

**MINUTES
PLANNING COMMISSION
TOWN OF SHENANDOAH
REGULAR MEETING
MAY 18, 2022**

The Shenandoah Planning Commission held a regular meeting on Wednesday, May 18, 2022.

The meeting was called to order at 4:00 p.m. and began with a roll call of members.

ATTENDANCE: Members present were: Chairman I. Michael Lowe; Commissioners Jonathan Comer; Karen Comer; Jessica Karnes; and Sean Wheeler.

Members absent were: Vice Chairman Arthur “Todd” Stroupe; and Commissioner James Campbell, Jr.

Other Town Officials present were: Juanita Roudabush, Town Manager; and Lora Jenkins, Town Clerk.

Citizens present were: Emmett Long; and Lexa Robeson.

Media: None.

REGULAR MEETING MINUTES OF FEBRUARY 16, 2022:

A *motion* was made by Commissioner K. Comer, *seconded* by Commissioner Wheeler, to approve the minutes of February 16, 2022, as presented.

Members Vote was as follows:

YEA:	Chairman Lowe	NAY: None.
	Commissioner J. Comer	
	Commissioner K. Comer	
	Commissioner Karnes	
	Commissioner Wheeler	

Abstain: None.

Absent: Vice Chairman Stroupe; and Commissioner James Campbell, Jr.

VOTE: **Unanimous in favor of motion.**

REGULAR MEETING MINUTES OF MARCH 16, 2022:

A *motion* was made by Commissioner K. Comer, *seconded* by Commissioner Wheeler, to approve the minutes of March 16, 2022, as presented.

Members Vote was as follows:

YEA: Chairman Lowe
Commissioner J. Comer
Commissioner K. Comer
Commissioner Karnes
Commissioner Wheeler

NAY: None.

Abstain: None.

Absent: Vice Chairman Stroupe; and Commissioner James Campbell, Jr.

VOTE: **Unanimous in favor of motion.**

NEW BUSINESS:

Item # 1 – Received a request from Rocky Creek Properties LLC to consolidate eleven (11) existing lots into one (1) lot, located at Pennsylvania Avenue and Second Street, referenced by Tax Map Numbers 102A3-(1)-B lots 18A, 19, 19A, 19B, 19C, 19E, 20, 20A, 20B, 20C, and 20E, as per the attached survey plat.

Chairman Lowe asked if any Commissioners had any questions on the consolidation of lots request?

There being no questions, a ***motion*** was made by Commissioner Karnes, ***seconded*** by Commissioner K. Comer, to recommend the Council approve the application from Rocky Creek Properties LLC to consolidate eleven (11) existing lots into one (1) lot, located at Pennsylvania Avenue and Second Street, referenced by Tax Map Numbers 102A3-(1)-B lots 18A, 19, 19A, 19B, 19C, 19E, 20, 20A, 20B, 20C, and 20E, as per the attached survey plat.

Members Vote was as follows:

YEA: Chairman Lowe
Commissioner J. Comer
Commissioner K. Comer
Commissioner Karnes
Commissioner Wheeler

NAY: None.

Abstain: None.

Absent: Vice Chairman Stroupe; and Commissioner James Campbell, Jr.

VOTE: **Unanimous in favor of motion.**

The recommendation of the Planning Commission will go before the Town Council on Tuesday, May 24, 2022 for final approval. If approved, Mayor Lucas will sign an original survey plat. Rocky Creek Properties LLC will then be responsible for having the survey plat and new deeds recorded with the Clerk of the Court.

Item # 2 – The Planning Commission received preliminary plans for a ten (10) unit apartment building on Pennsylvania Avenue, the Planning Commission was to look over the plans and

voice any concerns or questions to Rocky Creek Properties LLC, owners of the property.

Chairman Lowe stated the plans looked like it would be one building which would be two stories and 5 apartment units on each story.

Owners of Rocky Creek Properties LLC, Emmett Long and Lexa Robeson, stated Chairman Lowe was correct, with 8 2 bedroom units and 2 1 bedroom units.

Commissioner K. Comer asked if the owners could describe their plans in detail.

Ms. Robeson stated if approved, they would demolish the Old Verbena Lodge on lots 19 and 20, demolish the small house beside the Old Verbena Lodge on lots 20B and 20C, and another home on Second Street would be demolished on lot 19E. The apartment building would be built on Pennsylvania Avenue with a 10 car parking lot along the alley, and another 6 car parking lot would be built along Second Street with a concrete walkway in between. Each parking space is 9' W X 15' D.

Town Manager Roudabush stated the parking does not meet Town Code for size and number. Rocky Creek Properties will need to go before the Town of Shenandoah Board of Zoning Appeals (BZA) for a Variance Request for anything that does not meet Town Code.

Mr. Long asked what the Town Code required for parking spaces?

Chairman Lowe stated for apartments there needs to be 2 spaces per unit, and they need to be 10' W x 20' D to meet Town Code requirements.

Commissioner Wheeler asked would the tenants be able to park on the street?

Town Manager Roudabush stated no, the Town Code would not allow on-street parking to fill the required number of spaces, even though on-street parking is available in this area.

Commissioner Wheeler asked why are current residents allowed to park on the street in the existing apartment buildings?

Town Manager Roudabush stated existing structures are grandfathered in with on-street parking, but for this new apartment building they would not be allowed; however, the BZA may address this problem.

Commissioner K. Comer asked if exterior lighting was planned for the apartment building? She noted a concern for security walking to and from the different parking areas.

Ms. Robeson stated yes, there would be exterior lighting.

Mr. Long said he would like to have halogen lighting on the outside of the apartment.

Chairman Lowe stated it would also be good to have exterior pole lights along the walkway and

in the upper parking lot.

Chairman Lowe asked if the BZA would be discussing the parking and setbacks?

Town Manager Roudabush stated parking is the only issue as there is a provision about setbacks in the Town Code being as close as the neighboring properties' setbacks, and the neighboring properties are very close to each other and to the street.

Commissioner J. Comer asked if the fence that is near the Rocky Creek Property is theirs or the other property owners?

Ms. Robeson stated she was unsure who owned the fence. She had tried reaching out to Mr. Wong, but has not heard from him yet.

Mr. Long stated Rocky Creek Properties would like to buy a parcel from Mr. Wong, which would solve the parking problem.

Chairman Lowe asked if Rocky Creek Properties would be able to present the BZA with the preliminary plans or if they would have to create new plans?

Town Manager Roudabush stated the preliminary plans are fine to present the BZA.

Commissioner Wheeler asked how soon could the project start on the existing structures?

Ms. Robeson stated it all depends upon the approvals, final plans being generated, and the construction crew's availability.

Town Manager Roudabush asked when the demo could start?

Mr. Long stated he would like the demo to be a Fall project possibly November.

Town Manager Roudabush stated Rocky Creek Properties currently owns the apartments at First Street which was the Old YMCA building. They maintain the property and the Town has not had any issues with that property since Rocky Creek Properties has owned it. Town Manager Roudabush stated she wanted the Planning Commission to look at the plans for the new apartment building to voice any concerns so Mr. Long and Ms. Robeson would be able to take the concerns into consideration. The Council will also be looking at the preliminary plans as well to voice their concerns at the next Council meeting on Tuesday, May 24th.

Following Tuesdays meeting, the owners will consider applying for a Variance Request through the Board of Zoning Appeals followed by a Special Use Permit for the final plans.

UNFINISHED/NEW BUSINESS:

There was no unfinished or new business to come before the Planning Commission.

ADJOURNMENT: There being no further business, a ***motion*** was made by Commissioner K. Comer, ***seconded*** by Commissioner J. Comer, to adjourn the meeting at 4:29 p.m.

Members Vote was as follows:

YEA: Chairman Lowe
Commissioner J. Comer
Commissioner K. Comer
Commissioner Karnes
Commissioner Wheeler

NAY: None.

Abstain: None.

Absent: Vice Chairman Stroupe; Commissioner James Campbell, Jr.

VOTE: **Unanimous in favor of motion.**

Approved: _____
I. Michael Lowe, Chairman

Attested: _____
Lora Jenkins, Town Clerk