

**Rumsey Green Committee(RGC) –
12/03/12 Summary Minutes and 12/14/12 Action Items (Final)**
(Action items in **Bold**)

Attendees: Kathryn Briggs-Stella, Harvey Heyser, Jim Auxer , Steve Ayraud, Eric Lewis

- I. Figure 1: Location Plan –**Placemakers (PM) to provide.**
- II. Timeline. **PM to submit Version 2 approx. 12/10/12.** RGC to prepare for presentation to Planning Commission’s (PC)12/17/12 meeting.
- III. Single story mixed-use buildings prohibition. **PM to add in next version.**
- IV. Mixed use buildings requirement for minimum residential component. **PM to add in next version.**
- V. % open space – **PM needs to calc this.** The area surrounding the Sheetz building (other than space for a gateway sign) should not be counted as open space since it can’t be considered permanent via a conveyance.**RDG to consider adding cemetery property (although this would also increase the overall project size) and/or adding additional floors (although this may result in building cost triggers for taller buildings) to eliminate a building as possibilities for additional open space.PM/RDG to look at the possibility of providing additional open space near the Apartments.**

H. Heyser to discuss open space variance process with Amy Boyd and possibly the Town attorney.

- VI. Review of Figure 3: Regulatory Plan. **PM to reissue with “Open Frontage” clarified.**

- VII. Review of Street Types

PM to reissue simplified versions of these documents.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.

- VIII. Review of Chapter XXX: Rumsey Green Mixed Use Center District

- A.Missing items

- 1. Signage – **PM to provide suggestions for building and Route 45 signage.**
- 2. Building appearance requirements. **PM to add in next version.**
- 3. Missing Table 1. **PM to add.**

- B. Permitted uses

- 1. Usage of RC zone for the Rumsey Green Project.

- a. Permitted Uses Section – **PM to duplicate Title 9 RC uses in the next version..**
 - b. Use of the RC zone as a fallback – **PM to add.**
- 2. The PC indicated that the term “MUC” (mixed use center) was not well explained.**PM to clarify.**
- C. Parcel widths
 - 1. **PM to provide minimum width 16’ necessary for affordable townhomes.**
 - 2. **PM will provide a “pre-approved exception” for the grocery store in the next version.**
 - 3. 80% Building coverage of parcel –how calculated?Is this item needed since the building coverage is shown on the drawing? **RDG needs to provide clarification on parcel boundaries to PM. PM to clarify.PM to issue diagrams to illustrate building setback standards.**
- D. Principal Building?**PM to clarify – applies to this project?**
- E. Building Height - 25 feet from ground level needed?**PM to review.**
- F. Frontage Standards
 - 1. **PM will provide a “pre-approved exception” for Sheetzin the next version.PM,RDG,RGC to think about better uses of this space other than lawn.**
 - 2. Residential stoop reasoning. **PM to review.**
 - 3. Sliding windows not allowed. **PM to review.**
 - 4. Vinyl siding.Trim details are important when vinyl siding is used.**E. Lewis believes that quality vinyl siding installations are possible and will draft suggestions.** The opinion of the full PC is needed for this issue. **K. Bragg-Stella to draft the description of the issue for PC consideration.PM to review this overall issue and advise.**
 - 5. 70% shopfront glazing, 25% residential.**PM to review and provide photo examples.**
 - 6. Shopfront awnings. PM to revise to encourage, but not require awnings.
 - 7. Street Screens. **PM to provide photo examples of these screens. PM to review.**
- G. Parking
 - 1. **E. Lewis will submit a spreadsheet showing the number of parking spaces assigned for each use at each building. PM to advise on maximums.**
 - 2. Residential parking. **PM to clarify 0.5 street count and consider college student tenants in the next version.**
- H. **PM to incorporate PC 11/6/12 meeting comments to Articles I and II.**

IX. Other Design Issues

- A. Secondary emergency access to the site. **H. Heyser to check on Church easement. RDG to clarify secondary emergency access roads to be provided.**
- B. Stormwater management
RDG to clarify stormwater management on submitted plans.
- C. Bottleneck at diagonal parking. **PM to review.**
- D. Bank drive-thru
The Bank drive-thru road connection to Highway 45 is intended to be entrance only. **PM/RDG to revise the drive-thru lane queue space to accommodate this traffic flow direction.** It is confirmed that even though this project is intended to be a walkable community, drive-thru access is still required.

X. Process Issues

- A. Clarify the status of the current project parameters. # of residential units, amount of retail/office space proposed? # parking spaces? Typical elevations. **RDG to submit.**
- B. Review Annexation and PUD submittal requirements and status of submittal. What is critical path?

RDG to submit documents as available.

1. Site environmental issues – A topographic survey was submitted 12/3/12. However it doesn't show water courses, sinkholes, trees 6" or larger in diameter, etc. **RDG to clarify if this is the extent of this submittal..**
 2. Adequate Public Facilities Study – schools, roads/traffic study, wastewater, water. Section 9-1416 clarifies these requirements. The traffic study is not allowed to be circulated until WVDOH completes its review (currently underway). **RDG to submit available documents.**
 3. Proffer status – **The draft proffer list will be reviewed at the next meeting.**
- C. **RGC to review the language in the Title 9 PUD section that addresses maintenance of open space. RDG to make suggestions.**
 - D. RGC Scope of Responsibilities – RGC shall continue to attempt to facilitate project progress in addition to its primary responsibility of reviewing the Regulatory Code. Project technical submittals shall be made available to the PC at the time that they are provided to responsible boards. PC will comment on technical submittals if time allows.
 - E. Required Committee Reviews as proposed by Z.O. and Mayor

Streets, etc. – Public Works Committee.
Sidewalks, etc. – Public Works Committee.
Water system – Water Board (Phase 1 of the application process requires the applicant to reimburse the Utility to have its consultant engineer review the proposal to determine if the system has adequate capacity.)
Sewer system – Sewer Board (same process as water).
Stormwater management - Public Works Committee with possible PC/RC Committee involvement.
Other public utilities – (garbage collection?) – Public Works Committee
Streetscaping, etc. – Public Works Committee

Schools – Jefferson County School Board via letter obtained by RDG
Impact on roads – Traffic study and review comments from WV DOH as obtained by RDG

Financial Impacts – Town Finance Committee

The next meeting date for the Public Works Committee is to be determined in January. The next meeting of the Water Board is the last Thursday in January.

XI. Next meeting. The next RGC meeting will be December 14, 2012 10:00 AM at Town Hall. It is expected that a conference call to Nathan Norris at approx. 10:30 AM will be part of this meeting.

XII. New Items

- A. Review draft Proffer list
- B. Review and Respond to 3/24/11 letter from Mark Dyck concerning traffic study and 3/15/11 Annexation Petition from Rumsey Development Group LLC.
- C. Review the Annexation/PUD approval process. Is concurrent approval possible?
- D. Review of Version 2 of the Rumsey Green Regulatory Code (scheduled for submission 12/10/12)

Submitted by,
Steve Ayraud - Chair