

**Planning Commission Meeting
700 Doug Davis Drive
Hapeville, Georgia 30354**

November 12, 2019 6:00PM

SUMMARY MINUTES

1. Welcome and Introduction

Chairman Brian Wismer called the meeting to order at 6:00 PM in the City of Hapeville Municipal Annex located at 700 Doug Davis Drive, Hapeville, Georgia 30354. Members in attendance included Leah Davis, Larry Martin, Charlotte Rentz and Cliff Thomas. City Planner Lynn Patterson and Secretary Adrienne Senter were also present.

Commissioners Jeanne Rast and Lucy Dolan were unable to attend the meeting.

MOTION ITEM: Charlotte Rentz made a motion Cliff Thomas seconded to add the minutes of October 8, 2019 to the meeting agenda. Motion Carried: 3-0.

2. Minutes of October 8, 2019

MOTION ITEM: Larry Martin made a motion, Charlotte Rentz seconded to approve the minutes of October 8, 2019 as amended. Motion Carried: 3-0.

MOTION ITEM: Larry Martin made a motion, Cliff Thomas seconded to move item 3.II to item 6 on the agenda. Motion Carried: 3-0.

3. New Business

3.I. 3240 Lake Avenue

Subdivision Plat Review

Beatriz Arroyo sought subdivision plat review for the property located at 3240 Lake Avenue, Parcel Identification Number 14 009900030737. The property is zoned R-SF, Residential Single Family and the applicant proposed to divide the lot into two tracts of land. The overall tract is 0.48 acres (20,828-sf) in size and contains an existing two-story structure.

As proposed, each new parcel will be 0.24 acres (10,414-sf). One parcel will contain the existing structure, while the other will be vacant. The Applicant indicated both lots will be for residential use.

Staff Recommendation

The following items were found to be deficient and must be addressed:

1. Street numbers have not been provided for the new parcels.
2. Existing building setbacks provided to the nearest 10th of a foot rather than required 100th of a foot.
3. Sidewalks are required when lots are developed.
4. Only utilities shown on plat are overhead utility lines and the water main, and the water main is not included in the legend.
5. Only shown service connection is overhead utility connection to existing structure. No proposed connections for any utilities are provided on the plat.
6. Street trees are required as part of the development of each lot.

With the resolution of these items and barring any items required by the City Engineer, the final plat may be approved.

MOTION ITEM: Larry Martin made a motion, Cliff Thomas seconded to approve the subdivision plat request for 3240 Lake Avenue subject to the deficiencies outlined in the planner's and engineer's reports. Motion Carried: 3-0.

3.II. Signs and Murals Ordinance

Text Amendment

Consideration of an amendment to the Code of Ordinances, Article 3.3 (Signs and Murals) for the purpose of amending and updating the general sign regulations.

Background

At the request of City Council, Staff has prepared an update to the City of Hapeville's Sign Ordinance. The revisions are intended to be more permissive towards creative or alternative designs for signs or other displays while maintaining the City's standards for signs overall. Some smaller and routine signs, such as stake signs in single-family residential front yards and vehicle navigation signs for businesses, would now be exempt from review. The proposed updates, if enacted, would make sign regulations simpler to understand, follow, and ultimately enforce.

Summary

1. "Sign area" is now calculated as the net geometric area measured by the smallest possible combination of rectangles enclosing the displace surface of the sign, not including decorative architectural design elements.
2. Changes to sign faces that otherwise maintain the shape and size shall be exempt from review.
3. The Variance process has been clarified and streamlined, now allowing all applicants to seek Variances directly without first needing to appeal the Planner's decision.

4. Awning sign regulations have been updated to permit marquee signs and signs mounted to canopies.
5. Several small signs are now exempt, such as seasonal decorations, yard signs, memorial signs, security signs, etc.
6. "Incidental signs", defined as small signs providing general information to vehicles and pedestrians entering a property from the right-of-way (such as business hours or parking lot entrance signs) are now exempt signs.
7. Multi-tenant signs providing information for multiple commercial tenants at one property are now permitted to exceed the dimensional restrictions for typical ground signs, based on sign district and number of tenants at the property.
8. The sign area for all signs on a lot is no longer limited by linear feet of lot frontage. Instead, wall, awning, and projecting signs shall be limited in aggregate square footage to the linear feet of building or tenant façade.

Discussion ensued regarding limiting the number of temp stake signs per yard frontage in particular on corner lots, striking elections sign regulations as it conflicts with state law and redefining yard signs to lawn signs and stake signs to clarify the which are temporary, and which are perm. Also, there was discussion regarding the removing the maximum height and maximum width of temporary signs within residential areas. The Commission asked staff to clarify the definition of holiday decorations and change the message transitions as a hard cut instead of three seconds or less for changeable LED signs. Include language regarding notice for signs that the City may deem abandoned. Clarify language for projecting signs on the corner of a building on corner facing intersection.

Public Comment

Melvin Traynum

MOTION ITEM: Cliff Thomas made a motion, Larry Martin seconded recommend the Mayor and Council update the sign ordinance subject to the following:

- 1. Permit one temporary stake sign per residential yard frontage.**
- 2. Strike election sign regulations as it conflicts with State law.**
- 3. Redefine "yard sign" as "lawn sign" and clarify which residential ground signs are considered temporary and permanent.**
- 4. Remove the maximum width and maximum height of temporary signs within residential areas.**
- 5. Clarify the definition of holiday decorations.**
- 6. Amend the changeable LED sign requirements to limit the message transitions as a hard cut instead of three seconds or less.**

7. Include language regarding notice for signs that the City may deem abandoned.
8. Clarify language for projecting signs on the corner of a building on corner facing intersections.

Motion Carried: 3-0.

3.III. 2020 Planning Commission Meeting Schedule

Consideration and action to approve the 2020 Planning Commission meeting schedule.

MOTION ITEM: Larry Martin made a motion, Charlotte Rentz seconded to approve the 2020 Planning Commission meeting schedule as amended. Motion Carried: 3-0.

4. Open Discussion

4.I. Meeting Packet Delivery Discussion

Open Discussion regarding changing to an electronic meeting packet and discontinuing the delivery of printed copies.

This item was postponed until the next meeting.

5. Next Meeting Date

Consideration and action to move the December 10, 2019 Planning Commission meeting to December 12, 2019 at 6 p.m.

MOTION ITEM: Larry Martin made a motion, Cliff Thomas seconded to move the December 10, 2019 meeting to December 12, 2019. Motion Carried: 3-0.

6. Tree Conservation Ordinance

Text Amendment

Consideration of a text amendment to Chapter 93 (Zoning), Article 2 (General provisions), Section 93-2-14 (Tree conservation) for the purpose of amending the tree conservation ordinance.

Background

The City of Hapeville has identified a need to promote tree conservation, increase the tree canopy, and offer protection of existing trees within the City. To that end, the City has established a Tree Conservation ordinance with the intent of preserving and expanding Hapeville's urban forest. Staff, in conjunction with a consulting arborist, has prepared a new tree conservation ordinance to replace the existing ordinance in its entirety. Unclear regulations have proven difficult for property owners to follow and for City staff to enforce, rendering the current ordinance less effective at meeting the goals as intended. The ordinance has been carefully designed to simplify compliance and

enforcement while applying stricter standards for development that are consistent with other Atlanta-area tree conservation ordinances. The proposed ordinance and its appendices are attached. Below are changes to other portions of the code made necessary by the new ordinance, and/or where Staff identified opportunities to bring existing code closer to the intent of the ordinance.

Summary

1. All properties in the City of Hapeville shall be required to provide a minimum number of trees on-site measured as 100” of tree caliper per acre. The caliper of new trees planted to meet this requirement shall be measured at time of planting.
2. Properties that are unable to meet the 100” per acre requirement may, with the approval of the Planning Commission, pay into the City’s Tree Bank in lieu of planting required trees. Funds from the Bank will be used by the Community Services Department for tree plantings on City property and maintenance of City owned trees.
3. Landmark trees are defined based on species and caliper diameter at breast height. Landmark trees may only be removed with the permission of Staff and with proper justification.
4. The plan includes guidelines for tree planting, replacement, protection, and permitted species depending on the type of project
5. Parking lot trees shall be provided so that no parking space is more than 50’ away from a tree.
6. Landscape buffers shall be required to provide necessary evergreen trees and shrubs.
7. To assist staff in determining compliance, Tree Protection and/or Tree Replacement plans shall be provided for all applicable projects.
8. All activities requiring a Land Disturbance Permit or resulting in an expansion of any commercial property will be required to comply with the entirety of the Tree Conservation Ordinance. Exceptions to full compliance will be provided to single-family residential properties removing five or fewer trees, trees required to meet the minimum 100” per acre requirement, or landmark trees.
9. Trees under 3” caliper may be removed without a permit.

Public Comment
Melvin Traynum

MOTION ITEM: Cliff Thomas made a motion, Larry Martin seconded to recommend the Mayor and Council approve the text amendment to the Tree Conservation Ordinance provided staff visit the issue of required trees in the supplemental area to potentially permit the planting of understory trees in all residential yards when planting required overstory trees may not be feasible.

Motion Carried: 3-0.

7. Adjourn

MOTION ITEM: Larry Martin made a motion, Cliff Thomas seconded to adjourn the meeting at 8:44 p.m. Motion Carried: 3-0.