No comments were made.
- 6) **Approve the Minutes of the Planning Commission Meeting(s):**
 - a) **September 11, 2018:**

Chairman Fox requests the Commission to approve the September 11, 2018 Meeting Minutes.
Mr. Bell made the motion to “approve the September 11, 2018 Meeting Minutes as presented.” Secretary Gregory seconded the motion.
Motion carried by Unanimous Vote
- 7) **Public Comments (Limited to 3 minutes per speaker for items on this agenda):**

No comments were made.
- 8) **Action Item(s):**
 - a) **Site Plan for 106 Long Drive – SwingLift Transport Services:**

Mr. Barr stated that the applicant is proposing to construct a shipping container storage and sales center and light manufacturing facility on a portion of this parcel located on Long Drive. No additional buildings are proposed at this time. The site work proposed is limited to cut & fill to create flat areas for storage, staging, and manufacturing of shipping containers and modified containers. These modifications include creating temporary construction offices, etc. The home on the parcel is to remain as a residence and business office. A minimal number of customers are expected at this location.

The driveway and steep sections of the graded areas will be paved while other areas are proposed to be finished with gravel. The stormwater system is designed to accommodate these surfaces. Appropriate buffers will remain.

The use and design are appropriate with and conform to the parcel's zoning designation of Light Industrial and General Office LI-1.

Mr. Barr is recommending "conditional" approval by the Planning Commission of the Site Plan for the subject project. Mr. Bell made the motion that they "conditionally" approve the Site Plan based on the City's Engineers final acceptance of the Site Plan.

Vice Chairman Petty seconded the motion. Mr. Smith mentioned to the applicant that he is looking forward to this project. **Motion carried by Unanimous Vote.**

b) Amend Code of Ordinances Chapter 90 Section 90-174 Design review standards for residential fences:

Mr. Barr stated that the City Commission requested the previously recommended revisions to residential fence standards to be returned to the Planning Commission for reconsideration. The City Commission had concerns about the definition of "front yard" and its application in this amendment.

According to the City Code of Ordinances, any area between the principal structure and any public road or right-of-way is considered "front yard" including corner lots and properly abutting multiple roads.

As such, staff has revised the language to address these concerns. Language was added that separately defines "front yard" in the context of this section. The "front yard" is the area between the principle structure's front elevation including the primary entrance to the structure and the Public road or right-of-way.

Previous comments: "City staff have recently encountered multiple issues regarding fences in residential districts. Currently there are very minimal standards for fences. Staff has reviewed other municipalities' codes and have developed minimal standards that can be reasonably followed. In particular, fences are proposed to be prohibited in public right-of-ways and front yard utility & drainage easements."

Mr. Barr is recommending approval by the Planning Commission to recommend approval by the City Commission to amend Chapter 90 Section 90-174.

Mr. Bell made the motion to amend Code of Ordinances Chapter 90 Section 90 -174 Design review standards for residential fences to include the recommendation of having a building permit. Secretary Gregory seconded the motion. **Motion carried by Unanimous Vote.**

c) Replat of Lot 2 of the Howard W. Carter Subdivision Plat:

Mr. Barr stated that the owner of the subject parcel is requesting to replat Lot 2 of the Carter Subdivision to remove certain easements and adjust minimum setback limits.

This parcel has a very old house that has been partially demolished. This house did not meet multiple zoning requirements for the lot. In order to build a new home on the property line, the owner proposes to realign a utility easement that previously served the home on Lot 1 which has recently been removed. Further, a reduction of the minimum front setback is necessary to allow for a new home to be constructed considering the topography of the lot.

The zoning of the parcel is Residential R-3. This replat will continue to generally conform to this zoning designation.

Mr. Barr is recommending approval by the Planning Commission to replat Lot 2 of the Howard W. Carter Subdivision.

Mr. Bell made the motion to approve the replat of Lot 2 of the Howard W. Carter Subdivision Plate. Vice Chairman Petty seconded the motion. **Motion carried by Unanimous Vote.**

8) Development Services Department Report:

- a) **Planning Commission & BZA Member Annual Training:** Mr. Barr reminds the Commission about the annual training that will be held on November 26, 2018.
- b) **Board of Zoning Appeals Meeting Summary – None.**
- c) **Planning & Zoning Activities:** Mr. Barr stated that they are working with a couple of annexations/zoning, as well as administration work regarding our Ordinances. Mr. Barr stated he's getting great help from our new Building Inspector, Mr. Pieri.

10) **Commissioners Comments & General Discussion:** No comments were made.

11) **Public Comments (Limited to 3 minutes per speaker for only items not on this agenda):** No comments were made.

12) **Next Planning Commission Meeting is scheduled for November 13, 2018.**

13) **Adjournment:**

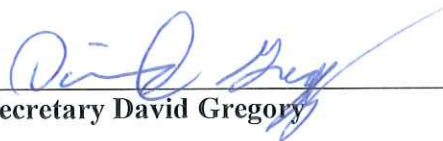
Mrs. Wade made the motion to adjourn, seconded by Mr. Bell.

Motion carried by Unanimous Vote.

Meeting adjourned at 6:40 pm.




Chairman Frank Fox



Secretary David Gregory



Recording Secretary Michelle Bernard



Approval Date