



**Kingston Springs Regional Planning Commission
Meeting Minutes
April 14, 2022**

Submittal Deadline Date: March 11, 2022

The meeting was called to order by Chairman Patenaude at 7:00 pm.

1. Roll Call of Voting Members:

Keith Allgood	Absent
Tony Campbell	Present
Tony Gross	Present
Mike Hargis	Absent
Lauren Hill	Absent
Brian McCain	Present
Mike Patenaude	Present
Chuck Sleighter	Present
Todd Verhoven	Present

2. Non-Voting Staff:

Sharon Armstrong	Present
John Lawless	Absent
Martha Brooke Perry	Present
Kellie Reed	Present

3. Declaration of Quorum by Chairperson.

4. Motion to approve March 10, 2022 Planning Commission meeting minutes.

Motion to approve March 10, 2022 Planning Commission meeting minutes made by Chuck Sleighter, second by Tony Gross. Motion approved unanimously.

5. Motion to approve April 14, 2022 Planning Commission meeting agenda.

Planner Armstrong requested to amend the agenda by adding to the Other section a discussion on a concept review application. Chuck Sleighter made a motion to approve the April 14, 2022 Planning Commission meeting agenda as amended, seconded by Todd Verhoven, and approved unanimously.

6. Community Input

Dan Rooney: Park Place Townhomes. Discussion of drainage issue behind the condos where there is standing water maybe a drainage ditch.

7. Old Business

A. Oak Street - Final Plat for Kingston Springs United Methodist Church – deferred from March meeting.

City Planner Sharon Armstrong stated the Kingston Springs United Methodist Church wants to reconfigure their lots. Purpose to install a pavilion structure in order to have outdoor activities for church and this requires a plat revision. She pointed out the small house that is grandfathered and precedes any adoptions of any restrictions. Brian McCain is the surveyor on this project and stated that due to the church organization they are still determining who has the authority to sign the plat. Planner Armstrong stated that before the plat can be filed it must have signature, but it can be approved and it will be held for signature. With Brian McCain being involved with the project and required to abstain from the vote City Attorney Perry stated she needed a moment to review the provisions of the code in order to see if we have enough vote. Planner Armstrong stated once an item is heard the Planning Commission has sixty days to approve or it will be approved by default. Otherwise they will need to ask for permission to defer from the applicant. Attorney Perry recommended having a five (5) minute recess to see if another Planning Commission member could join the meeting. Chairman Patenaude called a recess at 7:10pm. Tony Campbell arrived at 7:15 p.m. and the meeting was called back to order at that time. Motion to approve the plat made by Chuck Sleighter, second by Tony Campbell. All in favor with Brian McCain recusing from the vote.

B. Ellersly Subdivision - Update and Next Steps.

Planner Armstrong stated she checked on the subdivision today and there is still water runoff issues in the subdivision. There has been some forward movement as the owner has paid pass-thru fees that were due and their engineer has responded to staff comments. The notice of violation was issued due to the ongoing water runoff creating issues for residents. Chairman Patenaude inquired about properties adjacent to the subdivision and those properties being impacted by the water runoff. Planner Armstrong stated that from the town's perspective there are two issues. First is the unfinished infrastructure and the damage being done to it, and second is water making its way thru the subdivision and being deposited onto West Kingston Springs Road. If resolution to these items doesn't move forward quickly the infrastructure issues will not be abated. In addition, the property has been transfer from the Merville's to Energy Source Partners. Next step will be for staff create a PUD agreement.

Planner Armstrong Discusses Omitted Agenda Item

Planner Armstrong alerted the Commission to an item that had inadvertently been omitted from the meeting agenda. The Kingston springs United Methodist Church will need approval from the Planning Commission for the mixed use of the property. Mayor Gross asked that, since the plat was approved, if the mixed use item could be deferred to next month. Brian McCain, as a representative for the applicant, stated deferring the item to the next meeting would be acceptable. Tony Campbell made a motion to defer the item to the next meeting, seconded by Chuck Sleighter. All in favor with Brian McCain recusing from the vote

8. New Business

A. 132 Petro Road – Site Plan for Punjabi Dhaba Restaurant.

1) Addition to existing building.

Planner Armstrong stated it was brought to the Town's attention that there were several codes violations on this site related to the existing building and additional structures added. Armstrong indicated she had been working with the applicant to rectify these issues, resulting in the site plan submitted for approval. Armstrong stated the site plan must be approved in order for the construction plans to be submitted. Motion made by Chuck Sleighter to approve Punjabi Dhaba site plan, seconded by Mayor Gross, and approved unanimously.

2) Correction of violations existing on property for work done without a permit.

Armstrong indicated she had been working with the applicant to rectify these issues, resulting in the site plan submitted for approval. With the site plan approved construction plans dealing with correction of current violations on the property can be submitted and reviewed.

B. 134 Petro Road – Final Plat for AK Lube.

Combination Plat to combine two parcels for construction of expansion of existing business.

City Planner Armstrong stated AK Lube would like to combine two lots they own in order to expand their business. Tony Campbell stated to make sure there is adequate parking and Planner Armstrong indicated there is and she would recommend approval. Tony Campbell made a motion to approve the final plat for AK Lube, seconded by Todd Verhoven. Brian McCain stated he was the surveyor on this plat and would recuse himself from the vote. All in favor with Brian McCain recusing from the vote.

C. 134 Petro Road – Site Plan for AK Lube.

Site Plan to expand existing business with the addition of additional structure and parking.

Planner Armstrong indicated the site plan has been reviewed and approved by staff and meets all Kingston Springs requirements. Motion made by Sleighter to approve site Plan for AK Lube, second by Todd Verhoven. Brian McCain stated he was the

surveyor on this plat and would recuse himself from the vote. All in favor with Brian McCain recusing from the vote..

9. Other (For Discussion Only).

A. Proposed City Sewer Expansion - 191 Luyben Hills Rd.

Planner Armstrong stated the owner of the property would like to add the sewer at this location, at the owner’s cost, due to the high cost of establishing septic field lines on this property. Planner Armstrong stated the property owner has indicated he would like to have a residential structure on this property. This line expansion would allow the Town to add on to the existing system with minimal cost. This was an item as discussion and no action was needed nor taken.

B. Capital Improvement Plan - Retreat discussion

Planner Armstrong stated she did not attend the retreat this year but understood a decision has been reached for the Town to increase its proactive planning. Mayor Gross stated we need to start moving forward on this and requested Armstrong assist in this conversation. Planner Armstrong stated the problem the city has is the usable land and there are issues that need to be resolved related to future growth such as sewer and water issues, and traffic issues. A capital improvement plan needs to be designed in order to be proactive towards growth rather than reactive. This was an item as discussion and no action was needed nor taken.

Planner Armstrong also announced that a Code Enforcement Outreach meeting would be held April 23 at 11:30 a.m. Burns Park and everyone is welcome to attend.

C. Concept Review

Tommy Crouch owns the sawmill on Highway 12 and he would like to purchase the lot on Petro Road. His company does cable hardwire set ups and needs office space. Planner Armstrong asked questions on how often deliveries would be, and how many employees will be there. Mr. Crouch stated it is a small commercial building of 5,000 square feet, and he employees approximately 40 people. Planner Armstrong stated traffic could be an issue as Petro Road exits onto Luyben Hills Road which already has traffic issues.

10. Motion to Adjourn.

Motion made by Mr. Campbell, seconded by Sleighter to adjourn all approved by voice vote and the meeting adjourned at 8:04 p.m.

The meeting was adjourned by _____ at _____ pm

Mike Patenaude
Planning Commission Chair

Jamie Dupré
City Recorder