



Chatham County - Savannah Metropolitan Planning Commission

Arthur A. Mendonsa Hearing Room
October 8, 2019 ~ 1:30 PM
Minutes

October 8, 2019 REGULAR MPC MEETING

Members Present: Joseph Ervin, Chairman
Ellis Cook, Vice-Chairman
Karen Jarrett, Secretary
Joseph Welch, Treasurer
Thomas Branch
Travis H. Coles
Tanya Milton
Wayne Noha
Eula Parker
Lee Smith
Linder S. Suthers
Tom Woiwode

Members Not Present: Lacy Manigault
Pat Monahan

Staff Present Melanie Wilson, Executive Director
Pamela Everett, Assistant Executive Director
Marcus Lotson, Director of Development Services
Matt Lonnerstater, Development Services Planner
Marcel Williams, Development Services Planner
Jessica Hagan, Administrative Assistant
Julie Yawn, Systems Analyst

Advisory Staff Present: Gregori Anderson, Director of Building Safety and Regulatory Services

I. Call to Order and Welcome

II. Invocation and Pledge of Allegiance

III. Approval of Agenda

1. Approval of Agenda

The agenda as approved as submitted.

Motion

Approve agenda as submitted.

Vote Results (Approved)

Motion: Travis Coles	
Second: Ellis Cook	
Ellis Cook	- Aye
Joseph Ervin	- Aye
W. Lee Smith	- Aye
Linder Suthers	- Aye
Tom Woiwode	- Aye
Travis Coles	- Aye
Joseph Welch	- Aye
Tommy Branch	- Aye
Tanya Milton	- Aye
Karen Jarrett	- Aye
Eula Parker	- Aye
Wayne Noha	- Aye

IV. Notices, Proclamations and Acknowledgements

Notice(s)

[2. October 8, 2019 Swearing-in of Planning Commission Officers by Chief Judge Penny Haas Freesemann Chatham County Superior Court, County Commission Chambers, 124 Bull Street 2nd Floor..](#)

[3. October 29, 2019 Regular MPC Meeting, 1:30 P.M., County Commission Chambers, 124 Bull Street, 2nd Floor.](#)

Information Item(s) for Board Members

[4. Development Plans Submitted for Review](#)

[📎 October 8th MPC Meeting Development Log.pdf](#)

V. Item(s) Requested to be Removed from the Final Agenda

VI. Items Requested to be Withdrawn

The Consent Agenda consists of items for which the applicant is in agreement with the staff recommendation and for which no known objections have been identified nor anticipated by staff. Any objections raised at the meeting will result in the item being moved to the Regular Agenda. At a 12:30 briefing, the staff will brief the Commission on Consent Agenda items and, time permitting, Regular Agenda items. No testimony will be taken from applicants, supporters or opponents, and no votes will be taken at the briefing.

VII. Consent Agenda

[5. Approval of the September 17, 2019 Briefing and Regular Meeting Minutes.](#)

[📎 09.17.19 MEETING MINUTES.pdf](#)

[📎 09-17-19 MPC BRIEFING MINUTES.pdf](#)

Minutes were approved as written.

Motion

Recommend approval of the Briefing and Regular Meeting Minutes.

Vote Results (Approved)

Motion: Travis Coles

Second: Tanya Milton

Ellis Cook	- Aye
Joseph Ervin	- Aye
W. Lee Smith	- Aye
Linder Suthers	- Aye
Tom Woiwode	- Aye
Travis Coles	- Aye
Joseph Welch	- Aye
Tommy Branch	- Aye
Tanya Milton	- Aye
Karen Jarrett	- Aye
Eula Parker	- Aye
Wayne Noha	- Aye

[6. NEW CONSTRUCTION CARRIAGE HOUSE | VICTORIAN HISTORIC DISTRICT | 532 East Park Avenue |
Petitioner: Sawyer Design | File No. 19-005255-COA](#)

[📎 19-005255-COA Recommendation.pdf](#)

[📎 Application.pdf](#)

[📎 ariel view 532 East Park Avenue.pdf](#)

[📎 Submittal Packet - Drawings.pdf](#)

[📎 Submittal Packet - Photos.pdf](#)

Motion

Approval for a new construction carriage house at the rear of the property for 532 East Park Avenue, including the requested adjustments to the side yard setbacks, with the following condition:

1. Provide the material specifications for the human doors, garage doors, railings, stair, and decking to staff for final review and approval prior to submitting drawings to staff to stamp for permitting; because otherwise the work is visually compatible and meets the standards.

Vote Results (Approved)

Motion: Travis Coles

Second: Tanya Milton

Ellis Cook	- Aye
Joseph Ervin	- Aye
W. Lee Smith	- Aye
Linder Suthers	- Aye

Tom Woiwode	- Aye
Travis Coles	- Aye
Joseph Welch	- Aye
Tommy Branch	- Aye
Tanya Milton	- Aye
Karen Jarrett	- Aye
Eula Parker	- Aye
Wayne Noha	- Aye

VIII. Old Business

IX. Regular Business

7. MPC HUMAN RESOURCES MANUAL

Ms. Pamela Everett, Assistant Executive Director, stated on behalf of the HR Committee we revised the Personnel regulations regarding employees. This matter was brought to the Human Resource Committee twice and their comments were incorporated and the information they requested to be changed was changed. It was also vetted with the City of Savannah and Chatham County HR directors. She did speak with Ms. Karen Jarrett last night regarding some of her comments and, basically, it was to revise some of the appendices, which we will do. She also asked me to add a copy of the evaluation form that we have been using. I did explain we are in the process of changing it, but I will give it to anyone that wants a copy. I also spoke to Mr. Noha in the pre-meeting and he had some comments, which I will take into consideration.

Mr. Wayne Noha, Board Member, asked, the Board if they have had the time to really review the manual. He stated he hasn't and would like more time to review it. He believes the manual should be completely vetted so the Board doesn't have to keep going back to make changes. He asked that we hold off on voting until the next meeting.

Ms. Tanya Milton, Board Member, stated, the Personnel Committee has gone through this manual and, as far as I'm concerned, we have done all the hitting we can do. The Personnel Committee made a recommendation to the Board and that is kind of final.

Mr. Noha stated his concern is the vacation language about how long employees can carry over into the next year hasn't been added, and I would like to see that.

Ms. Everett, stated the language that's in the manual is "Any accrued annual leave in excess of the Annual Leave Ceiling will be forfeited, if not used by the final day of the leave year".

Mr. Noha, stated correct, but it was discussed at the last meeting that if an employee is over the cap at the end of the year, they can go ahead and schedule time off into the next year.

Ms. Melanie Wilson, Executive Director, stated the last day of the year, December 31. The Finance and Personnel Committees have spoken about this for months, and employees have been able to carry over whatever time they had left at the end of the year. We have done what we can based on what both committees want.

Ms. Karen Jarrett, Board Member, asked if this is a living document. At the next meeting, if we had changes, they could be made then.

Mrs. Wilson, stated yes. We will keep this document updated at least annually.

Mr. Lee Smith, Board Member, stated he would like this to be continued so all updates can be done and the Board see the updated version. It's only fair to staff that everything is worked out prior to it being adopted. He understands it's a living document, but it shouldn't be updated frequently.

Ms. Milton, asked what was he requesting to be changed.

Mr. Smith, stated he heard several things in the pre-meeting that need to be addressed. A few extra weeks will not make a difference.

Mrs. Wilson stated, the items Ms. Jarrett called about are in the appendices and the Board is being asked to approve the policy document. We are trying to get this approved so we can do employee vacation pay outs. We are on the City budget and we don't want to interfere with that. The further it gets pushed out closer to the end of the year, it starts to mess with employee's W-2's.

Mr. Smith, stated he isn't concerned with the budget piece and that can go ahead and be done, it's just a estimate. Two weeks will not make a difference with the W-2's.

Motion

Motion to continue until the October 29, 2019 MPC meeting.

Vote Results (Approved)

Motion: W. Lee Smith

Second: Wayne Noha

Ellis Cook	- Aye
Joseph Ervin	- Abstain
W. Lee Smith	- Aye
Linder Suthers	- Aye
Tom Woiwode	- Nay
Travis Coles	- Aye
Joseph Welch	- Aye
Tommy Branch	- Aye
Tanya Milton	- Nay
Karen Jarrett	- Nay
Eula Parker	- Aye
Wayne Noha	- Aye

[8. ZONING MAP AMENDMENT | 104-114 East DeRenne Avenue | RSF-6 \(One-family Residential\) to O-I \(Office and Institutional\) | Amira Brown | 19-002401-ZA](#)

📎 [Maps_combined_updated.pdf](#)

📎 [Pictometry.pdf](#)

📎 [Staff Report 2401 updated.pdf](#)

Mr. Marcel Williams, Development Services Planner, stated the petitioner is requesting to rezone six contiguous parcels on the north side of DeRenne Avenue between Abercorn Street and Habersham Street from the RSF-6 (Residential Single-family) zoning classification to the OI (Office and Institutional) zoning classification.

The subject properties consist of six contiguous parcels, comprising approximately 1.43 acres. All are located within the RSF-6 zoning district. Altogether, these properties comprise approximately 520 linear feet of frontage along DeRenne Avenue with a depth of 160 feet. The property at the northeast corner of East DeRenne and Abercorn Street (5208 Abercorn Street) was not included in this request.

The Office and Institutional (“O-I”) district “is established to allow office uses as well as a limited number of other uses that are compatible with an office environment. The OI district is intended to be located in close proximity to Nonresidential districts and may be used as a transition between such areas and Residential districts.” The permitted uses for the OI district include community facilities, child care centers, personal service shops, offices, and studios/galleries.

The Chatham County-Savannah Comprehensive Plan Future Land Use Map designates the subject property as “transition,” which is defined as “Areas having established residential character that due to their location adjacent to shallow frontage lots along arterial streets are confronted with potential commercial intrusion.” The proposed zoning district is consistent with the FLUM designation.

The OI district permits a range of commercial uses that are suitable for lots fronting a major arterial road while still limiting uses that could have adverse effects on nearby residences. The existing RSF-6 district only permits single-family residences, which are not well-suited to such a high-traffic thoroughfare.

Mr. Ellis Cook, Board Member, asked if it would be a good idea to make a service road in front of these to eliminate all the curb cuts and still have access to the business's.

Mr. Williams, stated he agreed, but that would have to be handled at a future site plan review.

Ms. Amira Brown, petitioner, stated she didn't have anything else to add.

Public Comments:

Ms. Libby Everhard, stated she would like the petition to be continued so she could add her property in with the request. Her property is at the corner of Abercorn and DeRenne. She would like to be rezoned with all of the other surrounding properties.

Ms. Gladys Walker, stated she is the tenant of Ms. Everhard and would like the property to be rezoned to OI.

Motion

Staff recommends approval of the request to rezone the subject property from the RSF-6 district to the OI district based on criteria of suitability and community need, compatibility, consistency and reasonable use.

Vote Results (Approved)

Motion: Tanya Milton

Second: Travis Coles

Ellis Cook - Aye

Joseph Ervin - Aye

W. Lee Smith - Aye

Linder Suthers - Aye

Tom Woiwode - Aye

Travis Coles - Aye

Joseph Welch - Aye

Tommy Branch - Aye

Tanya Milton - Aye

Karen Jarrett - Aye

Eula Parker - Aye

Wayne Noha - Aye

X. Presentations

[9. Mobility 2045 Metropolitan Transportation Plan](#)

☉ [Mobility 2045 Executive Sumamry.pdf](#)

☉ [MPC Mobility 2045.pdf](#)

Mrs. Stephanie Rossi, Transportation Planner, gave a presentation on the Mobility 2045 Plan update. The presentation consisted of:

Who is the MPO

What is the Metropolitan Transportation Plan (MTP)

Public and Stakeholder involvement

Adopted Goals

Project List

Financial Constrained Project List

Mobility 2045 included \$1.8 billion in projects over the 25+ years

XI. Other Business

[10. Report from Finance Committee - Joseph Welch, Treasurer](#)

Mr. Joseph Welch, Board Member, stated the Finance Committee met on September 24, 2019 at 11:00 a.m. Anyone from the Board can attend these meetings. We did a review of the 2019 budget and expenditures. We discussed the office remodeling cost and agreed to expand it a little to get upgrades we need. We did a increase in contract approval for authority of the Executive Director and the Chairman that was increased to \$30,000. We also discussed the audit and it's going great.

XII. Adjournment

[11. Adjourn](#)

There being no further business to present before the Board, the October 8, 2019 Regular Metropolitan Planning Commission Meeting adjourned at 2:21 p.m.

Respectfully submitted,

Melanie Wilson
Executive Director

MW/jh

The Chatham County - Savannah Metropolitan Planning Commission provides meeting minutes which are adopted by the respective Board. Verbatim transcripts of minutes are the responsibility of the interested party.