

**Planning Commission Hearing Minutes**  
**Date: September 13, 2021**

PC MEMBERS	PC MEMBERS ABSENT	STAFF PRESENT
Barbara Nicklas – Chair Joan Strawson – Vice Chair Kelly Russell – Alderman & Secretary Dorothy Menelas Shannon Sperati Ronald Beattie – Alternate Member		Gabrielle Collard, Division Manager of Current Planning Joe Adkins, Deputy Director of Planning/Community Dev. Brandon Mark, Division Manager of Community Planning and Urban Design Sherry Kelly, Planner II Pam Reppert, Planner III Cherian Eapen, Traffic Engineer Scott Waxter, Assistant City Attorney Jessica Murphy, Administrative Assistant

**I. CALL TO ORDER:**

**II. ANNOUNCEMENTS:**

Ms. Collard made the following announcements about upcoming events and opportunities:

- Planning Commission Workshop Monday, September 20, 2021, items will be available on the City of Frederick website.
- The NAC Planning Presentation is at 6pm also on the 20th.

**III. APPROVAL OF MINUTES:**

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Approval of the **July 27, 2021**, Planning Commission Workshop Meeting Minutes as amended:

**MOTION:** Commissioner Menelas

**SECOND:** Commissioner Sperati

**VOTE: 5-0.**

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Approval of the **July 29, 2021**, Planning Commission Workshop Meeting Minutes as amended:

**MOTION:** Commissioner Sperati

**SECOND:** Commissioner Menelas

**VOTE: 5-0.**

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Approval of the **August 9, 2021**, Planning Commission Workshop Meeting Minutes as amended:

**MOTION:** Commissioner Menelas

**SECOND:** Commissioner Sperati

**VOTE: 5-0.**

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Approval of the **August 16, 2021**, Planning Commission Workshop Meeting Minutes as amended:

**MOTION:** Commissioner Sperati

**SECOND:** Commissioner Menelas

**VOTE: 5-0.**

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**IV. PUBLIC HEARING-CONSENT ITEMS:**

(All matters included under the Consent Agenda are routine by the Planning Commission. They will be enacted by one motion in the form listed below, without separate discussion of each item, unless any person present – Planning Commissioner, Planning Staff, or citizen -- requests an item or items to be removed from the Consent Agenda. Any item removed from the Consent Agenda will be considered separately at the end of the Consent Agenda. If you would like any of the items below considered separately, please say so when the Planning Commission Chairman announces the Consent Agenda.)

**A. PC21-791FSI, Final Site Plan, Century Link/Lumen Frederick**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Strawson moved for approval of the final site plan, PC21-791FSI with no conditions.

**SECOND:** Commissioner Sperati

**VOTE: 5-0.**

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**V. CONTINUANCES: N/A**

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**VI. MISCELLANEOUS:**

**B. 2020 Annual Report**

**PLANNING COMMISSION ACTION: N/A**

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**C. PC14-913-02MU, Architectural Review, Renn Quarter**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Strawson moved for approval of modification to 604(b)(3)(H)(2), *Windows and Entryways* to allow 2' x 2', square windows.

**SECOND:** Commissioner Menelas

**VOTE: 5-0.**

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**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Menelas moved for approval of the architectural elevations case PC14-913-02MU with the following condition:

1. Remove all Browlyn elevations from the overall package.

**SECOND:** Commissioner Menelas

**VOTE:** 5-0.

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**D. PC13-195-06PND, Architectural Review, Kellerton**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Menelas moved for approval of modification to 604(b)(3)(H)(2), *Windows and Entryways* to allow small square windows.

**SECOND:** Commissioner Strawson

**VOTE:** 5-0.

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**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Strawson moved for approval of architectural elevations PC13-195-06PND for single-family dwelling units.

**SECOND:** Commissioner Menelas

**VOTE:** 5-0.

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**E. PC17-1077-02MU, Architectural Review, West Park Village**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Sperati moved for approval of architectural elevations PC17-1077-02MU for West Park Village with the following conditions:

1. The elevations for the Clarendon townhouse unit be revised to consistently show porticos above all of the front doors with the exception of units that incorporate a bay window.

**SECOND:** Commissioner Menelas

**VOTE:** 5-0.

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**VII. OLD BUSINESS:**

**F. PC21-192ZMA, Zoning Map Amendment, Monocacy Boulevard Parcels C, E, and F**

\*\*This case will not be heard in accordance with Ordinance G-17-10\*\*

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**VIII. NEW BUSINESS:**

**G. PC21-639FSI, Final Site Plan, Canterbury Station**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Sperati moved for approval of Final Site Plan PC21-639FSI with the following conditions:

1. Provide the previously recorded plat reference PB105 P103 for Lots 203 and 204 and show graphically.
2. Remove the words “proposed” from Lots 203 and 204 or change to “existing”.
3. Revise Note 2 to add approval dates for the plans listed in line items J. and K.

**SECOND:** Commissioner Strawson

**VOTE: 5-0.**

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**H. PC20-813FSI, Final Site Plan, Pine Avenue Maintenance Complex Renovations**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Sperati moved for approval of modification to Section 605, Table 605-3 for the Level II screening requirement for parking lots that contain more than 10 parking spaces.

**SECOND:** Commissioner Menelas

**VOTE: 5-0.**

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**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Menelas moved for approval modification to Section 607(e)(2) which prohibits light spillover from parking lot lighting on to other properties.

**SECOND:** Commissioner Sperati

**VOTE: 5-0.**

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**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Strawson moved for denial of Final Site Plan PC20-813FSI.

**SECOND:** Commissioner Menelas

**VOTE:** 5-0.

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**I. PC20-814FSCB, Combined Forest Stand Delineation and Preliminary Forest Conservation Plan, Pine Avenue Maintenance Complex Renovations**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Sperati moved for unconditional approval of the combined forest stand delineation and preliminary forest conservation plan, PC20-814FSCB, and the fee-in-lieu amount of \$5,227.20.

**SECOND:** Commissioner Strawson

**VOTE:** 5-0.

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**J. PC21-948, 2020 Comprehensive Plan**

**PLANNING COMMISSION ACTION:** This is the first of two required public hearings.

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Meeting approximately adjourned at 9:10 pm

Respectfully Submitted,

Jessica Murphy  
Administrative Assistant