

MINUTES
CITY OF SUWANEE, GEORGIA
PLANNING AND ZONING COMMISSION
January 6, 2015

PLANNING AND ZONING MEMBERS: Present: Sharu Rajgiri, Larry Pettiford, Anthony Manners and Elizabeth Sawicki. Staff members present: Josh Campbell, Matt Dickison and MaryAnn Jackson. Absent: Pete Charpentier

CALL TO ORDER

Josh Campbell called the meeting to order at 6:30 pm

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Anthony Manners nominated Pete Charpentier as chairperson, second by Sharu Rajgiri. Motion carried 4-0.

Elizabeth Sawicki nominated Anthony Manners as vice chairperson, second by Larry Pettiford. Motion carried 4-0.

Josh Campbell turned the meeting over to Anthony Manners.

ADOPTION OF THE AGENDA

Elizabeth Sawicki moved to approve the agenda as presented, second Sharu Rajgiri. Motion carried 4-0.

ADOPTION OF THE MINUTES: October 7, 2014

Elizabeth Sawicki moved to approve the October 7, 2014, second by Anthony Manners. Motion carried 4-0.

OLD BUSINESS

NEW BUSINESS

SUP-2015-001 – Owner: All Commercial Properties. Applicant: Cuvee Day Spa. The applicant requests a special use permit to allow for a massage therapy establishment in an office-institutional portion of a planned mixed-use development. The site is located at 4411 Suwanee Dam Road and contains approximately 6.19 acres.

Matt Dickison presented the staff report as follows: The applicant requests a Special Use Permit on an approximately 6.19 acre tract to allow for a day spa at 4411 Suwanee Dam Road in the Three Bridges planned mixed use development. The applicant currently occupies a 1,100 square foot suite within the office park component of the development. The site is located on the east side of Suwanee Dam Road adjacent to the residential portion of the Three Bridges neighborhood. Access is proposed via existing driveways off Suwanee Dam Road and Peachtree Industrial Boulevard through a neighboring commercial development. The subject property is a zoned PMUD. The property was rezoned to PMUD in 2003 as part of the Three Bridges neighborhood rezoning. The subject tract was permitted to have O-I uses as part of the rezoning conditions. A total of

10 separate office buildings were constructed on the subject property. The buildings are office condominiums with multiple suites in each building. The applicant does not propose any exterior renovations to the site. The applicant is currently operating in this location and states that she was unaware of the SUP requirement until notified by the City's Business Services Department.

The Zoning Ordinance was amended in 2010 to permit Light Retail Services as a Special Use in the O-I (Office-Institutional) and M-I (Light Industry) zoning districts. Light Retail Service establishments are defined as personal retail service establishments with limited size, limited number of employees, and limited need for retail exposure, that as a result of these and other limitations is suitable for an office setting. Such establishments shall have no outdoor storage or retail display, produce little to no noise or vibration beyond the business location, and generate a limited amount of traffic. In this case the specified light retail service is a day spa. According to the applicant, massages, facials and spray tanning are the only services that would be offered.

The applicant does not intend to make any exterior changes to the existing building and will not be required to submit plans for development review. Any interior changes will be reviewed through the standard building permit process. The applicant should be prepared to comply with all fire safety and ADA access or other applicable requirements prior to issuance of a Certificate of Occupancy for any improved suites. If approved, the applicant should also be prepared to comply with city regulations regarding massage establishments.

The applicant is seeking approval of a special use permit in order to continue to operate a day spa at the subject location. The proposed use is not anticipated to produce any obnoxious odors, noises or vibrations. The subject suite is located next to an overflow parking area for the office condominiums. There are 13 extra parking spaces located directly next to the office suite. The parking area directly in front of the suite has 7 parking spaces. The zoning ordinance states that retail uses shall have 1 parking space per 250 square feet. This means that if approved, the spa must have at least 5 parking spaces. With only 2 employees in the business and services being provided by appointment, approval of this request is unlikely to place a burden on the adjacent or nearby parking.

Light retail services are listed as special uses in the O-I zoning district. Light retail service establishments are defined as personal retail service establishments with limited size, limited number of employees and limited need for retail exposure. According to the applicant there is one other contracted employee. In addition, the size of the suite is 1,100 square feet which is less than the maximum 1,250 square feet permitted by the zoning ordinance. The light retail services land use is intended to support the growth of small businesses. This allows home occupations to occupy space in office and industrial area which are often more affordable and can serve as a stepping stone to expanding into a commercial location. The applicant operated her business in her home prior to relocating to the subject property.

The Special Use Permit to continue using the suite as a day spa would be appropriate at this location. The subject property is located near other commercial properties on Suwanee Dam Road and Peachtree Industrial Boulevard. Because of the limited retail use regulations and the availability of parking, there should be no adverse impacts resulting from the approval of a special use permit for the site. The proposed use meets the intent of the zoning ordinance related to light retail uses in the O-I district. The Planning Department recommends approval with conditions of SUP-2015-001.

Anthony Manners called upon the applicant.

Julie Austin, 4411 Suwanee Dam Road, Suwanee, GA. Ms. Austin stated that she is requesting a special use permit to operate a day spa which includes massage therapy, facials and spray tans. Ms. Austin indicated that her business will operate from 8 am to 8 pm. There will not be outdoor retail displays or outdoor speakers. There will be no more than two employees working at any given time.

Anthony Manners asked for opposition. There was none.

Larry Pettiford moved to approve SUP-2015-001 with amended staff conditions, second by Elizabeth Sawicki. Motion carried 4-0(additions = bold):

1. The special use **shall** be limited to massage, spray tanning and facials.
2. The special use permit shall expire if there is a change in ownership of the business.
3. No outdoor storage or retail displays shall be allowed.
4. No outdoor speakers shall be allowed.
5. Total square footage of the business shall be limited to 1,250 square feet.
6. Hours of operation shall be limited to 8:00 am to 8:00 pm.
7. No more than 2 employees shall be working on site at the same time.

CONSIDER PROPOSED 2015 PLANNING COMMISSION MEETING CALENDAR

Sharu Rajgiri moved to approve the amended 2015 Planning Commission Meeting Calendar, second by Elizabeth Sawicki. Motion carried 4-0 (additions = **bold**, deletions = ~~strikethrough~~):

PLANNING COMMISSION

2015 SCHEDULE

SUBMISSION DEADLINE (5:00 P.M.)	ADVERTISEMENT DATES	P & Z MEETING DATE
12/05/14	12/18/14 01/01/15	01/06/15

01/02/15	01/15/15 01/29/15	02/03/15
01/30/15	02/12/15 02/26/15	03/03/15
03/06/15	03/19/14 04/02/15	04/07/15 04/14/15
04/03/15	04/16/15 04/30/15	05/05/15
05/01/15	05/14/15 05/28/15	06/02/15
06/02/15	06/12/14 06/26/14	07/07/15
07/03/15	07/16/15 07/30/15	08/04/15
07/30/15	08/13/15 08/27/15	09/01/15
09/04/15	09/17/15 10/01/15	10/06/15
10/02/15	10/15/15 10/29/15	11/03/15
10/30/15	11/12/15 11/26/15	12/01/15
12/04/15	12/17/15 01/31/15	01/05/16

SUWANEE NEW TOWN CENTER PRESENTATION

Josh Campbell presented the Suwanee New Town Center Presentation to the Planning Commission.

OTHER BUSINESS

ANNOUNCEMENTS

Josh Campbell announced that the PlanFirst Community recognition is scheduled for January 28, 2015.

Josh Campbell announced that the Downtown Suwanee Master Plan will be updated over the next nine months.

ADJOURNMENT

Anthony Manners moved to adjourn at 8:39 pm.