

**Zebulon
Planning Board
Minutes
November 14, 2022**

Present: David Lowry, Laura Johnson Michael Germano, Domenick Schilling, Stephanie Jenkins, Genia Newkirk, Joe Moore-Town Manager, Michael Clark-Planning, Lisa Markland-Town Clerk, Stacie Paratore- Deputy Town Clerk, Sam Slater-Attorney

David Lowry called the meeting to order.

APPROVAL OF AGENDA

David Lowry asked to add Text Amendment 2023-01 development process change, Public Hearing and Parks and Recreation to the agenda.

Michael Germano made a motion, second by Stephanie Jenkins to approve the agenda as amended. There was no discussion and the motion passed unanimously.

APPROVAL OF MINUTES

Stephanie Jenkins made a motion, second by Laura Johnson to approve the October 10, 2022 Planning Board minutes. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Text Amendment 2023-01 Development Process Change, Public Hearing and Parks and Recreation

Michael Clark stated since the item was added to the agenda at the meeting, staff did not have time to prepare a report or presentation.

Michael Germano stated he wanted to review the process so the Parks and Recreation Board could be involved in the public hearing and to streamline the development process.

Since Laura Johnson was absent at the October 10, 2022 meeting, David Lowry explained the proposed Joint Public Hearing process change.

Michael Clark explained it was logistically impossible for all three Board to attend a Joint Public Hearing together.

The process changes for the Joint Public Hearing were discussed. The Board of Commissioners would be introduced to the case then would set the Public Hearing and refer the matter to the Planning Board and Parks and Recreation Advisory Board. Both Boards would review the application request in context of their plans with the Comprehensive Land Use Plan and Transportation Plan for the Planning Board and the Parks and Recreation Master Plan for the Parks and Recreation Advisory Board. Once both Boards made a formal recommendation the Board of Commissioners would hold their formal hearing with a possible decision.

Michael Clark stated the text amendment would give additional opportunities for public comment, a recommendation from the Parks and Recreation Advisory Board, increased transparency of the

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development process, implemented the Parks and Recreation Master Plan and ensured a current timeline was maintained.

Mr. Schilling proposed changing the meeting schedule where the Planning Board met the first Thursday and Parks and Recreation Board the following Monday.

Stephanie Jenkins was opposed to the Planning Board having two meetings per month and having a second meeting would conflict with her other obligations.

Michael Germano proposed the Planning Board and Parks and Recreation Boards meet the third Monday to make a recommendation to the Board of Commissioners.

David Lowry stated he was not in favor of splitting up the meetings where citizens would have to come to multiple meetings to speak.

There was discussion about the value of having all the Boards meet together and the logistics of how that could be done.

Domenick Shilling made a motion, second by Michael Germano to adopt the meeting schedule with the introductory meeting at the regular Board of Commissioners meeting, the Planning Board meeting the Thursday of the same week, Parks and Recreation meeting the second Monday of the month.

Stephanie Jenkins stated she was unavailable on Thursdays.

There was no further discussion and the motion failed with a vote 2 to 4 with Domenick Schilling and Michael Germano voting in favor and Stephanie Jenkins, Laura Johnson, David Lowry and Genia Newkirk voting in opposition.

Michael Germano made a motion, second by David Lowry to adopt the meeting schedule with the introductory meeting at the regular Board of Commissioners meeting, a Joint Public Hearing with all boards on the second Monday, Parks and Recreation meeting the third Monday of the month and the Planning Board meeting the fourth Monday.

Michael Clark stated staff would not be able to complete the staff reports and packets in time with the proposed schedule.

Michael Germano amended his motion to state the Board of Commissioners would hold their regular meeting the first Monday, Joint Public Hearing the second Monday, the Planning Board the second Thursday and Parks and Recreation on the third Monday.

There was discussion about the meeting change. Stephanie Jenkins wanted to keep the schedules as they were. Michael Germano stated the Town was changing and growing and the Boards needed to adapt to the change.

David Lowry seconded the amended motion.

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There was no further discussion and the motion failed with a vote 3 to 3 to three with Michael Germano, Domenick Schilling, David Lowry voting in favor and Stephanie Jenkins, Laura Johnson and Genia Newkirk voting in opposition.

Michael Clark explained the Board of Commissioners met the third Thursday of the month for their work session.

David Lowry made a motion, second by Michael Germano to have a Joint Public Hearing on the second Monday to include all three boards, the Planning Board would have the option to meet after the Joint Public Hearing and the Parks and Recreation Advisory Board would meet the third Monday. David Lowry amended his motion to include creation of the Parks and Recreation Board in the ordinance and modifications to Chapter five.

The logistics of all three Boards meeting together was discussed. David Lowry stated it was necessary for the Boards to meet together.

There was no further discussion and the motion passed unanimously.

B. CZ 2023-01 W. Gannon Avenue

Michael Clark stated this was a conditional zoning request to rezone 401 W. Gannon from OI Office & Institutional to DTP-C, Downtown Periphery Conditional for the construction of a multi-family development with 11 dwelling units. A map of the parcel was shown. The public hearing notification was explained. The vicinity map, current zoning map and future land use plan were shown. The concept plan showed multi-family 11-unit townhome style structures with a 30-foot type C buffer and open space preservation. The initial proposed elevations of the units were shown, but it was stated revised elevations were given to the Planning Board during the Joint Public Hearing.

The applicant proposed the following conditions:

- Garage widths
- Architectural conditions
- Building articulation
- Height deviation

The required standards for the request were in section 2.2.6.K:

- Health, safety and welfare
- Appropriate for location
- Reasonable in the public interest
- Concept plan consistent with regulations
- Other relevant factors

Staff recommended approval of CZ 2023-01.

Michael Germano asked Sherry Case about Meridian's willingness to build a fence. Ms. Case stated they were open to building a privacy fence along the property lines of the adjacent single-family homes. An ornamental brick fence along the frontage of Rotary and Gannon was suggested by Michael Germano.

There was discussion about changing the zoning and what it meant to the neighborhood. Ms. Case explained changing the zoning district from Office & Institutional to DTP-C to Downtown Periphery Conditional would give a more residential looking neighborhood.

David Lowry wanted to see a more concrete site plan with additional input from the community.

Domenick asked if the homes planned to be rented. Ms. Case confirmed the homes would be sold and it was clarified by Sam Slater that ownership status could not be part of a condition.

There was discussion about fences and landscape buffers.

Mr. Lowry appreciated Meridian being agreeable to making changes to the proposed development and would like to see an additional neighborhood meeting about designs for more cooperation from citizens. Sam Slater clarified that design recommendations needed to come from the Planning Board.

Michael Clark explained the Planning Board would be approving the architectural conditions and not the exact elevations. There could be small deviations in certain areas but would need to keep with the context, spirit and intent of what was approved.

It was asked what materials would be used on the exterior of the buildings. Ms. Case confirmed the exterior of the homes would not be vinyl siding and the balconies had walk out space.

Michael Germano made a motion, second by Domenick Schilling to recommend approval of CZ 2023-01 with the revised architecture as presented and fencing or sidewalk to be installed along Gannon and Rotary. There was no discussion and the motion passed with a vote 4 to 2 with Michael Germano, Domenick Schilling, David Lowry and Genia Newkirk voting in favor and Laura Johnson and Stephanie Jenkins voting in opposition.

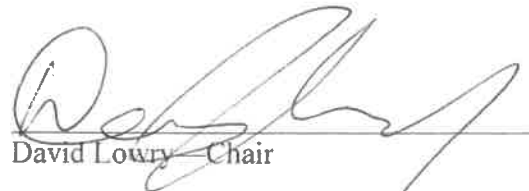
DEVELOPMENT UPDATES

Michael Clark stated there would be a Joint Public Hearing meeting in December and provided development updates.

Michael Germano made a motion, second by Laura Johnson to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 12th day of December 2022.




David Lowry—Chair


Stacie Paratore, CMC—Deputy Town Clerk

