

**Rumsey Green Committee(RGC) –
1/11/13 Summary Minutes and 1/18/13 Action Items (Final)**
Updated for 1/14/13 Submittal (Action items in **Bold**)

Attendees: Harvey Heyser, Kathryn Bragg-Stella, Nathan Norris (partial via telephone), Eric Lewis, Jim Auxer (partial), Steve Ayraud

- I. Timeline. **RGC to review latest Version 2 draft (dated January 14, 2013)**
- II. Minimum residential component for mixed-use buildings (abbreviated as: 50% residential for the upper floors of the mixed-used buildings) is now included.
- III. % open space –**PM to explain the design criteria for the apartment buildings and provide the total open space calculation for all areas of the site.**

H. Heyser to discuss open space variance process with the chair of the Board of Appeals.

- IV. Review of Figure 3: Regulatory Plan. **PM to conform the color coding in Figure 2 to the frontage designations in Figure 3.**

- V. Review of Street Types

PM to indicate the background for how these street types were proposed for Ranson. RDG to review fire truck and garbage truck required clearances and respond. Public Works Director to respond to initial submittal.

- VI. Review of Rumsey Green District document.

- A. Signage –**RDG to provide guidance to PM for to provide suggestions for Sheetz and grocery store signage. S. Ayraud to provide photo of Maddex Square sign for discussion. RGC to discuss with full PC whether the proposed signage sections should be included in the Rules or utilize the new Title 9 sign ordinance.**

- B. Building appearance requirements. **PM to add in next version.**

- C. Parcel widths/Building Dispositions

- 1. 80% Building coverage of parcel–**PM to clarify why this was deleted from Version 1.** Parcel boundaries will be as shown on Figure 3.

- 2. The possibility of converting a building (e.g. bank) to a condominium needs to be provided. The group concludes that there is nothing in the rules that would preclude this from occurring. **PM to confirm.**

- D. Building Height - 25 feet from ground level needed? E. Lewis notes that there is a need to allow tenants (e.g. some chain restaurants) with no usage on the 2nd second

floor. i.e. 25' tall ceilings. The Committee's concern is that this could lead to large single story buildings which is contrary to the intent of providing a downtown Shepherdstown environment. This concern should be alleviated by the requirement for minimum residential targets for the mixed use buildings (other than Sheetz and grocery). This condition appears to be allowed already by the current version of the code since premises with ceilings greater than 14' height are considered 2 story. S. Ayraud would like to see some sketches of possible configurations of the concept plan that could accommodate such uses. **PM to review.**

E. Frontage Standards

1. **Sheetz and Entry parcels - PM, RDG, RGC to think about better uses of this space other than lawn.**
2. Use of vinyl exterior materials. This could include siding, trim, windows, soffits, fascia, etc. Should a max. % be established? Trim details are important when vinyl siding is used. **E. Lewisto draft the description of the issue for PC consideration at the 1/16/13 meeting. PM to review this overall issue and advise.**
3. 60% shopfront glazing, 25% residential. **PM to provide photo examples.**
4. Landscape Screens. **PM to provide photo examples of these screens.**
Initial reaction to these screens is that we have questions about their purpose.

F. Parking

1. Based on the latest parking ratios it appears that inadequate amount of parking is shown on the plan for several of the buildings. (G, P, A-F).
2. Residential parking. H. Heyser recommends that the 0.5 per residence "pool" parking is to be established off-street. This will allow on-street parking to be reserved for guests, shopping spillover and Shepherd University commuters. **PM to account for the increased on-site parking in the next version.**
3. Shopfront parking minimums were raised from those in Version 1 based on the perception that they were too low. **These minimums are to be discussed with the PC. H. Heyser to review existing parking usage issues with the Parking Committee and the Parking Enforcement Officer.**
4. **RDG to review these parking ratios with its design team.**
5. Parking dictates density - The assumed building sizes and configurations shown in Figure 2 and informally discussed may not be possible with the adopted parking ratios. As more precise drawings are developed, the rules will be applied to determine allowable building area based on parking availability.

VII. Other Design Issues

- A. Transit center - The proposed Transit Stop at the end of the green is a convenient location but requires entry from the middle of the street. **PM to review and advise.**

IX. Next meeting. The next RGC meeting will be January 18, 2013 10:00 AM at Town Hall.
Nathan Norris is not available for a telephone call at this meeting.

X. New Items

A. Review revised Version 2 submittal

B. Nathan Norris comments on Version 2 (1/14/13) – Received 1/15/13

1. Figure 2 concept plan has been re-labeled the Conceptual Illustrative Plan. PlaceMakers does not see the need for a disclaimer but is willing to add one with wording suggested by the Town.
2. Landscape walls: PlaceMakers has changed this requirement to apply only to commercial and mixed use properties (not residential). They are still trying to find good photos to illustrate the concept. H. Heyser will take photos of the gates on German St. for the meeting.
3. Second floor signage: PlaceMakers has no good suggestions for requirements on this but will insert language from the new sign ordinance if directed (no signs above the second floor window sill level).
4. Vinyl building materials: PlaceMakers is waiting for RDG's proposal to be fleshed out (either by RDG or the Committee).
5. Signage:
 - a. Grocery and Sheetz: PlaceMakers would like RDG to share what they are hearing from prospective tenants.
 - b. Shopping center sign: PlaceMakers regards the Maddex Square sign as much too big for Rumsey Green because of slower vehicle speeds. They recommend a sign no larger than 6 ft. by 10 ft.

C. Vinyl Siding Language from E. Lewis 1/11/13:

Vinyl materials are allowed subject to the following restrictions:

- 1) Minimum wall thickness of siding must be 0.042"
- 2) Frontages are to have a maximum of 50% vinyl coverage (this would allow us to use vinyl on dormers, accents, insets, etc)
- 3) Vinyl materials are to have a smooth finish (not wood grain)
- 4) Door and window trim must have minimum width of 2"

D. Review Harvey Heyser markups

E. Parking Usage Enforcement – Meters, permits, etc.

F. Followup from 1/16/13 Planning Commission Meeting

Submitted by,
Steve Ayraud - Chair