

**Planning and Zoning Commission Meeting
November 18, 2013 @ 7:00pm**

In attendance were Chairman Bob Linett, Commissioners Jim Koozer, Christine West, Steve Maneri, and Susan Brewer, Town Code & Building Administrator Eric Evans, and Town Clerk Matt Amerling.

1. **CALL TO ORDER:** Chairman Bob Linett called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ADOPTION OF MEETING MINUTES – October 21, 2013:** Commissioner Susan Brewer motioned to accept the adoption of the minutes from the October 21, 2013, Planning & Zoning (P&Z) Meeting. Commissioner Christine West seconded the motion. Motion was carried 5-0.
4. **NEW BUSINESS:**
 - A. To consider for recommendation to the Town Council, a site plan submitted by Dickens Parlour Theatre, LLC, located at 35715 Atlantic Avenue, Millville, tax map parcel #134-12.00-282.00, to build an addition to the existing facility; approximately 1600 sq. ft.
Synopsis: The property owner is asking to build an addition to the existing facility to increase storage as well as add a dressing room.

Mr. Richard Haden, of McCarthy Homes, stated he was attending on behalf of the builder – McCarthy Homes – and Dickens Parlour Theatre owner Richard Bloch. Mr. Haden stated he can answer any questions he can about aspects of the building and the site. Mr. Haden stated Mr. Bloch and Mr. Tom Ford, of Land Design Inc., approached McCarthy Homes about designing a new building for storage and a place for actors to dress and prepare for shows. Mr. Haden stated Mr. Ford laid out the site plan to show what McCarthy Homes is proposing to build. Mr. Linett stated the Town’s engineering firm, URS, identified several points and Mr. Linett was wondering if Mr. Haden was going to respond to URS’s points. Town Code & Building Administrator Eric Evans stated Mr. Haden could not respond to URS’s comments. Mr. Evans stated he did mention to Mr. Bloch on the phone about the location of the building in regards to the design of the building. Mr. Evans stated the location of the building – if that’s the way it is going to go and our continuing in that aspect for the site – will need a different design for the building. Mr. Linett asked Mr. Haden if he was aware of this information. Mr. Haden stated the only thing he was aware of was, on the site plan, the breezeway is shown in an improper location, which was a miscommunication between McCarthy Homes and Land Design. Mr. Haden stated Land Design drew it differently than what McCarthy Homes thought they had described to Land Design, and there was a time crunch in being able to make this month’s (11/18/2013) P&Z meeting. Mr. Haden stated McCarthy Homes’ goal is try to get across the “big picture” of “this is what we’re hoping to do,” and Mr. Haden can clean up the detail of the

breezeway being moved 10 feet towards the back of the building. Commissioner Susan Brewer asked if the center with the breezeway on the site plan presented to the P&Z Commission was not correct. Mr. Haden stated no, the breezeway located in the center on the site plan is not correct. Mr. Haden further stated the stairs will come down off the back end of the building so the actors come out of the dressing room area and straight down the stairs, through the breezeway, and directly into the back of the theater where they are ready for the show. Mr. Evans asked if the actors will not be accessing the theater through the side door. Mr. Haden stated no, they will not, and it should not have been drawn that way. Mr. Evans stated the side door comment came from URS, and Mr. Evans asked if the building is going to be moved forward more. Mr. Evans further stated, the way the site is, the building is approximately 15 feet deeper than the theater itself. Mr. Haden stated, in brutal honesty, when he walked the site, he noticed Land Design's scale of the building on the plan seems to be off because Land Design has it at "30 feet equals 1 inch" on their scale but the building measures 48 feet and it does not measure 48 feet on the plan, but rather 42 feet. Mr. Haden stated the building that McCarthy Homes is planning on building is going to fit the length of the existing theater, but something in the scale is just a little "out of whack." Mr. Haden stated the preexisting building and the building McCarthy Homes is proposing are almost equal in length. Mr. Linett asked if one building would come out from the other. Mr. Haden stated no, there would be no staggering effect and they should be flush just about on both ends. Mr. Haden proceeded to show the Commission where the breezeway and walkway would be located. Mr. Evans stated there would be light throughout the breezeway.

Mr. Linett stated item two (2) of the comments addressed parking and overflow parking, and he asked if the Town had seen a parking agreement. Mr. Evans stated yes, in the original folder, there was a signed letter from the Beebe facility next door stating that Dickens could use their parking lot for additional – or overflow – parking. Mr. Haden stated this facility is not a "revenue generator" and it will not bring in more people or require additional parking. Mr. Haden stated the plan is to help build more space for the actor's props and costumes. Commissioner Jim Koozer stated the question then becomes whether there will be a need for more employees at the facility. Mr. Haden stated he cannot really answer to that specifically. Mr. Koozer stated there still is a catering group as well as three employees so there is a question about parking which needs to be resolved. Mr. Linett stated Mr. Bloch has the parking agreement and asked if the overflow has been used or has Mr. Bloch been able to handle the amount of parking. Mr. Evans stated he has been to Dickens before and the way the parking is handled is by "stack parking" in the front yard space and he has never used the overflow parking. Mr. Koozer stated his guess is one (1) to four (4) cars are not accurate but rather one (1) car per two (2) parking places. Mr. Evans stated the Town Code says one (1) car per four. Mr. Linett stated there are 16 spaces but Dickens is actually using 21. Mr. Koozer stated the parking does not equate and someone is using the parking places whether it's caterers or extra employees. Mr. Linett asked if there is double stacking, does Dickens have the appropriate number of spaces for the facility. Mr. Evans stated one space per four seats, plus the employee parking. Mr. Linett stated if the parking ordinance is being met, then all is well and there is no issue. Mr. Haden stated as an aside, the barbecue shack on the property will be taken down

and gone when this addition is built.

Mr. Koozer stated he wanted to know whether the left and right elevations are correct because they do not appear to match the site plan. Mr. Evans stated this issue was brought up to him today by Commissioner Susan Brewer, and he thinks the labeling of the building on the site plan is reversed. Mr. Haden showed the Commission the proper labeling of the sides of the building, telling them which side was the left, the right, the front and back. Mr. Haden stated every one of these site plans by Mr. Ford cost Mr. Bloch \$800 or \$900 so McCarthy Homes is trying to move forward. Mr. Linett asked Mr. Evans about the design standards for the addition and whether they differ from a front building or rear building. Mr. Evans stated he does not think so. Mr. Linett asked Mr. Evans for the Town design standards and Mr. Evans left the Council chambers to retrieve his Town design standards book. The Commission discussed the structural requirements of the addition with Mr. Haden. Commissioner Christine West asked what the big garage door was. Mr. Haden stated it was a big prop and there are other props bigger than that, but there is no need for vehicle entry or access. Ms. West asked Mr. Haden if the rear of the building – by the staircase – would be lit. Mr. Haden stated the stairway by Code is required to have a light, but right now, McCarthy Homes has no lights at all built into the plan, but that area will not be used all the time – just when there are big props stored in that area. Mr. Linett asked Town Clerk Matt Amerling to call URS representative Kyle Gulbranson on the phone and ask Mr. Gulbranson if the second structure is subject to the Town's design standards. Mr. Evans stated what the Commission is looking at requesting is the site plan as needing to be corrected, and also for the builder to put on plan whether the design standards being met or not. Mr. Amerling returned and stated he could not reach Mr. Gulbranson at his work but Mr. Evans could call on Mr. Gulbranson on his cell phone. Mr. Evans proceeded to call Mr. Gulbranson and asked him about the design standards. Mr. Linett also talked to Mr. Gulbranson about the design standards.

Mr. Linett stated Mr. Gulbranson said Mr. Evans is correct in that the Commission can handle this in two pieces: one being the site plan and one being the building itself. Mr. Linett stated the building itself is subject to the design standards, so Mr. Linett feels there should be two motions – one being a potential recommendation to Council after the drawing is corrected. Mr. Linett stated he does not want to be held responsible for wanting to handle this as rapidly as possible, but would rather do this process in a logical way so the appropriate picture is drawn and everyone knows what the design standards are and whether they've been applied.

Mr. Koozer asked what the timeline is for construction. Mr. Haden stated everything is on hold right now, but, if he were to get approval today, and the site plan were to go before Council at its December meeting and get approval, he would anticipate a January start date. Mr. Koozer asked if this plan was a 120-day build-out or longer. Mr. Haden stated less time. Mr. Evans asked if the Fire Marshal had seen or approved of the plans. Mr. Haden stated McCarthy Homes is waiting on P&Z approval first before approaching the Fire Marshal. Mr. Linett suggested to Mr. Evans that he and Mr. Haden go over the site plan the next day and see whether any of the design standards apply and – if so – which ones. Mr. Haden stated he does

have the design standards on his laptop and has access to them. Mr. Linett asked if Mr. Haden noticed any discrepancy with the standards and the site plan. Mr. Haden stated he has assisted with the design for the Millville United Methodist Church (MUMC) so he's extremely familiar with the Town's design standards and McCarthy Homes do hit them. Mr. Linett stated Mr. Haden should "walk through" the design standards with Mr. Evans and/or Mr. Gulbranson so that the questionable issues can be addressed. Mr. Koozer stated one issue is there have been many changes in plans regarding Dickens Parlour Theatre and what he thinks P&Z would all like to see is the continuity of the design standards whether it is the front, back, or side of the building; otherwise, it will be "helter skelter" when or if Mr. Bloch wants to take down the ranch house and put up a new structure in front of the existing theater. Mr. Koozer stated there is a precedence being set right now on this property so he thinks it behooves everybody to make sure the design standards are met as much as possible. Mr. Koozer further stated he thinks there needs to be a new site plan where everything matches up.

Mr. Linett motioned the site plan be corrected to represent what is expected to be built, and that a checklist be performed against the design standards to demonstrate a compliance with said standards. Commissioner Jim Koozer seconded his motion. All present voted in favor. Motion passed 5-0.

5. PROPERTY OWNER/AUDIENCE COMMENTS:

There were no comments.

6. ADJOURNMENT:

Chairman Linett stated the next P&Z Meeting would be December 9, 2013. Ms. West motioned to adjourn the meeting at 7:51 p.m. Ms. Brewer seconded the motion. All present voted in favor. Motion passed 5-0.

Respectfully submitted and transcribed
by Matt Amerling, Town Clerk