I. **CALL TO ORDER**
Commissioner Wallinger called the meeting to order at 6:38 p.m.

II. **ATTENDANCE**
**PRESENT:** Mary Moore Wallinger, Chair; Bradley Lewis, Vice Chair; Randall Beach; Kimberly Case; Richard Ferro; Andrew Healey; Jason Bogdanowicz-Wilson; Christine Primiano, Principal Planner; Andrew Koldin, Assistant Corporation Counsel
**EXCUSED:** Ryan Bailey

III. **CONFLICT OF INTEREST CHECK**
Commissioner Beach recused himself from the consideration of New Business Item C, the Bryan Lockman application.

IV. **APPROVAL OF MEETING MINUTES**
Motion by Commissioner Case, seconded by Commissioner Lewis, to approve the Minutes of the October 16, 2019 meeting as submitted.

*Motion carried unanimously.*

V. **NEW BUSINESS – CONSENT AGENDA**

A. **FAISAL KARIM requests site plan approval pursuant to Section 264-90 M of a proposal to operate a West Indian grocery store at 836 Crane Street, tax parcel # 49.47-3-42, located in a “C-2” Mixed Use Commercial District.**

Faisal Karim appeared before the Commission.

**PUBLIC COMMENTS**
None.

**SITE PLAN APPROVAL**
Motion by Commissioner Beach, seconded by Commissioner Lewis, to accept the proposal with the following conditions:
1. The address will be prominently displayed so that it is easily visible from Crane Street.
2. Metal roll gates and iron bars cannot be installed on any doors or windows at any time in the future.
3. No more than 20% of each windowpane may be covered with window signs.
4. A Certificate of Use is required to operate the business.

*Motion carried unanimously.*

B. BASMATTIE SINGH requests site plan approval pursuant to Section 264-90 M of a proposal to operate a retail clothing store at 828 Crane Street, tax parcel # 49.46-5-32, located in a “C-2” Mixed Use Commercial District.

Basmattie Singh appeared before the Commission.

**PUBLIC COMMENTS**
None.

**SITE PLAN APPROVAL**
Motion by Commissioner Beach, seconded by Commissioner Lewis, to accept the proposal with the following conditions:
1. The address will be prominently displayed so that it is easily visible from Crane Street.
2. Metal roll gates and iron bars cannot be installed on any doors or windows at any time in the future.
3. No more than 20% of each windowpane may be covered with window signs.
4. A professionally prepared sign proposal will be submitted to the City Planner for final approval prior to purchase, fabrication, and installation of the sign.

*Motion carried unanimously.*

C. AMAR MOHABIR requests site plan approval pursuant to Section 264-90 M of a proposal to operate a coffee and lunch shop at 322 Crane Street, tax parcel # 39.71-3-19, located in a “C-4” Downtown Commercial District.

Amar Mohabir appeared before the Commission.

**PUBLIC COMMENTS**
None.

**SITE PLAN APPROVAL**
Motion by Commissioner Beach, seconded by Commissioner Lewis, to accept the proposal with the following conditions:
1. The address will be prominently displayed so that it is easily visible from State Street.
2. Metal roll gates and iron bars cannot be installed on any doors or windows at any time in the future.
3. No more than 20% of each windowpane may be covered with window signs.
4. The off premise “Focus Construction” sign must be removed from the side of the building prior to the opening of the store.
5. A Certificate of Use is required to operate the business.
6. The proposed sign is not approved as submitted because it does not comply with the design standards for the Downtown Commercial District. Internally lit box signs are not permitted. A professionally prepared sign proposal will be submitted to the City Planner for final approval prior to purchase, fabrication, and installation of the sign.

*Motion carried unanimously.*

**VI. NEW BUSINESS - CONTINUED**

A. PRIMAX PROPERTIES, LLC requests site plan approval pursuant to Section 264-90 M of a proposal to operate a Dollar General store at 1936 Van Vranken Avenue, tax parcel # 39.35-4-1.1, located in a “C-2” Mixed Use Commercial District.

Rob Neill, Project Director for Primax Properties, presented the proposal.

Mr. Neill explained that this former Rite Aid Pharmacy location will be the new site of a Dollar General store. He stated that the temporary storage shed has already been removed from the site, and that the brick dumpster enclosure will remain in the same location. Mr. Neill stated that his clients plan to repair, seal, and stripe the parking lot as soon as possible, and that they will also replace the sidewalk where it is in disrepair at the front of the site.

Commissioner Wallinger asked Mr. Neill if there were any other changes proposed to the exterior of the building besides the sign replacement. Mr. Neill stated that they plan to replace the trim on the building with new metal trim and also to replace the current areas on the façade that are EFIS with a metal panel material. He provided samples of the materials for the Commissioners’ inspection. Commissioner Wallinger asked what material was proposed for the bottom of the new monument sign. Mr. Neill stated that they had planned to use a metal panel that would match the new roof trim. Commissioner Wallinger stated that she believes that a brick base would be more appropriate for the monument sign, both because it would echo the brick used on the building and because it would provide a more significant architectural presence at the corner of the parking lot. She noted that the Commission does not favor large corner parking lots like the one on this site, and that the more substantial monument sign might serve to mitigate the vast appearance of the
The Commissioners agreed. It was determined that the applicants would submit drawings of the new brick monument sign to City Planner Primiano for final approval.

The discussion then turned to the parking area. Ms. Primiano noted that the number of parking spaces exceeds the maximum allowed, as does the amount of impervious surface on the site. After some discussion it was determined that several of the parking spaces will be removed and replaced with landscaped islands. Commissioner Wallinger provided a sketch of the plan for the applicant and Ms. Primiano.

**PUBLIC COMMENTS**
None.

**SITE PLAN APPROVAL**
Motion by Commissioner Ferro, seconded by Commissioner Healey, to accept the proposal with the following conditions:

1. The address will be prominently displayed so that it is easily visible from Van Vranken Avenue.
2. Metal roll gates and iron bars are not permitted on any doors or windows at any time in the future.
3. The sidewalk will be replaced at the entrance to the site on Van Vranken and all areas where there is spalling prior to the opening of Dollar General, weather permitting, or by June 15, 2020. A permit from City Engineering for the sidewalk installation is required.
4. Additional landscaping will be added to the site as discussed. A sketch plan will be submitted to the City Planner for approval prior to installation. All new landscaping will be installed by June 15, 2020.
5. All landscaping and greenspaces will be continuously maintained as currently exist, including the new areas that are a condition of this site plan approval.
6. The storage container must be permanently removed prior to the opening of the store.
7. The base of the monument sign will be brick. A professionally prepared drawing of the sign will be submitted to the City Planner for final approval prior to the purchase, fabrication, and installation of the sign.
8. As discussed at the meeting and shown on the drawing agreed upon by the applicant’s representative and the Commissioners, several parking spaces will be eliminated, and landscaping will be added to the site where the parking spaces were previously located.

*Motion carried unanimously.*
B. YAHYE MURSHED requests site plan approval pursuant to Section 264-90 M of a proposal to operate a grocery store at 1045-1047 Congress Street, tax parcel # 49.54-4-22, located in an “R-2” Two Family Residential District.

Yahye Murshed and his attorney, Murray Kaplan, presented the proposal.

Mr. Kaplan explained that in 2014 his client had been granted a Use Variance to allow him to operate a convenience store on the site. He stated that after that time Mr. Murshed’s partner became ill with cancer, and thus work on the business was delayed. He explained that the partner ultimately passed away and Mr. Murshed was unable to move forward with the business until some legal issues with his estate were resolved. Mr. Kaplan noted that at this time all of the legal issues have been sorted out and Mr. Murshed hope to move forward with opening the business as soon as possible.

Commissioner Wallinger asked what the proposed hours of operation for the store are. Mr. Kaplan responded that they are 7 a.m. to 9 p.m., which are the allowed hours stated in the Use Variance. The sign was discussed, and it was determined that the existing bracket would be painted and reused, and the existing sign box would also be refaced. The Commissioners agreed that staff could approve the final sign design.

PUBLIC COMMENTS
Chabinouth Ghirdharie, resident of the adjacent property at 1051 Congress Street, stated that he has been taking care of the property while it has been vacant, and that Mr. Murshed only began maintaining it recently as his plans to open the store began to move forward. He stated that he is not opposed to the business but hopes that Mr. Murshed continues to improve and maintain the site.

Seeing no further members of the public that wished to speak Commissioner Wallinger closed the public hearing.

The Commissioners discussed the different color patches on the side of the building and advised Mr. Murshed that if possible the siding should be painted one uniform color.

SITE PLAN APPROVAL
Motion by Commissioner Beach, seconded by Commissioner Case, to accept the proposal with the following conditions:

1. The address will be prominently displayed so that it is easily visible from Congress Street.
2. Metal roll gates and iron bars are not permitted on any doors or windows any time in the future.
3. A Certificate of Use is required to operate the business.
4. A garbage can will be kept near the entry door when the store is open.
5. The sidewalk and area surrounding the building will be cleaned of litter on a daily basis.
6. Window signs are limited to a maximum of 20% coverage of each windowpane. Flags and pennants are not permitted.
7. Building-mounted exterior lights will be installed around the perimeter of the building to cast light onto the sidewalk areas. Lighting will be installed prior to the opening of the store.
8. The dumpster area must be enclosed to City standards prior to the opening of the store.
9. The proposed sign requires a Revocable Permit, issued by the City Council and the City Engineering Office, because it hangs over the City right-of-way. The sign will be externally lit, and the lights must be turned off from midnight to 7 a.m. daily. The applicant will submit a professionally prepared drawing of the sign to the City Planner for final approval prior to the purchase, fabrication, and installation of the sign.

Motion carried unanimously.

C. BRYAN LOCKMAN requests revised site plan approval pursuant to Section 264-90 M of a proposal to operate an adult education facility at 110 South Church Street, tax parcel # 39.71-1-44, located in a “C-4” Downtown Commercial District.

Bryan Lockman and Jennifer Lawrence, Executive Director of the SEAT Center, presented the proposal.

Mr. Lockman explained that much of the work on the building is complete, but he would like to wait until the City installs the new sidewalks in the area before proceeding with the work on the parking lot and the landscaping on the site. City Planner Primiano noted that the sidewalk project is scheduled for next year, but she is not yet aware of any proposed start or completion dates.

The sidewalk area in front of the building was discussed and it was determined that the applicants could install a bike rack or bench to discourage illegal parking on the sidewalk in front of the building. Ms. Primiano asked Mr. Lockman what the proposed materials are for the exterior of the building. Mr. Lockman responded that they would like to use cement panels and engineered wood. He noted that in the spring they will be ready to complete the exterior design as soon as weather permits.
The discussion next turned to the parking lot. Commissioner Case suggested installing landscaped buffers on either side of the lot as it is very wide and has more than enough space for the required drive aisle and parking spaces. Ms. Lawrence stated that she would not object to the buffers as long as they were not so large as to restrict her planned use of the parking lot for possible outdoor activities and events. Commissioner Case stated that a four-foot buffer planted with ornamental grasses would require very little maintenance and would serve to soften the appearance of the site. Commissioner Wallinger stated that there should also be several shade trees planted, which would provide relief from the sun for some of the parked cars. The Commissioners agreed.

PUBLIC COMMENTS
None.

REVISED SITE PLAN APPROVAL
Motion by Commissioner Lewis, seconded by Commissioner Wilson, to accept the proposal with the following conditions:
1. As discussed at the meeting, a landscaped buffer will be added to both sides of the parking lot, along with several shade trees. The applicant will submit a landscaping plan to the City Planner for final approval prior to installing the landscaping.
2. The applicant will coordinate with the City Engineering office regarding the installation of the new sidewalks as part of the City project in the area. Once the City has installed the sidewalk and completed their work the applicant will have 60 days to complete the outstanding conditions of the site plan approval.
3. The design of the barrier or fence that will be installed in front of the building will be submitted to the City Planner for final approval prior to installation.

Motion carried unanimously, with Commissioner Beach recusing himself from the vote.

VII. MISCELLANEOUS
City Planner Primiano distributed information she had gathered regarding electronic message board restrictions used by other municipalities, as well as a copy of the proposed restrictions that the Commission and staff had developed most recently. After some discussion it was determined that Commissioner Wallinger and one or two additional available Commissioners would schedule a meeting with the City Council’s Planning and Development Committee to initiate a discussion of formulating restrictions to be added to the City Code.

VIII. MOTION TO ADJOURN
Motion by Commissioner Healey, seconded by Commissioner Beach, to adjourn the meeting.

*Motion carried unanimously.*

Meeting was adjourned at 7:57 p.m.