

**DEVELOPMENT REVIEW COMMITTEE
MEETING
JULY 26, 2019**

MEMBERS PRESENT: David Hilston, Chairman
Randy Cole, Chief Building Official
Lisa Hannon, Zoning Official
Tom Jackson, Utilities Director
Jennifer Molnar, Fire Marshal
Justin Davoult, Police Department
Linda Sposito, Senior Project Manager

OTHERS PRESENT: Jennifer Daumann, Executive Assistant
Ron Everts, Project Design Technician
Eric Wetherington

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. August 9, 2019
 - Mr. Hilston announced DRC-05-19 would be continued to the August 9, 2019 meeting on the 3rd floor in the Annex Building if the applicant did not appear this date.

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. June 12, 2019
 - Ms. Molnar MOVED, Mr. Jackson SECONDED approval of the June 12, 2019 minutes. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. Event Permit #19-153968; Fishbowl Fiesta 5k Fun Run, Charlotte High School; January 11, 2020
 - Ms. Jennifer Daumann, Executive Assistant, stated the applicant was not present and requested Event Permit #19-153968 be continued to the September 13, 2019 meeting.
 - Ms. Hannon MOVED, Mr. Jackson SECONDED to continue Event Permit #19-153968 to September 13, 2019 meeting. MOTION CARRIED UNANIMOUSLY.

Note: DRC-05-19 was heard following DRC-06-19.

- B. DRC-05-19 – South County Annex
 - Mr. Hilston suggested DRC-05-19 be continued to the August 9, 2019 meeting as the applicant was not present.
 - Ms. Molnar MOVED, Mr. Jackson SECONDED to move DRC-05-19 to August 9, 2019

meeting. MOTION CARRIED UNANIMOUSLY.

Note: DRC-06-19 was heard following Event Permit #19-153968.

- C. DRC-06-19 - 361 West Marion - Roberts Law Office
- Ms. Hannon reviewed comments and requirements from the staff report, as delineated in the agenda material, noting staff was requesting a street yard setback of 10 feet.
 - Ms. Sposito stated landscaping on the left-hand side of the property must be curbed.
 - Ms. Hannon noted certain parking conditions had some exceptions.
 - Mr. Ron Everts, Project Design Technician, explained the drive aisle required a 24-foot width; however, when the structure was moved forward to the 10-foot maximum setback, same would be resolved.
 - Mses. Sposito and Hannon offered to discuss details of the parking specifications with the applicant following the meeting.
 - Ms. Sposito continued reviewing the Engineering Division's comments, noting a bike rack was not required. She verified the accuracy of comments regarding the Americans with Disabilities Act (ADA) compliant level landing for the ramp, explaining staff's recommendations for drainage at the front and rear of the property.
 - Ms. Hannon stated ADA requirements would be clarified by the Building Division at the time of permitting, adding handicap parking was required at the rear of the structure.
 - Mr. Eric Wetherington, applicant, confirmed a chair lift could be installed in place of a handicap accessible ramp.
 - Ms. Hannon concluded with an explanation of the approval process.

ADJOURNMENT

- Meeting Adjourned: 9:11 a.m.

David Hilston, Chairman

Leah Pues, Recording Secretary