



PLANNING COMMISSION MEETING

UNOFFICIAL MINUTES

FEBRUARY 6, 2025

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
6:30 PM

1. CALL TO ORDER

Chair Kung'u called the meeting to order at 6:30 p.m.

2. ROLL CALL

- o Commissioners Present
- o Francis Kung'u (Chair)
- o Valerie Manley
- o William Perkins
- o Katie Reeves
- o Jill Reynolds
- o Jeremy Scott
- o Todd Stratton

- o Commissioners Absent
- o D.C. Aiken
- o Martine Zurinkas (Vice- Chair)

Staff present:

- o Michael Woodman, Planning + Development Services Manager
- o Joel Carnow, GIS Specialist/Planner
- o Elle Taylor Planning & Zoning Coordinator

3. APPROVAL OF MEETING MINUTES

a. Meeting Minutes of January 9, 2025

- ❖ Commissioner Reynolds offered a motion to approve.
- Commissioner Manley seconded the motion.
- The motion carried (6-0-2) (Aiken, Reeves)

4. ITEMS FROM BOARD MEMBERS

5. ITEMS FROM STAFF

6. PUBLIC HEARING

a. CU-25-06 Activate Games Alpharetta/Windward MP Pod 4

Kathi Cook, Director of Community Development presented consideration of a conditional use to allow an interactive gaming business in an existing building. A conditional use is requested to allow 'Recreation Facilities, Indoor' for Activate Games Alpharetta. The property is located at 3020 Windward Plaza and is legally described as being located in Land Lots 1107 & 1108, 2nd District, 1st Section, Fulton County, Georgia.

- Current Zoning Information
- Located in Windward Parkway & Highway 9 Livable Centers Initiative (LCI),
- Urban Land Institute (ULI) Technical Assistance Panel (TAP) report focused on the Windward Plaza commercial node and included a set of recommendations related to repositioning the area's underutilized commercial corridor and office campuses. Branding and placemaking were identified as strategies for drawing in visitors and raising the visibility of the area, with the report recommending that a public art program be established for the area.
- Activate Games is a new form of active entertainment gaming experience blending fitness with re-playable custom games. The business offers interactive challenges, gaming options, and amenities that promote physical fitness and social interaction among customers. The business has several locations around the world including an existing location in Atlanta at 4540 Roswell Road, Suite A, Atlanta, GA 30342. Hours of operation are proposed to be Monday – Sunday 9:00 AM – 11:00 PM. The applicant anticipates approximately fifteen (15) to twenty (20) employees.
- Site Plan
- Traffic
- Conditional Use Review Criteria
- Citizen Participation Plan
- Staff has reviewed the applicant's proposal against the review criteria for a conditional use. The proposal would not adversely affect the existing use or usability of adjacent or nearby properties, which are primarily developed with a variety of commercial and office uses. Allowing an entertainment use at The Terraces at Windward shopping center would draw additional customers to the center benefiting the existing businesses. If approved, it is recommended that natural grasses be planted along the properties' frontage, as well as the provision of an art installation along Windward Parkway.

Staff's recommendation was to Approve CU-25-06 Activate Games Alpharetta/Windward MP Pod 4, subject to the following conditions:

1. 'Recreation Facilities, Indoor' shall be added as a conditional use at 3020 Windward Plaza and limited to no more than 10,965 square feet.

2. Conditional use approval shall be limited to Activate Games; no additional 'Recreation Facilities, Indoor' use or subleasing shall be permitted within the approved space.
3. 'Recreation Facilities, Indoor' shall be limited to an indoor active entertainment gaming business.
4. Hours of operation shall be Monday – Sunday 9:00 AM – 11:00 PM.
5. Applicant shall assess site landscaping and replace any missing, dead, or dying landscape material, as approved by Staff. The area to be assessed shall consist of the approximately 1.5-acre property associated with the building at 3020 Windward Plaza.
6. Existing shrubs around the base of the 2 monument signs shall be removed and replaced with decorative planting beds, as approved by Staff.
7. Landscaping along the east and west sides of the property shall be cleaned up to reflect a well-manicured condition, as approved by Staff.
8. Existing shrubs along Windward Parkway shall be removed and replaced with a row of shrubs to screen the detention pond. Natural grasses shall be planted between the row of shrubs and back of sidewalk, as approved by Staff.
9. Dumpster enclosure and back of house area on the east side of the building shall have decorative metal gates, as approved by Staff.
10. Existing retaining walls shall be pressure washed and fencing shall be repaired or replaced where needed, as approved by Staff.
11. A sculpture with a minimum height of 10' shall be required along Windward Parkway, with final approval by the Cultural Arts Commission.

Applicant gave a brief presentation and discussed proposed changes to conditions.

There was no public comment.

There was discussion from the Commission which included metal gates and removal of condition #11. That will be addressed by Staff and the property owner.

- ❖ Commissioner Reeves offered a motion to approve subject to the condition numbers 1-10 as outlined with the modification of Condition # 9 *Dumpster enclosure and back of house area on the east side of the building shall have updated wooden gates, as approved by Staff.*
- Commissioner Perkins seconded the motion.
- The motion carried (6-0)

Final Conditions:

1. 'Recreation Facilities, Indoor' shall be added as a conditional use at 3020 Windward Plaza and limited to no more than 10,965 square feet.
2. Conditional use approval shall be limited to Activate Games; no additional 'Recreation Facilities, Indoor' use or subleasing shall be permitted within the approved space.
3. 'Recreation Facilities, Indoor' shall be limited to an indoor active entertainment gaming business.
4. Hours of operation shall be Monday – Sunday 9:00 AM – 11:00 PM.
5. Applicant shall assess site landscaping and replace any missing, dead, or dying landscape material, as approved by Staff. The area to be assessed shall consist of the approximately 1.5-acre property associated with the building at 3020 Windward Plaza.

6. Existing shrubs around the base of the 2 monument signs shall be removed and replaced with decorative planting beds, as approved by Staff.
7. Landscaping along the east and west sides of the property shall be cleaned up to reflect a well-manicured condition, as approved by Staff.
8. Existing shrubs along Windward Parkway shall be removed and replaced with a row of shrubs to screen the detention pond. Natural grasses shall be planted between the row of shrubs and back of sidewalk, as approved by Staff.
9. Dumpster enclosure and back of house area on the east side of the building shall have updated (replaced where needed and painted) wooden gates, as approved by Staff.
10. Existing retaining walls shall be pressure washed and fencing shall be repaired or replaced where needed, as approved by Staff.

b. MP-25-02/CU-25-04 Lotus Animal Hospital/Oxford Green MP Pod A

Michael Woodman, Planning & Development Manager, presented consideration of a master plan amendment and conditional use to allow a 'Animal Hospital, Small Animals (Veterinarian)' business in the Windward Square shopping center. A master plan amendment is requested to add 'Animal Hospital, Small Animal (Veterinarian)' to the Oxford Green Master Plan Tract A and a conditional use and a conditional use is requested to allow 'Animal Hospital, Small Animal (Veterinarian)' for Lotus Animal Hospital. The property is located at 5215 Windward Parkway, Suite B2 and is legally described as being located in Land Lots 1120 & 1121, 2nd District, 2nd Section, Fulton County, Georgia.

- Current Zoning O-I (Office-Institutional) subject to the Oxford Green Master Plan Tract A.
- Lotus Animal Hospital is a new boutique veterinary clinic providing personalized care for pets, including cats and dogs. The business does not provide boarding services and overnight stays will be limited to pets under observation after surgery or other treatment. Hours of operation will be Monday – Sunday from 8:00 AM to 6:00 PM. The applicant estimates the business will include six (6) employees. Noise attenuation measures are proposed within the proposed suite. Clinic staff and customers will have access to a pet relief area located at the rear of the building, which will be maintained by the business.
- Locations of Animal Hospitals in the City.
- Standards for Master Plan Amendments
 - The proposal would be suitable as it relates to the use and development of adjacent or nearby properties, which are primarily developed with commercial uses. In addition, there is an existing pet spa business operating in the adjacent suite.
- Conditional Use Review Criteria.
- Citizen Participation Plan.

Staff's recommendation was to:

Approve MP-25-02/CU-25-04 Lotus Animal Hospital/Oxford Green MP Tract A, subject to the following conditions:

1. 'Animal Hospital, Small Animals' shall be added as a conditional use in the Oxford Green Master Plan Tract A.
2. 'Animal Hospital, Small Animals' shall be added as a conditional use at 5215 Windward Parkway, Suite B2 and limited to no more than 2,761 square feet.
3. Conditional use approval shall be limited to Lotus Animal Hospital; no additional 'Animal Hospital, Small Animals' businesses or subleasing shall be permitted in the approved space.
4. Business shall be permitted to operate Monday – Sunday 8:00 AM – 6:00 PM.
5. Boarding of animals shall be limited to short-term care incidental to the hospital use.
6. A pet waste station with waste bags and trash shall be installed in the pet relief area. The business shall be responsible to maintain the pet relief area and waste station, including daily removal of trash and regular cleaning and replenishing of waste bags.
7. As submitted by the applicant, interior tenant improvements shall include noise attenuation measures.
Mobile resources supporting the business, such as a mobile MRI or X-ray, shall not be visible from the public right-of-way.
8. Mobile resources supporting the business, such as a mobile MRI or X-ray, shall not be visible from the public right-of-way

There was discussion from the Commission:

- Definition of an Animal Hospital.
- Condition #4.

Applicant gave a presentation.

- Full service with in house laboratory.
- Only service cats and dogs.

There was no public comment.

- ❖ Commissioner Perkins offered a motion to approve subject to the following conditions as noted by Staff.
- Commissioner Manley seconded the motion.
- The motion carried (6-0)

b. CLUP-24-05/Z-24-17/PH-24-20 Mayfair at Haynes Bridge

Michael Woodman, Planning & Development Manager, presented consideration of a comprehensive land use plan amendment, rezoning, change of conditions, and public hearing to allow for a 2nd phase of a residential development including 10 single-family detached homes on 1.53 acres in the Downtown. A comprehensive land use plan amendment is requested from Medium Density Residential to High Density Residential and a rezoning is requested from O-I (Office-Institutional) to DT-R (Downtown Residential). Changes to conditions of zoning is requested for the adjoining 2.83-acre property (Phase 1) approved for a single-family residential subdivision. A public hearing is requested to bring the subject property into the Downtown Overlay. The property is located at 0 Norcross Street and is legally described as being located in Land Lot 747, 1st District, 2nd Section, Fulton County, Georgia.

- Phase 1 of the development was approved for ten (10) single-family detached homes, four (4) semi-detached homes, and five (5) townhomes on 2.84 acres. A comprehensive land use plan amendment is requested from 'Medium Density Residential' to 'Downtown Residential Density', as well as a request to bring the property into the Downtown Overlay.
- Location Map
- The 2nd phase of the residential development is an undeveloped property with frontage on Haynes Bridge Road. The 1st phase of the residential development has not commenced construction activities and consists of an undeveloped property with frontage on Haynes Bridge Road and three (3) residential lots on Jon Scott Drive developed with single-family detached homes. Surrounding properties are zoned C-2 (General Commercial) to the north, R-12 (Dwelling, 'For-Sale', Residential) to the west, R-12 and O-I to the south and R-8A/D (Dwelling, 'For-Sale', Attached/Detached – High Density) and O-I to the east. Quik Trip is located to the north, Alpha Park is located to the west and south, a medical office building is located to the south and, The Atley and Crème de la Crème daycare are located to the east. The comprehensive land use plan designation of the 1.53-acre property is 'Medium Density Residential', which requires an amendment to 'Downtown Residential Density' to allow the proposed density.
- Site Plan
 - Phase 1 now 17 detached units.
 - Phase 2 proposed 10 units.
 - Access from Jon Scott Dr.
- Each dwelling unit will have two (2) side-by-side parking spaces within a garage, as well as a Code-compliant driveway accommodating two (2) additional cars. Six (6) guest spaces are depicted at the mail kiosk. The Downtown Code requires 2.5 parking spaces per home, or 68 parking spaces, of which 114 spaces are provided.
- Tree Information
- Renderings.
- Standards for Comprehensive Land Use Plan Amendments

- Alignment of Alpha Loop along Haynes Bridge Rd.
- Citizen Participation Plan

Staff's Recommendation is to:

Approve CLUP-24-05/Z-24-17/PH-24-20 MAYFAIR AT HAYNES BRIDGE, subject to the following conditions:

1. Approximately 4.37 acres shall be rezoned to DT-R and developed substantially similar to site plan prepared by Paradigm, revised 12/20/24, except for modifications required to comply with the conditions below. However, lot yield depicted is not guaranteed and subject to meeting all City code requirements and conditions of zoning.
2. Architecture and materials shall be developed substantially similar to the renderings prepared by Lew Oliver, labeled Exhibit A, subject to final approval by the Downtown Consultant and DRB. Homes shall have 4-sided architecture, materials and details.
3. Density on the 4.37-acre property shall not exceed 6.17 dwelling units per acre and shall be limited to 'For-Sale' single-family detached homes, as depicted on the site plan prepared by Paradigm, revised 12/20/24.
4. Developer shall provide a Downtown focal point feature at the southwest corner of Haynes Bridge Road and Devore Road, with final approval by the Cultural Arts Commission and installation prior to the 1st CO. The HOA shall be responsible for regular maintenance of the focal point feature.
5. Developer shall provide decorative entrance landscaping (ornamental tree, shrubs and flowering planting bed) at the southeast and southwest corners of Devore Road and Jon Scott Drive, as approved by Staff. The HOA shall be responsible for regular maintenance of the entrance landscaping.
6. Location of development signage shall be limited to the project entrance on Jon Scott Drive.
7. Minimum 20' planted buffer shall be provided along the south property line where the property abuts 11681 Haynes Bridge Road, as depicted on the site plan prepared by Paradigm, revised 12/20/24. Buffer shall be planted with a mix of evergreen trees and shrubs of varying heights. Existing trees within the buffer identified to be in 'Good' condition shall be saved, as approved by Staff.
8. Minimum 10' planted buffer shall be provided where the property abuts 370, 380, 390 & 400 Jon Scott Drive, as approved by Staff. Buffer shall be planted with a mix of evergreen trees and shrubs of varying heights. Existing trees within the buffer identified to be in 'Good' condition shall be saved, except where adjacent to the proposed underground stormwater facility, as approved by Staff.
9. New streets and alleys shall be constructed as depicted on the site plan prepared by Paradigm, revised 12/20/24, with final approval by Staff.
10. Developer shall improve the Jon Scott Drive streetscape as follows: minimum 6' planter planted with street trees, 6' concrete sidewalk, and decorative pedestrian lighting, with final approval by Staff. In lieu of tree grates, the soil area around street trees shall be planted with evergreen ornamental grasses, groundcovers and/or shrubs.
11. Developer shall improve the Devore Road streetscape as follows: minimum 4' planter (existing 2' planter to be expanded by 2' into the existing sidewalk with tree grate to accommodate street trees) planted with street trees, 8' concrete sidewalk, and decorative pedestrian lighting, with final approval by Staff and construction completed prior to the 1st CO. In lieu of tree grates, the soil area around street trees shall be planted with evergreen ornamental grasses, groundcovers and/or shrubs.
12. Developer shall construct a 12' concrete, accessible multi-use trail (Alpha Loop) through the Haynes Bridge Road right-of-way as depicted on site plan prepared by Paradigm, revised 12/20/24, with final alignment, design and materials approved by Staff and construction completed prior to the 1st CO. Alpha Loop shall include lighting (pedestrian and bollards), landscaping, hardscape and amenities. Shade trees shall be planted between Haynes Bridge Road and the Alpha Loop. Wayfinding signage shall be provided at key location(s) along the Alpha Loop, as approved by Staff. Alpha Loop improvements constructed by the developer in excess of Downtown sidewalk requirements shall be eligible for impact fee

credits, as approved by Staff.

13. Developer shall remove the existing sidewalk along Haynes Bridge Road. The planter along Haynes Bridge Road (area between the road and Alpha Loop) shall be planted with street trees and shrubs, as approved by Staff.

14. Landscape strips along Haynes Bridge Road, Devore Road and Jon Scott Drive shall be planted with shade trees as a continuation of what has been planted or designed in the Downtown and outside of utility easements and overhead utilities, as approved by Staff.

15. Project entrance shall include a decorative paver entrance (min. 20' deep with concrete banding on each end), landscaping and low wall, as approved by Staff.

16. Front yards shall be framed with a decorative low wall, metal fencing or hedge with columns, as approved by Staff.

17. Amenity areas shall be developed with a park-like setting with decorative landscaping, hardscape, low walls and seating, as approved by Staff.

18. Creeping vines shall be planted to cover retaining walls and low walls, as approved by Staff.

19. Trees shall be saved in the area labeled Open Space/Tree Save #1, as depicted on the landscape plan prepared by Frawley Associates, LLC, dated 4/6/2022, with final approval by Staff. Tree grouping of Oaks and Magnolias located at the southeast corner of Devore Road and Jon Scott Drive shall be saved, as approved by Staff. Tree save areas shall be thinned out, cleaned up and re-planted, as approved by Staff.

20. Stormwater management facilities may be placed underground within the proposed private street turnaround, with final approval by Staff. Facilities shall be indicated on the recorded plat, clearly describing the underground facilities, their function, purpose, ownership, and granting access for inspection, maintenance and repair rights to the HOA and the City of Alpharetta. These facilities and associated maintenance responsibilities shall also be included in the recorded covenants with all costs to be borne by the HOA and Homeowners of the subdivision.

21. Fences and walls visible from the public right-of-way shall be decorative and shall compliment the architecture of the dwelling, as approved by Staff.

22. Unfinished wood fences and decks shall not be visible from the street.

23. HVAC and similar equipment shall not be visible from the public right-of-way.

24. Garbage pickup shall be from within the development.

25. No more than 10% of the residential units shall be permitted to be rented (long-term and short-term rentals), as recorded in the HOA's declarations and covenants.

26. The conditions above shall replace conditions of zoning related to file# CLUP-21-06/Z-21-10/PH-21-20/V-22-04 Alcovy Haynes Bridge Road & Jon Scott Drive.

There was discussion from the Commission:

- Gating, Private Street.
- Fits with surrounding residential.
- Office Occupancy Rate 80%
- Entrance off of Haynes Bridge Rd.
- Underground detention flow.

Applicant gave a presentation and proposed revisions to conditions.

There was more discussion on Applicant's proposed conditions.

There was no public comment.

- ❖ Commissioner Reeves offered a motion to approve with all twenty-six conditions with the following modifications #7 replace the last sentence of the condition with "Existing trees within the buffer identified to be in 'Good' condition shall be saved unless removal is necessary for the construction of the underground detention facility, as approved by Staff" and # 20 "he detention facility access and maintenance easement can extend into the landscape buffer, as necessary. The HOA is responsible for replacing any landscape

- material damaged or removed due to maintenance access to the detention facility.
- Commissioner Reynolds seconded the motion.
- The motion carried (6-0)

Final Conditions:

1. Approximately 4.37 acres shall be rezoned to DT-R and developed substantially similar to site plan prepared by Paradigm, revised 12/20/24, except for modifications required to comply with the conditions below. However, lot yield depicted is not guaranteed and subject to meeting all City code requirements and conditions of zoning.
2. Architecture and materials shall be developed substantially similar to the renderings prepared by Lew Oliver, labeled Exhibit A, subject to final approval by the Downtown Consultant and DRB. Homes shall have 4-sided architecture, materials and details.
3. Density on the 4.37-acre property shall not exceed 6.17 dwelling units per acre and shall be limited to 'For-Sale' single-family detached homes, as depicted on the site plan prepared by Paradigm, revised 12/20/24.
4. Developer shall provide a Downtown focal point feature at the southwest corner of Haynes Bridge Road and Devore Road, with final approval by the Cultural Arts Commission and installation prior to the 1st CO. The HOA shall be responsible for regular maintenance of the focal point feature.
5. Developer shall provide decorative entrance landscaping (ornamental tree, shrubs and flowering planting bed) at the southeast and southwest corners of Devore Road and Jon Scott Drive, as approved by Staff. The HOA shall be responsible for regular maintenance of the entrance landscaping.
6. Location of development signage shall be limited to the project entrance on Jon Scott Drive.
7. Minimum 20' planted buffer shall be provided along the south property line where the property abuts 11681 Haynes Bridge Road, as depicted on the site plan prepared by Paradigm, revised 12/20/24. Buffer shall be planted with a mix of evergreen trees and shrubs of varying heights. Existing trees within the buffer identified to be in 'Good' condition shall be saved unless removal is necessary for the construction of the underground detention facility, as approved by Staff.
8. Minimum 10' planted buffer shall be provided where the property abuts 370, 380, 390 & 400 Jon Scott Drive, as approved by Staff. Buffer shall be planted with a mix of evergreen trees and shrubs of varying heights. Existing trees within the buffer identified to be in 'Good' condition shall be saved, except where adjacent to the proposed underground stormwater facility, as approved by Staff.
9. New streets and alleys shall be constructed as depicted on the site plan prepared by Paradigm, revised 12/20/24, with final approval by Staff.
10. Developer shall improve the Jon Scott Drive streetscape as follows: minimum 6' planter planted with street trees, 6' concrete sidewalk, and decorative pedestrian lighting, with final approval by Staff. In lieu of tree grates, the soil area around street trees shall be planted with evergreen ornamental grasses, groundcovers and/or shrubs.
11. Developer shall improve the Devore Road streetscape as follows: minimum 4' planter (existing 2' planter to be expanded by 2' into the existing sidewalk with tree grate to accommodate street trees) planted with street trees, 8' concrete sidewalk, and decorative pedestrian lighting, with final approval by Staff and construction completed prior to the 1st CO. In lieu of tree grates, the soil area around street trees shall be planted with evergreen ornamental grasses, groundcovers and/or shrubs.
12. Developer shall construct a 12' concrete, accessible multi-use trail (Alpha Loop) through the Haynes Bridge Road right-of-way as depicted on site plan prepared by Paradigm, revised 12/20/24, with final alignment, design and materials approved by Staff and construction completed prior to the 1st CO. Alpha Loop shall include lighting (pedestrian and bollards), landscaping, hardscape and amenities. Shade trees shall be planted between Haynes Bridge Road and the Alpha Loop. Wayfinding signage shall be provided at key location(s) along the Alpha Loop, as approved by Staff. Alpha Loop improvements constructed by the developer in excess of Downtown sidewalk requirements shall be eligible for impact fee credits, as approved by Staff.

13. Developer shall remove the existing sidewalk along Haynes Bridge Road. The planter along Haynes Bridge Road (area between the road and Alpha Loop) shall be planted with street trees and shrubs, as approved by Staff.
14. Landscape strips along Haynes Bridge Road, Devore Road and Jon Scott Drive shall be planted with shade trees as a continuation of what has been planted or designed in the Downtown and outside of utility easements and overhead utilities, as approved by Staff.
15. Project entrance shall include a decorative paver entrance (min. 20' deep with concrete banding on each end), landscaping and low wall, as approved by Staff.
16. Front yards shall be framed with a decorative low wall, metal fencing or hedge with columns, as approved by Staff.
17. Amenity areas shall be developed with a park-like setting with decorative landscaping, hardscape, low walls and seating, as approved by Staff.
18. Creeping vines shall be planted to cover retaining walls and low walls, as approved by Staff.
19. Trees shall be saved in the area labeled Open Space/Tree Save #1, as depicted on the landscape plan prepared by Frawley Associates, LLC, dated 4/6/2022, with final approval by Staff. Tree grouping of Oaks and Magnolias located at the southeast corner of Devore Road and Jon Scott Drive shall be saved, as approved by Staff. Tree save areas shall be thinned out, cleaned up and re-planted, as approved by Staff.
20. Stormwater management facilities may be placed underground within the proposed private street turnaround, with final approval by Staff. Facilities shall be indicated on the recorded plat, clearly describing the underground facilities, their function, purpose, ownership, and granting access for inspection, maintenance and repair rights to the HOA and the City of Alpharetta. These facilities and associated maintenance responsibilities shall also be included in the recorded covenants with all costs to be borne by the HOA and Homeowners of the subdivision. The detention facility access and maintenance easement can extend into the landscape buffer, as necessary. The HOA is responsible for replacing any landscape material damaged or removed due to maintenance access to the detention facility.
21. Fences and walls visible from the public right-of-way shall be decorative and shall compliment the architecture of the dwelling, as approved by Staff.
22. Unfinished wood fences and decks shall not be visible from the street.
23. HVAC and similar equipment shall not be visible from the public right-of-way.
24. Garbage pickup shall be from within the development.
25. No more than 10% of the residential units shall be permitted to be rented (long-term and short-term rentals), as recorded in the HOA's declarations and covenant

Chair Kung'u called a five minute recess at 8:01 p.m.

Chair Kung'u reconvened the meeting at 8:05 p.m.

d. MP-25-01/CU-25-05 Fulton Science Academy/Cousins Westside MP Pod R

Michael Woodman, Planning & Development Manager, presented consideration of a master plan amendment and conditional use to allow a 'School, Academic' to re-use an existing office building on a 4.48-acre property in the North Point Overlay. A master plan amendment is requested to add 'School, Academic' to the Cousins Westside Master Plan Pod R and a conditional use is requested to allow 'School, Academic' for Fulton Science Academy. The property is located at 8995 Westside Parkway and is legally described as being located in Land Lot 691, 1st District, 2nd Section, Fulton County, Georgia.

- Fulton Science Academy has their main campus on a nearby property located at 3035 Fanfare Way, which is approximately 1,800' south of the subject property. The private school current offers pre-K through 12th grade classes at the main campus with an overall enrollment of 935 students. The main campus is current under construction related to an expansion of the school's athletic program which will include four (4) tennis courts, a soccer field, field house and concessions and parking. The applicant proposes a phased approach to converting the office building to a school, with the school sharing the building with an existing office tenant,

MiLend, to remain on the 2nd floor of the building until 2028.

- Site Plan.
- Parking Requirements
- It appears that the only trees that could be impacted by the applicant's proposal are the trees in and around the proposed play areas, which are located on the north and east sides of the building. The existing stormwater pond at the rear of the building will remain in its current configuration. A play area consisting of a deck overhanging the stormwater pond is proposed at the rear of the building. However, the City's stormwater regulations would not permit the play deck to overhang the stormwater pond.
- The applicant's proposal does not trigger compliance with North Point open space or EcoDistrict measures. However, the applicant proposes to convert existing parking on the north side of the building to open space for a play area, as well as commitments to several EcoDistrict measures, including Building Energy Efficiency, Bio-retention, Building Water Efficiency, Heat Island Reduction, Transportation Demand Management, Pervious Pavement, Sustainable Landscaping, and Alternative Transportation. Some of the EcoDistrict measure commitments made by the applicant are conditional based on whether certain upgrades are needed.
- Traffic.
- The applicant provided a pick-up and drop-off circulation plan, as well as commitments to provide traffic control devices and station school personnel in the parking lot to assist with traffic management. Staff believes that the circulation plan provides more than sufficient entering stacking length. However, it is recommended that the plan be adjusted to provide a minimum 200' of exiting stacking length at the signalized intersection.
- The traffic study concludes that all study intersections will continue to operate at an acceptable level of service in the AM, School Dismissal and PM peak hours. The study recommends that the existing access configuration of the two (2) site driveways remains the same.
- EcoDistrict Proposal.
- Standards for Master Plan Amendment
 - The proposal would not adversely affect the existing use or usability of adjacent or nearby properties, which are developed or approved for a mix of office, commercial and residential uses. The property has two (2) site driveways on Westside Parkway, including at the signalized intersection at Westside Parkway and Hembree Road, as well as interparcel access with the properties to the south. If approved, it is recommended that a circulation plan be reviewed and approved by City Staff.
 - The zoning proposal reflects a reasonable balance. The proposal represents re-use of a distressed office building and would complement surrounding uses, which are developed or approved for a mix of office, commercial and residential uses.

- Conditional Use Criteria.
- Citizen Participation Plan
- Staff has reviewed the applicant's proposal against the review criteria for a master plan amendment and conditional use. The proposal represents re-use of a distressed office building and would complement surrounding uses, which are developed or approved for a mix of office, commercial and residential uses. In addition, the proposal is consistent with the future land use designation of the property and represents an expansion of a use that is already permitted within the Cousins Westside Master Plan. If approved, it is recommended that a circulation plan be reviewed and approved by City Staff.

Staff's recommendation is to :

Approve MP-25-01/CU-25-05 Fulton Science Academy/Cousins Westside MP Pod R, subject to the following conditions:

Approve MP-25-01/CU-25-05 Fulton Science Academy/Cousins Westside MP Pod R, subject to the following conditions:

1. 'School, Academic' shall be listed as a permitted use in the Cousins Westside Master Plan Pod R.
2. 'School, Academic' shall be added as a permitted use at 8995 Westside Parkway and limited to no more than 53,110 square feet.
3. Conditional use approval shall be limited to Fulton Science Academy; no additional 'School, Academic' uses or subleasing shall be permitted in the approved space.
4. School shall be in session Monday – Friday with drop-off beginning at approximately 7:00 AM and pick-up beginning at approximately 2:35 PM. Staff will arrive before 7:00 AM and leave after 2:35 PM. Aftercare programs, clubs, parent teacher nights, meet and greets, or other normal after school programs will occur when school is not in session.
5. Site shall be developed substantially similar to the site plan labeled Exhibit A – Site Plan. Site shall be limited to 'School, Academic' use for pre-K and elementary school, except that the 2nd floor of the building may be used for a professional office. School enrollment shall not exceed 300 students until such time that the 2nd floor office tenant ceases operation, upon which school enrollment may be increased to no more than 600 students.
6. Exterior modifications to the building or site shall be consistent with the North Point Overlay Unified Development Code regulations and the North Point Design Guidelines, subject to final approval by Staff and DRB. Primary colors shall not be used on the exterior of the building or site, including on awnings, canopies, signage, and playground equipment.
7. To safely accommodate entering vehicular movements at the signalized intersection's left turn lane along Morrison Parkway, the existing left turn lane storage and taper lengths of 110' and 85', respectfully, shall be restriped to 210' storage and 50' taper lengths, as approved by Staff.
8. A pick-up and drop-off circulation plan and traffic management plan shall be approved by the City at LDP, or prior to a Certificate of Occupancy if no LDP, and may deviate from the circulation pattern currently proposed on the site plan, labeled Exhibit A. Fulton Science Academy shall provide personnel at the intersection(s) of the easement access road and the pick-up/drop off lane to direct traffic. Fulton Science Academy shall install a stop sign at both the eastbound and westbound approaches to the intersection of the easement access road and the pick-up/drop off lane, where the "FSA STAFF POSITION TO MAINTAIN EASEMENT ACCESS" call-out is depicted on the site plan, labeled Exhibit A. If traffic problems from the school are observed, the school shall implement corrective measures which may include limiting school enrollment, stationing a police officer in the vicinity and/or improving signalized intersection timing plans, as approved by Staff.
9. Temporary traffic control devices, such as safety cones or other like devices, shall be placed and removed at the beginning and end of each pick-up and drop-off timeframe. Permanent

traffic control devices shall be inconspicuous as viewed from the public right-of-way, as approved by DRB.

10. Wayfinding signage shall be provided throughout the site to direct entering/exiting vehicles through the proposed pick-up/drop-off circulation lane, as approved by Staff.

11. To properly accommodate exiting vehicular movements at the signalized intersection, pick-up and drop-off location shall be adjusted to provide a minimum 200' of exiting stacking distance, as approved by Staff.

12. EcoDistrict measures shall be similar to the description and exhibit provided in the applicant, as approved by Staff. Developer shall provide detailed information at LDP and building permit regarding compliance with the proposed EcoDistrict measures. Conditional EcoDistrict measures based on needed improvements and upgrades may not be implemented until such time that a need or upgrade is identified by the property owner.

13. Property owner shall assess site landscaping and replace missing, dead or dying landscape material, with final approval by DRB.

14. Property owner shall make reasonable efforts to save trees in the areas labeled 'Play Area' on the site plan, including altering the play area layout to work around and save trees, as approved by Staff.

15. Playground area(s) shall be heavily screened from the public right-of-way, with final approval by DRB.

16. All previous master plan regulations and conditions of zoning shall remain in effect.

There was discussion from the Commission:

- Access Easement
- School Safety based on Office above the school.
- Parking for Office Use.
- Stacking, Queuing.

Applicant gave a presentation.

- Staff pickup/Drop Off
- Office Tenant will enter building at south end.
- Tenant is the owner of the building.
- Canopy.
- Efficient drop off/ pick up.
- Proposed Revisions to Staff Conditions,

There was no public comment.

There was discussion from the Commission:

- Total enrollment 900 students.
- PreK Enrollment.
- Concern w easement in parking lot.
- Traffic Study.
- Condition #8.
- Explanation of queuing scenarios.
- School Zone speed enforcement programs.
- Applicant's requested conditions.

- ❖ Commissioner Reynolds offered a motion to approve subject to the following conditions, with the modifications to
 - #2, "School, Academic' shall be added as a permitted use at 8995 Westside Parkway and limited to no more than the area within the existing building, which is approximately 53,110 gross square feet."
 - #3 "Conditional use approval shall be limited to Fulton Science Academy; no additional 'School, Academic' uses or subleasing shall be permitted in the approved space."
 And in #4 we are changing the times from after 3:00 and beginning at approximately 3:00 p.m. and then at the end of that sentence "FSA shall have flexibility in modifying the daily schedule based on the needs of the FSA community." And in Item 8 we are changing phased arrival and dismissal schedule times and striking limited school enrollment and then Item #12.
- Commissioner Manley seconded the motion.
- The motion carried (6-0)

Final Conditions:

Approve MP-25-01/CU-25-05 Fulton Science Academy/Cousins Westside MP Pod R, subject to the following conditions:

1. 'School, Academic' shall be listed as a permitted use in the Cousins Westside Master Plan Pod R.
2. 'School, Academic' shall be added as a permitted use at 8995 Westside Parkway and limited to no more than the area within the existing building, which is approximately 53,110 gross square feet.
3. Conditional use approval shall be limited to Fulton Science Academy; no additional 'School, Academic' uses or subleasing shall be permitted in the approved space.
4. School shall be in session Monday – Friday with drop-off beginning at approximately 7:00 AM and pick-up beginning at approximately 3:00 PM. Staff will arrive before 7:00 AM and leave after 3:00 PM. Aftercare programs, clubs, parent teacher nights, meet and greets, or other normal after school programs will occur when school is not in session. FSA shall have flexibility in modifying the daily schedule based on the needs of the FSA community.
5. Site shall be developed substantially similar to the site plan labeled Exhibit A – Site Plan. Site shall be limited to 'School, Academic' use for pre-K and elementary school, except that the 2nd floor of the building may be used for a professional office. School enrollment shall not exceed 300 students until such time that the 2nd floor office tenant ceases operation, upon which school enrollment may be increased to no more than 600 students.
6. Exterior modifications to the building or site shall be consistent with the North Point Overlay Unified Development Code regulations and the North Point Design Guidelines, subject to final approval by Staff and DRB. Primary colors shall not be used on the exterior of the building or site, including on awnings, canopies, signage, and playground equipment.
7. To safely accommodate entering vehicular movements at the signalized intersection's left turn lane along Morrison Parkway, the existing left turn lane storage and taper lengths of 110' and 85', respectfully, shall be restriped to 210' storage and 50' taper lengths, as approved by Staff.
8. A pick-up and drop-off circulation plan and traffic management plan shall be approved by the City at LDP, or prior to a Certificate of Occupancy if no LDP, and may deviate from the circulation

pattern currently proposed on the site plan, labeled Exhibit A. Fulton Science Academy shall provide personnel at the intersection(s) of the easement access road and the pick-up/drop off lane to direct traffic. Fulton Science Academy shall install a stop sign at both the eastbound and westbound approaches to the intersection of the easement access road and the pick-up/drop off lane, where the "FSA STAFF POSITION TO MAINTAIN EASEMENT ACCESS" call-out is depicted on the site plan, labeled Exhibit A. If traffic problems from the school are observed, the school shall implement corrective measures which may include phased arrival and dismissal schedule times, stationing a police officer in the vicinity and/or improving signalized intersection timing plans, as approved by Staff.

9. Temporary traffic control devices, such as safety cones or other like devices, shall be placed and removed at the beginning and end of each pick-up and drop-off timeframe. Permanent traffic control devices shall be inconspicuous as viewed from the public right-of-way, as approved by DRB.
10. Wayfinding signage shall be provided throughout the site to direct entering/exiting vehicles through the proposed pick-up/drop-off circulation lane, as approved by Staff.
11. To properly accommodate exiting vehicular movements at the signalized intersection, pick-up and drop-off location shall be adjusted to provide a minimum 200' of exiting stacking distance, as approved by Staff.
12. EcoDistrict measures shall be similar to the description and exhibit provided in the applicant, as approved by Staff. Developer shall provide detailed information at LDP and building permit regarding compliance with the proposed EcoDistrict measures. Conditional EcoDistrict measures based on needed improvements and upgrades may not be implemented until such time that a need or upgrade is identified by the property owner.
13. Property owner shall assess site landscaping and replace missing, dead or dying landscape material, with final approval by DRB.
14. Property owner shall make reasonable efforts to save trees in the areas labeled 'Play Area' on the site plan, including altering the play area layout to work around and save trees, as approved by Staff.
15. Playground area(s) shall be heavily screened from the public right-of-way, with final approval by DRB.
16. All previous master plan regulations and conditions of zoning shall remain in effect.

e. Z-24-09/E-24-03/V-24-14 Wells Fargo Redevelopment/21 North Main Street

This request was deferred by the applicant and was not considered at this meeting.

Consideration of a rezoning, parking special exception, exception and variance to allow a 5-story mixed-use building on 1 acre in Downtown. A rezoning is requested from C-2 (General Commercial) to DT-C (Downtown Core) and a parking special exception is requested to allow off-site parking. An exception is requested from Unified Development Code (UDC) Appendix A: Alpharetta Downtown Code Subsection 3.5.5(A) to increase the building height from 4 to 5 stories and variances are requested to UDC Appendix A: Alpharetta Downtown Code Subsection 3.5.5 to increase the maximum building footprint and UDC Subsection 3.2.8(D) Landscape Strips to eliminate the landscape strip on the east side of the property. The property is located at 21 North Main Street and is legally described as being located in Land Lot 1268, 2nd District, 2nd Section, Fulton County, Georgia.

7. ADJOURNMENT

Chair Kung'u adjourned the meeting at 8:48 p.m.