

**Minutes**  
**Regular Meeting of the Planning Commission**  
**City of Chattahoochee Hills, Georgia**  
**January 14, 2016**  
**6:00 p.m.**

**Call to Order**

*Chairman Alan Merrill called the meeting to order at 6:00 p.m. Present were Rocky Reeves, Bob Simpson, Mark Prater, Robin Cailloux, and Alan Merrill. Gene Griffith and Fuller Anderson resigned effective December 31, 2015. All members were present.*

**Pledge of Allegiance**

*Mr. Merrill led the assembly in the Pledge of Allegiance.*

**Approval of Agenda**

*Mr. Merrill asked that the City Manager be added to the discussion on Item Number 6 under New Business. Mr. Simpson made a motion to approve the agenda as amended. Mr. Prater seconded. The motion passed unanimously.*

**Approval of Minutes**

1. Approval of December 10, 2015 Regular Meeting Minutes.  
*Mr. Simpson made a motion to approve the December 10, 2015 Regular Meeting Minutes. Ms. Cailloux seconded. The motion passed unanimously.*

**Public Hearings** *(None)*

**Old Business**

2. Beginning of Open Space Discussion  
*Mr. Merrill gave a summary of how the item came about. He said that the Planning Commission had compiled a list of topics that they felt needed further discussion. The purpose of this discussion was to identify topics within the Open Space Discussion.*

*Mr. Reeves said he found a couple typos and conflicts in the Zoning Ordinance (Chapter 20) and the Subdivision and Land Development Ordinance (Chapter 22). Section 9.2.B of Chapter 22, it should read "No more than 5% of the Preservation Area" instead of "No more than 95% of the Preservation Area". Mr. Reeves also said that Section 9.3.C of Chapter 22 conflicts with Section 2.3.A of Chapter 20.*

*Mr. Reeves recommended adding a time constraint and a requirement of some minimal percentage of open space up front. Mr. Merrill said that discussion item*

*should be broadened to the timing of putting open space into easement. Mr. Merrill said other issues relative to conservation easements were ensuring that there is an arm's length between the developer and the owner of the conservation easement and the question of whether or not open space which is put into conservation as a requirement of zoning can be used as an income tax deduction. Commission members also discussed requiring 100% conservation up front in Parkway Commercial Districts, collateral assignments, buffers along public thoroughfares, civic areas in relation to open space, and the timing of the transfer of open space to the HOA.*

*Mr. Simpson made a motion to recommend to the City Council to change the percentage in Chapter 22 Section 9.2.B from 95% to 5% which reflects the original intent. Mr. Prater seconded. The motion passed unanimously.*

3. **Comp Plan process/schedule update**  
*City Planner Mike Morton presented an updated tentative schedule for the Comp Plan process. He said that the schedule has been slid back a few weeks. There have been two individual neighborhood meetings added to the schedule and the number of Rico Community meetings was changed from three to two. He said that one Rico Community meeting may be added toward the end to work on any transitional work that may result from the two meetings. Individual stakeholder interviews have also been added.*
4. **Text Amendment process**  
*City Planner Mike Morton passed out a flow chart for the proposed text amendment process. He is working on putting it into a written document. Mr. Merrill said that he has given a draft of a public comment policy to City Manager Mike Jackson for review. Mr. Merrill will present the draft at the next meeting.*
5. **Any additional Planning Commission thoughts on issues to discuss in future meetings**  
*Mr. Merrill said that he would like the following items added to the list of issues:*
  1. *Requirement for construction roads for each phase of development to divert construction traffic*
  2. *Building heights and the city's requirements for providing fire protection*
  3. *Requirements for access and egress for parking lots*

*After discussion between Commission members, it was decided that it is not necessary to keep this item on the agenda. Commission members can add items to the list as needed.*

### **New Business**

6. **Discussion of possible invitation to new City Council member and City Manager to observe a Planning Commission meeting.**

*Mr. Merrill said that new Councilmember Ricky Stephens has been discouraged from attending Commission meetings in an effort to try to keep political influences out of the Commission meetings. Mr. Merrill said that he would like to give Mr. Stephens an opportunity to attend meeting in order to get see what the Planning Commission is about. He also would like to extend that invitation to the new City Manager Mike Jackson.*

*Mr. Simpson made a motion to invite New Councilmember Ricky Stephens to attend Planning Commission meetings. Ms. Cailloux seconded. The motion passed unanimously.*

*Mr. Simpson made a motion to invite City Manager Mike Jackson to attend Planning Commission meetings. Mr. Prater seconded. The motion passed unanimously.*

### **Staff Reports**

*City Planner Mike Morton reported that the public hearing for a Special Use Permit application for a doggy daycare to be located in Serenbe will be at the next Planning Commission meeting. There also may be another Special Use Permit application coming in for a campground. He also reported that there has recently been an uptick in activity.*

*Mr. Merrill asked what happened with the person that had inquired about building the cell towers. Mr. Morton responded that the owner of the private property began shopping the proposal around and that the applicant has stopped calling.*

*Ms. Cailloux asked for an update on the status of code enforcement. Mr. Morton said that he had a general discussion with the new city manager but has not gotten direction yet.*

*Mr. Prater asked about the dog kennel being built on Cedar Grove Road in the annexed area. Mr. Morton said that he is currently working on the issue and has been told by the property owner that it was permitted under Fulton County.*

*Mr. Morton said he is expecting to receive an annexation application soon. The annexation involves several parcels near the Cochran Mill Road and Highway 154 intersection.*

*Mr. Merrill asked if there was any Public Comment.*

*Susan Tillander asked about restrictions on chain link fence. Mr. Morton read the regulations from the ordinance.*

*Susan Tillander asked for clarification on the Comp Plan process. Mr. Merrill explained that the Comp Plan is the foundation for the Zoning Ordinance and that the state required that the Comp Plan is updated every five years.*

*These minutes are provided as a convenience and service to the public, media, and staff. It is not the intent to transcribe proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted and heard by the Commission, but not quoted. This is an official record of the City of Chattahoochee Hills Planning Commission Meeting proceedings.*

*Ken Langley asked if the committee structure that was used in the initial Comp Plan process would be used this time. Mr. Morton said the first meeting or two may be used to determine the structure.*

*Karen Villano said that development in Serenbe is far exceeding what the roads can handle. She said the traffic is dangerous and something needs to be done about it.*

**Adjourn Meeting**

*Mr. Simpson made a motion to adjourn. Mr. Prater seconded. The motion passed unanimously. Meeting adjourned at 7:58 p.m.*

Approved this 11<sup>th</sup> day of February, 2016.

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Alan Merrill, Chairman

Attest:

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Dana Wicher, City Clerk