

**MINUTES
CITY OF SUWANEE, GEORGIA
PLANNING AND ZONING COMMISSION
JANUARY 6, 2009**

PLANNING AND ZONING MEMBERS: Present: Pete Charpentier, Anthony Manners, Joy Mitchell and Jodi Nevels. Staff members present: Josh Campbell, Matthew Dickison, Wes Rogers and MaryAnn Jackson. Absent: Earl Mitchell.

CALL TO ORDER

Planning Director Josh Campbell called the meeting to order at 6:37 pm.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR 2009

Jodi Nevels nominated Pete Charpentier as Chairperson, second by Joy Mitchell. Motion carried 3-0-1 (Pete Charpentier abstained). Joy Mitchell nominated Anthony Manners as Vice-Chairperson, second by Jodi Nevels. Motion carried 3-0-1 (Anthony Manners abstained) .

Josh Campbell turned the chair over to Pete Charpentier.

ADOPTION OF THE AGENDA

Anthony Manners moved to adopt the agenda as presented, second by Joy Mitchell. Motion carried 4-0.

ADOPTION OF MINUTES: December 2, 2008

Joy Mitchell moved to approve minutes as presented, second by Anthony Manners. Motion carried 4-0.

PROCEDURES FOR PUBLIC MEETING

Pete Charpentier read the procedures for the Public Meeting for the record.

OLD BUSINESS

Anthony Manners moved to approve the amended 2009 Planning Commission Schedule, second by Joy Mitchell (deletions = bold strikethrough, additions = bold). Motion carried 4-0.

SUBMISSION DEADLINE (5:00 P.M.)	ADVERTISEMENT DATES	P & Z MEETING DATE
12/05/08	12/18/08 01/1/09	01/06/09
01/02/09	01/15/09 01/29/09	02/03/09

01/30/09	02/12/09 02/26/09	03/03/09
03/06/09	03/19/09 04/02/09	04/14/09 04/15/09 (Wed.)
04/03/09	04/16/09 04/30/09	05/05/09
05/01/09	05/14/09 05/28/09	06/02/09
06/05/09	06/18/09 07/02/09	07/07/09
07/02/09	07/17/09 07/31/09	08/04/09
07/31/09	08/13/09 08/27/09	09/01/09
09/04/09	09/17/09 10/01/09	10/06/09
10/02/09	10/15/09 10/29/09	11/03/09
10/30/09	11/12/09 11/26/09	12/01/09
12/04/09	12/17/09 12/31/10	01/05/10

NEW BUSINESS

SUP-2009-001 – Applicant: AJC Construction, LLC. Owner: National Guarantee Insurance. Requests a special use permit to allow executive quarters in the PMUD zoning district. The site is located in Land Lot 208 of the 7th District at 1375 Station Center Boulevard and contains approximately 3.11 acres.

Matt Dickison presented the staff analysis as follows: The applicant requests a Special Use Permit on an approximately 3.11 acre site to allow for four executive quarter’s suites totaling 4,362 square feet in the PMUD (Planned Mixed Use) zoning district. The subject property is located within the Suwanee Station Mixed Use Neighborhood and will include a 56,132 square foot three story office/retail building. The bottom two floors will be either office or retail. The applicant proposes to use a portion of the interior of the building as executive quarter’s suites. The proposed suites take up approximately 7.8 percent of the overall building and will be located on the third floor. Two units will be approximately 1,000 square feet and two will be approximately 1,200 square feet. The property is located at 1375 Station Center Blvd. at the intersection of Station Center Blvd. and Station Way.

The Special Use Permit process allows the City to review whether an executive quarter’s suite is an appropriate use for the proposed facility.

The Special Use Permit process was created by City Council in 2001 to better handle certain land uses.

An executive quarter's suite is different from a residential unit or hotel. An executive quarter's suite is defined as follows: an accessory residential use within a non-residential building that is clearly subordinate and incidental to the primary use of the building, is not used as a permanent residence, is used only by employees or clients of the primary building occupant, no traditional hospitality services are provided, the structure is built to the same standards as the rest of the building and no rent or fees are charged, collected or paid for its use. Because this type of use is not specifically listed in a zoning district a special use permit is required.

If approved, the City will formally review the project during the normal development and/or building review process that could result in changes to the proposed plan.

The applicant wishes to construct four executive quarter's suites totaling 4,362 square feet on the third floor of a proposed 56,132 square foot office/retail building. The 3.11 acre site has been cleared and is currently vacant. Access exists via Station Way. The site and proposed building are adequate for the proposed accessory use. The suites will contain kitchenettes and will be used on an occasional, temporary basis by the building occupant's management employees and visiting executives.

The subject property is located within the Suwanee Station Mixed Use Neighborhood and is surrounded by vacant parcels and open space.

The 2030 Comprehensive Plan recommends mixed use center for the property. The existing zoning on the site is consistent with this designation. The proposed special use is an accessory use that is incidental to the primary use of the property. Therefore, the proposed special use is consistent with the land use designation.

In conclusion, the requested special use permit is an accessory or incidental use and located in a proposed 56,132 square foot mixed use building. The applicant clearly states that they do not intend to use the structures as permanent residences, to charge rent or a fee, and are not providing any cooking facilities. The proposed Executive Quarter's Suites would be appropriate at this location. Therefore, staff recommends approval with conditions of the Special Use Permit request.

Pete Charpentier called upon the applicant.

The applicant did not wish to speak.

Pete Charpentier asked if there would be any tenants in the building. J.J. Brinkerhoff, 3039 Premiere Parkway, Duluth, GA. Mr. Brinkerhoff stated the owner of the building will be the tenant.

Pete Charpentier called for opposition. There was none.

Anthony Manners moved to approve SUP-2009-001 with conditions, second by Jodi Nevels. Motion carried 4-0.

OTHER BUSINESS

Josh Campbell presented the Buffer, Landscape and Tree Preservation Ordinance (see attached).

The Planning Commission requested that Staff prepare an amendment to the ordinance that would enact the staff recommended changes to the Buffer, Landscape and Tree Preservation Ordinance plus reduce the size of parking lot trees adjacent to buildings and create a more flexible front landscape strip.

ANNOUNCEMENTS

ADJOURNMENT

Anthony Manners moved to adjourn at 8:30 pm.