

PLANNING & ZONING BOARD MEETING

AGENDA

December 19, 2023, 6:00 PM
ZOOM

A. Call To Order

B. Roll Call

C. Approval of April 18, 2023, Meeting Minutes

Public Hearing:

Any member of the public may address the Planning and Zoning Board, during the time allotted for public hearing. Each attendee will be allowed 3 minutes. If your public comment contains a series of questions, please provide those questions to staff in writing on the Public Comment Card (Staff) prior to the meeting. This will facilitate follow-up by the Board or Staff. The Planning and Zoning Board desires to allow an opportunity for public comment; however, the business of the Board must proceed in an orderly and timely manner.

D. Old Business

E. New Business

F. Other Business

1. Approve the 2024 Zoning Matters Proposed Meetings Date
2. Discuss Architectural Design Guidelines for Development Standards

G. ADJOURNMENT

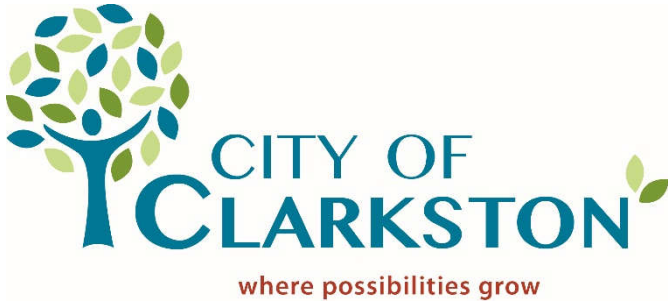
Join Zoom Meeting

<https://us02web.zoom.us/j/88098748069?pwd=eW1rcVdnTlRrZlRxcUFRdkNEbjlZdz09>

or by telephone number (301) 715-8592.

Zoom Meeting Details:

Meeting ID: 880 9874 8069



PLANNING & ZONING BOARD MEETING MINUTES

**APRIL 18, 2023, 7:00 PM
ZOOM**

[Join Zoom Meeting](https://us02web.zoom.us/j/87918380664?pwd=VWd1Vm01SjE1dzZiU2IrNmcrbW0zdz09)
<https://us02web.zoom.us/j/87918380664?pwd=VWd1Vm01SjE1dzZiU2IrNmcrbW0zdz09>
or by telephone at (301) 715 8592.

[Zoom Meeting Details](#)
Meeting ID : 879 1838 0664

MEETING MINUTES

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- A. CALL TO ORDER:** The meeting was called to order at 7:03 PM.
- B. ROLL CALL:** Chair Charles McFarland, Vice Chair Felecia Weinert, Lisa Williams, Herbert Clark, Birendra Dhakal (joined at 7:14PM)
- C. APPROVAL OF MARCH 2023 MEETING MINUTES.** Charles McFarland called for a motion to approve the March 2023 meeting minutes. Felicia Weinert made the motion to approve, Lisa Williams seconded, and the motion passed. 4/0/0.
- D. OLD BUSINESS**

- PUBLIC HEARING:** The Mayor and City Council will consider amending the zoning map to rezone the properties located at 572 Woodland Avenue (18 047 32 007), 582 Woodland Avenue (18 047 32 002), 586 Woodland Avenue (18 047 32 006), 590 Woodland Avenue (18 047 32 005), 596 Woodland Avenue (18 047 32 004), 600 Woodland Avenue (18 047 32 009), 606 Woodland Avenue (18 047 32 008) and 616 Woodland Avenue (18 047 34 001) Scottdale, GA 30079 (within the City of Clarkston) from NR-CD Neighborhood Residential Community Development District to TC Town Center.

CM Shawanna Qawiy gave a presentation and overview of the public hearing to consider amending the zoning map and the seven (7) parcels on Woodland Avenue.

Ira Katz a broker, working on the Woodland Avenue parcels for five (5) years gave the background. He provided the attendees with the proposed details of a proposed mixed-use development. The request is to keep the zoning of 590, 600 and 606 as NR-CD to continue the application process for the development of 10-12 , 2-story townhomes with 2-car garages in front at 2,000+/- sq.ft with 3 bedrooms/4th for office.

Per the developer, he is seeking that the Board move forward with the rezoning and map amendments of the parcels known as 572,582,586 and 590 Woodland Avenue to construct a mixed-use development.

Charles McFarland opened the public hearing with Lisa Williams and Herbert Clark asking questions to clarify the difference between a mixed-use development and development regulations under the NR-CD development and the proposed TC zoning districts.

Birenda Dhakal inquired about an adjacent parcel that has trucks parked on the property and the future impact of traffic. Ira Katz replied with a summary of adjacent parcels that have future development proposals of a horticulture business. He stated that the parcels that are closer to North Decatur Road are proposed for a mixed-use development of retail on the bottom and residential on the top.

Amy Medford spoke in favor of the rezoning and map amendment request. She stated her concern is related to the city not passing the zoning rewrite. She mentioned that the developer should wait to continue the proposed development of intended townhomes as requirements such as parking, setbacks and density could change due to a final decision on the proposed zoning rewrite. There was also a mention of environmental concerns due to some of parcels being the location of an old junk yard.

Ira Katz responded by stating that the environmental matters were remediated in 2000. Also, that the development team has been working with the adjacent property owners and neighbors located on Woodland Avenue (unincorporated DeKalb County).

The developer is proposing a 10,000 sq.ft development with mom and pop retail space not big box stores.

Herbert Clark inquired about the timeline of the project.

Ira Katz explained that the team is at the completion of the application process. He stated the team had a very encouraging meeting with DeKalb County Water and Sewer. An architect is hired and working on plans for submission of the land disturbance permit, which should take place between 4-5 months with the completion of permitting.

Phase I- Townhomes (for ownership)

Phase II Mixed use development (572/582/586/590 Woodland Ave./North Decatur) residential with retail.

Lisa Williams referred to the application process and asked for clarity.

With no additional comments or discussions Chairman McFarland closed the public hearing.

Chairman McFarland asked for a motion. Lisa Williams made the motion to approve the rezoning request and amendment to the map. Herbert Clark seconded, and the motion passed 5/0/0

E. NEW BUSINESS : None

F. OTHER BUSINESS: None

G. ADJOURNMENT: Chairman McFarland called for a motion to adjourn the meeting. Felicia Weinert made the motion to adjourn, seconded by Herbert Clark. The motion passed 5/0/0. The meeting was adjourned at 7:56PM.

2024 Proposed Zoning Matters Meetings Calendar

Application Filing/Submittal Cycle Deadline	Review for Completeness (3 days)	P&Z Public Hearing/ Meeting (3 rd Tuesday)	HPC Public Hearing/ Meeting (3 rd Wednesday)	City Council Public Hearing (1 st Tuesday)
November 15, 2023	November 20, 2023	December 19, 2023	December 20, 2023	
December 13, 2023	December 18, 2023	January 16, 2024	January 17, 2024	
January 17, 2024	January 22, 2024	February 20, 2024	February 21, 2024	
February 21, 2024	February 26, 2024	March 19, 2024	March 20, 2024	
March 20, 2024	March 25, 2024	April 16, 2024	April 17, 2024	
April 17, 2024	April 22, 2024	May 21, 2024	May 22, 2024	
May 15, 2024	May 20, 2024	June 18, 2024	June 19, 2024	
June 19, 2024	June 24, 2024	July 16, 2024	July 17, 2024	
July 17, 2024	July 22, 2024	August 20, 2024	August 21, 2024	
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November 20, 2024	November 25, 2024	December 17, 2024	December 18, 2024	
December 18, 2024	December 23, 2024	January 21, 2025	January 22, 2025	

* No application agenda items may be added to packets or agendas without a review for completeness by the Planning and Economic Development Department.

** Planning & Zoning public hearings are held the 3rd Tuesday each month at 7:00 P.M. in the Clarkston City Hall, Clarkston, GA. *(unless notified differently).*

*** Historic Preservation public hearings are held the 3rd Wednesday each month at 10:00 AM in the Clarkston City Hall Annex, Clarkston, GA. *(unless notified differently).*

**** City Council regular meetings are held at 7:00 P.M. in the Clarkston City Hall, Clarkston, GA. *(unless notified differently).*

NOTES:

Pre-Application Meetings at recommended at least 10 days prior to submittal date.

If application submittal deadlines fall on a weekend, the application shall be submitted on the business day prior to the weekend.

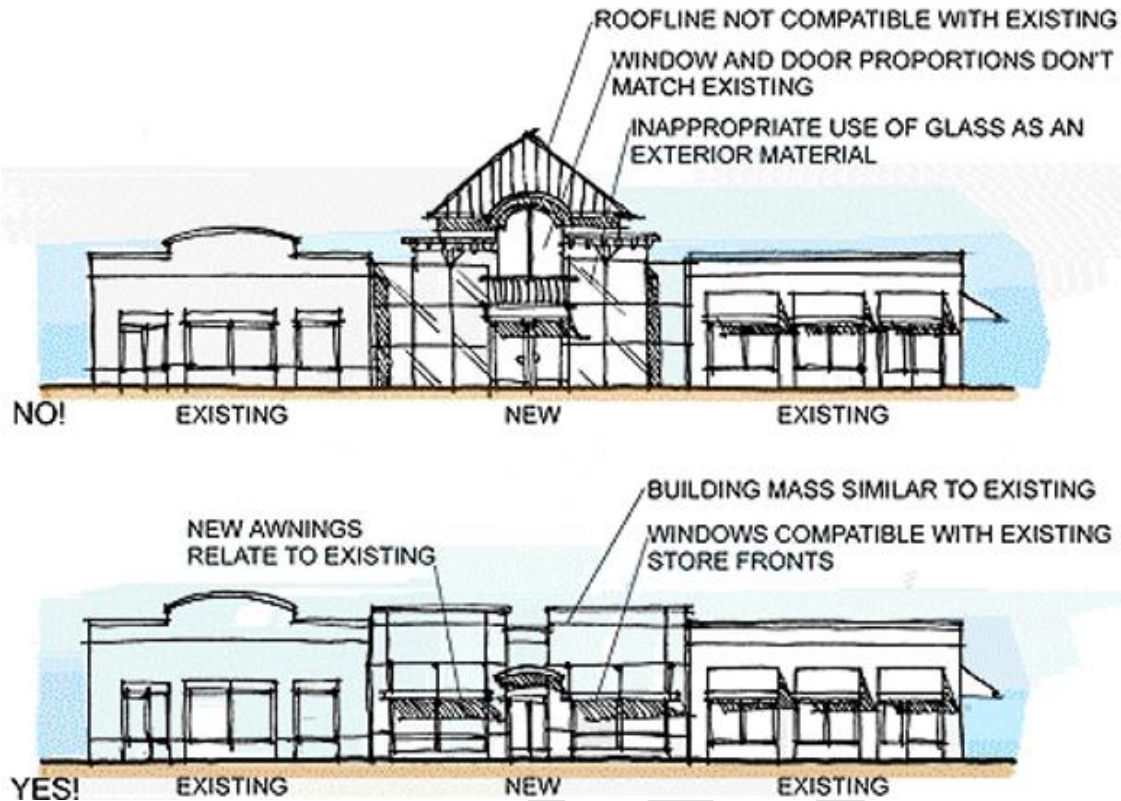
Applicants may present additional material at the public hearing (3rd Tuesday of month), but any revised site plan must be reviewed and added to following month's agenda.

Architectural Design Requirements and Guidelines

Architectural design compatibility.

Buildings or other improvements should be compatible with the orientation, directional emphasis, shape, volume, massing, proportion, rhythm, scale and materials of the context, setting and streetscape of the site. Architectural design should be compatible with the developing character of the neighboring area. Design compatibility includes complementary building style, form, size, color, materials, and detailing. Determinations of compatibility will consider each of the following contexts as appropriate:

- (a) *Size*: The relationship of the project to its site.
- (b) *Orientation*: The relationship of buildings to streets. Buildings should front directly onto public sidewalks unless site features prohibit such building configuration.
- (c) *Scale*: The relationship of the building to those around it. Efforts to coordinate the height of buildings and adjacent structures are encouraged. This is especially applicable where buildings are located very close to each other. It is often possible to adjust the height of a wall, cornice or parapet line to match that of an adjacent building.
- (d) *Massing*: The relationship of the building's various parts to each other.
- (e) *Fenestration*: the placement of windows and doors. The building may incorporate design that is similar to or links with designs of neighboring buildings. For instance, window lines should be placed in a pattern that reflects the same elements on neighboring buildings.
- (f) *Rhythm*: The relationship of fenestration, recesses and projections.
- (g) *Setback*: Placement in relation to setback of immediate surroundings.
- (h) *Materials*: The compatibility of building materials with those used in the zoning district.
- (i) *Context*: The overall relationship of the project to its surroundings.



Architectural Character (Nonresidential)

Building style.

- (a) When more than one building is constructed on a development site or within a planned development, all buildings shall reflect a compatible architectural style and create a cohesive visual relationship between the buildings.
- (b) "Theme" or stylized architecture which is characteristic of a particular historic period or trend is not encouraged, unless the existing building or site is historically important to the district or necessary for architectural harmony.
- (c) Franchise architecture will be reviewed for compatibility with surroundings and may require adjustments to be compatible with surrounding buildings in the district.

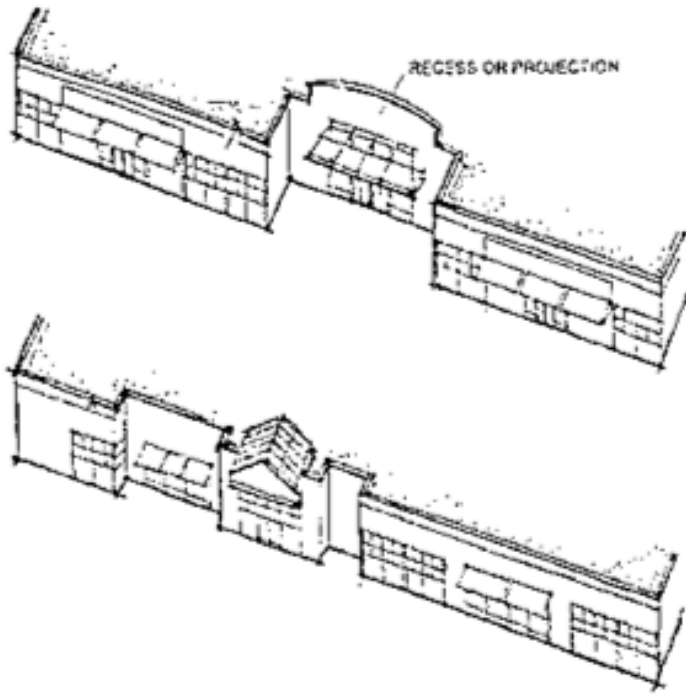
Building materials.

- (a) All construction shall be brick, stone, wood, glass in combination with metal or similar, durable architectural materials. Materials found to be other than durable products are specifically prohibited. Side and rear building elevations should be substantially consistent with the front building elevation.
- (b) The following types of building materials shall not be used: highly reflective, shiny, or mirror-like materials; mill-finish (non-colored) aluminum metal windows or door frames; exposed, unfinished foundation walls; exposed plywood or particle board; and exposed, unfinished concrete masonry blocks.

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- (c) Buildings with all-metal siding shall not be permitted except in Industrial Zoning Districts. In Industrial Districts, buildings if permitted to be constructed with all-metal siding shall be screened from view from a public or private street.
 - (d) Smooth-faced concrete block, tilt-up concrete panels, or prefabricated steel panels are discouraged and shall only be permitted in Industrial Zoning Districts. Split face (integrated block) materials may be authorized.
 - (e) Non-residential building walls shall consist of or be finished on the exterior with brick, stone, wood, cementitious siding, glass in combination with metal, or other similar, durable architectural materials approved by the community development director.
 - (f) Within the Town Center (TC) Zoning District, the exterior walls of any building that is located within a through road corridor and/or is visible from a through road corridor shall be of masonry (excluding concrete, concrete products or hardiplank and/or stucco-type) construction. These building material finishes shall be applied to all sides of the building.
 - (g) All sides of a building may impact on its surroundings and should be considered for treatment with an architectural finish of primary materials (i.e., brick and stone), unless other materials demonstrating equal or greater quality are used. As a general guide: front and side facades should be at least 50% brick and stone; side facades should be at least 50% brick and stone. Rear facades do not have a minimum suggested standard for primary materials unless they are visible from a public right-of-way. Requirements for brick or stone may be modified to accommodate creatively designed structures as determined by the community development director. Materials used for side and rear building elevations should be substantially consistent with the materials used for the front building elevation.
 - (h) Use of vinyl material in the Town Center (TC) Zoning District is prohibited. See section _____ for regulations regarding use of vinyl on exterior walls of dwelling units. Any vinyl material, if authorized during architectural design review, shall be certified under the product certification program as meeting:
 1. The specifications of ASTM D3679 for rigid poly (vinyl chloride) siding with nominal thickness of 0.044 inches or greater that is not laminated and that includes a formed insulation having the same profile as the vinyl panel;
 2. Product and color retention certification approvals by the Vinyl Siding Institute;
 3. Enhanced panel locking system with features to help straighten the wall appearance;
 4. Reinforced nail hem curl or double nail hem designed to increase panel wind load resistance;
 5. Polypropylene sidings; and
 6. 5/8-inch or greater panel projection.

Modulation.

Avoid constructing buildings with blank facades parallel to public rights-of-ways. In pedestrian activity areas, buildings should exhibit more detail and elements appropriate for close range view by the pedestrian. The walls of building facades for office, institutional, commercial, and industrial use shall not extend more than 200 linear feet unless the front facade of the building (including roof) is designed in a way that modulates the building face into discrete architectural elements. This may be accomplished one or a combination of modulation techniques described below.



Illustrative Recesses and Projections

- (a) Recesses and projections should be used along the front facade to break up long expanses of wall planes (see figure).
- (b) Rooflines can be modulated by alternating dormers, or using stepped roofs, gables, or other roof elements.
- (c) Windows with awnings above the windows can be provided in a repeating pattern or at regular intervals, or bay windows can be used to achieve some modulation.
- (d) The building design can incorporate and feature awnings, canopies, porches, porticos, patios, decks, other covered entries to portions of the facade at the ground level, or in the case of buildings containing 2 or more story, balconies.
- (e) Changes to building materials at a change in building plane can achieve some modulation.



Screening of Large Building Walls

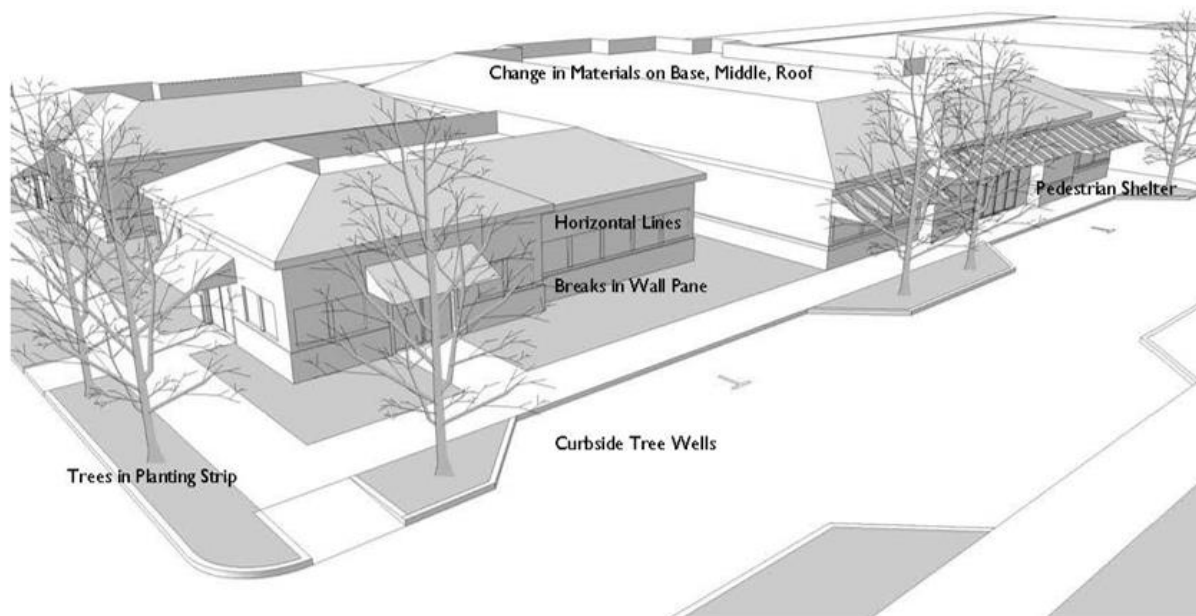
- (f) In addition to building modulation, large, expansive front building facades should be partially screened with landscaping (see figure).
- (g) A horizontal accent stripe (e.g., a foot wide stripe of different color) may be appropriately used to help reduce monotonous color and break up the appearance of large building walls.

Roofs.

- (a) Flat roofs are discouraged, unless the zoning district includes buildings already developed with flat roofs, or unless such a design is needed for a "green" or "cool" roof.
- (b) Roof planes should be varied to increase visual interest.

Awnings and canopies.

- (a) Awnings are encouraged for first floor retail uses to provide architectural interest and to encourage pedestrian activity. Where awnings are used, they should be designed to coordinate with the design of the building and any other awnings along the same block face.



Illustrative Use of Awnings

Source: Oregon Transportation and Growth Management Program, 2012
Model Development Code & User's Guide for Small Cities, 3rdEd.

- (b) Awnings are recommended to be constructed with a durable frame covered by a canvas material.
- (c) Flameproof vinyl, canvas, or metal awnings and canopies may be appropriate.
- (d) Aluminum and other metal canopies are acceptable in most instances, particularly when integrated into shopping center designs.

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- (e) Solid colors are preferred over striped awnings, but striping is permitted if colors compliment the character of the structure or group of buildings.
 - (f) Awnings that are backlit through translucent materials are discouraged if not prohibited altogether.

Colors.

- (a) The "base" color (used on the majority of the building surface) of buildings and accessory buildings and structures should be harmonious and compatible with colors of other buildings within and immediately adjacent to the zoning district in which the building or structure is located.
- (b) High-intensity colors, metallic colors, black, or fluorescent colors shall not be used.
- (c) Facade colors should be low reflectance, subtle, neutral, or earth tone colors. If a color palette or chart is adopted by the Mayor and City Council and maintained in the office of the community development department, then color selections should be limited to colors so indicated.
- (d) Trim color (used on the window trim, fascia, balustrades, and posts) may be brighter than base color.
- (e) All vents, gutters, downspouts, flashing, electrical conduits, etc., should be painted to match the color of the adjacent surface, unless they are being used expressly as a trim or accent element.
- (f) Accent color may be used with discretion on the building's exterior.

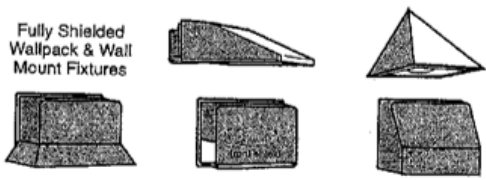
Architectural lighting.

- (a) Well-designed and distinctive lighting of building facades is one of the best ways to attract attention and make a favorable impression with a minimal investment. Building facade lighting can help enhance the intrinsic charm, beauty, and utility of any given setting. Architectural lighting may include outlining, floodlighting, spotlighting, or any applicable combination of these techniques.
- (b) The discrete lighting of a few key architectural features or details is preferred over uniform floodlighting of the entire building facade. Focal points can also be established through careful floodlighting of major buildings, with the lighting of secondary buildings keyed in turn to these focal points.
- (c) Highly polished surfaces such as glass, marble, glazed tile, glazed brick, porcelain enamel, and various metals can reflect the image of the light source. Designers should avoid lighting these reflective surfaces directly. Glass buildings usually cannot be lighted for nighttime viewing.
- (d) Exterior lighting of the building shall be designed so that light is not directed off the site and the light source is shielded from direct off-site viewing.

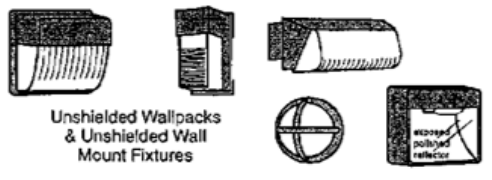


Security Lighting

- (e) Security lighting, unless activated by motion sensor devices, shall be shielded or cutoff fixtures. Wallpacks are not permitted unless fully shielded.



Shielded Wallpacks Permitted



Unshielded Wallpacks Prohibited

Wall Packs

Trash and recycling collection facilities.

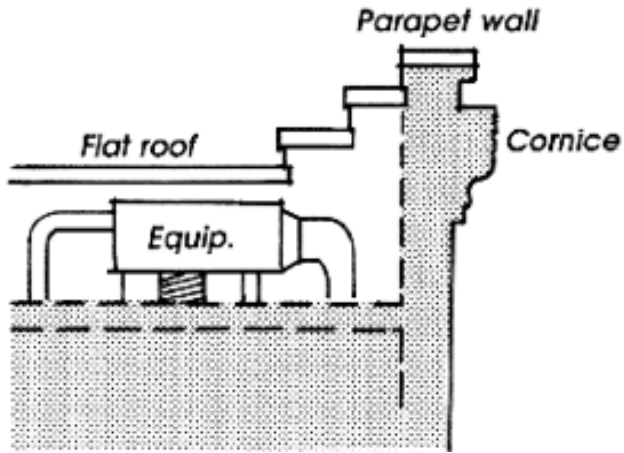
All institutional, commercial, industrial, multi-family residential sites must provide appropriate refuse dumpsters and areas devoted to the storage of waste materials (including grease or oil containers where used). The minimum area for said requirement shall be 36 square feet.



Recommended Practice for Dumpsters

All garbage dumpsters and other similar areas devoted to the storage of waste materials and grease or oil containers should be screened on 3 sides of said dumpster or area with a minimum 6' high (8' preferred) wall constructed of materials substantially similar in appearance to the building on site. Dumpster areas must be gated on the fourth side with a material that provides opaque screening, such as a solid, wooden fence matching the height of the surrounding wall.

Temporary dumpsters:



Roof Top Screening

Mechanical systems.

Air conditioning units installed at grade should be sited to the rear or side of the building rather than the front of the building. Mechanical systems located on a rooftop shall be screened from view from the front and side lot lines by a parapet wall or other approved architectural feature.

Accessory nonresidential storage areas.

Any accessory use involving the storage of equipment, refuse, or spare parts, or motorized vehicles under repair, shall be kept inside an enclosed building or otherwise fully shielded from public view by a fully opaque fence kept in good repair.

Fences and walls.

- (a) The design of fences and walls shall be compatible with the architecture of the main building(s) and should use similar materials.
- (b) All walls or fences 50' in length or longer, and 4' in height or taller, should be designed to minimize visual monotony through changes in plane, height, material or material texture or significant landscape massing.



Discouraged Garage Location

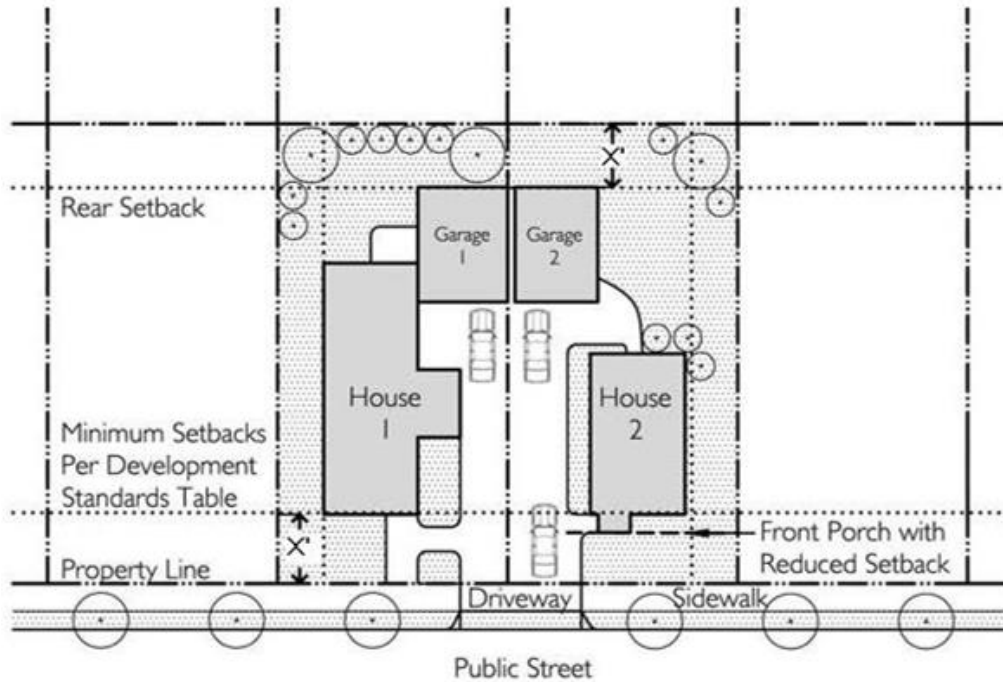
Source: John Matusik and Daniel Deible. "Grading and Earthwork."

Figure 24.23 in Land Development Handbook, 2nded.

New York: McGraw-Hill, 2002, p. 562.

Residential garages and carports.

Garages should be placed in rear yards. If facing the street, garages, whether integrated into residential dwellings or established as a freestanding carport or accessory building, should be set back further into the interior of the lot than the dwelling facade. In no case shall the garage's or carport's facade be allowed to be located closer to the street than the dwelling's facade.



Encouraged Residential Garage Location

Source: Oregon Transportation and Growth Management Program, 2012 Model Development Code & User's Guide for Small Cities, 3rdEd.

Residential unit differentiation.

In residential development, floor plans and building elevations shall not be repeated at a rate greater than the same plan and elevation once every 5 building lots along the same street frontage, nor any 4 building lots across the street. The units should be further differentiated by varying the selection of architectural materials within the approved elevations. Any residential subdivision, townhome or condominium development and multi-family complex shall be required to submit a copy of the approved plat or site plan denoting or identifying model names or architectural elevations (which must accompany the plat or site plan as attachments) that demonstrates compliance with this section. The designer responsible for preparing this exhibit demonstrating compliance shall also certify that the model names or architectural elevations referenced meet the requirements of sections of the.

Reserved.