



Planning Commission Meeting
June 2, 2022
Department of Community Development
ALPHARETTA CITY HALL | 2 PARK PLAZA
6:30 PM

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I. CALL TO ORDER

- Chairman Kung'u called the meeting to order at 6:32 p.m.

II. ROLL CALL

- **Planning Commissioners present:**
 - Francis Kung'u (Chair)
 - Fergal Brady (Vice-Chair)
 - Jill Reynolds
 - Karen Richard
 - William Perkins
 - Martine Zurinskas
 - Jamie Bendall (Alternate)
- **Planning Commissioners Absent**
 - Valerie Manley (Alternate)
 - Todd Stratton
- **Staff present:**
 - Kathi Cook, Director of Community Development & Economic Development
 - Michael Woodman, Planning + Development Services Manager
 - Alexandra Callum, Planning + Zoning Coordinator
 - Nikisha Mistry, GIS Specialist / Planner

III. SWEARING-IN CEREMONY OF KAREN RICHARD

- ❖ Alexandra Callum, Planning + Zoning Coordinator, swore in new Commissioner Karen Richard.

IV. APPROVAL OF MEETING MINUTES

- ❖ Commissioner Zurinskas offered a motion to approve the Planning Commission Meeting Minutes from May 5,

2022.

- Commissioner Reynolds second the motion.
- The motion was approved 6-0-1, with Commissioner Richards abstaining because she was not present for the May 5, 2022 meeting.

V. ITEMS FROM BOARD MEMBERS

VI. ITEMS FROM STAFF

VII. PUBLIC HEARING

A. CLUP-22-02 / Z-22-06 / V-22-10 / 3973 Webb Bridge Road

- ❖ DEFERRED: This item has been deferred by the applicant. It was not heard or considered during the June 2, 2022 Planning Commission meeting.

B. MP-22-04 / CU-22-03 / V-22-14 / Sanctum Serene Wellness

- ❖ WITHDRAWN: This item has been withdrawn by the applicant. It was not heard or considered during the June 2, 2022 Planning Commission meeting.

C. CU-22-05 / Off Leash / 142 South Main Street

- ❖ DEFERRED: This item has been deferred by the applicant. It was not heard or considered during the June 2, 2022 Planning Commission meeting.

D. MP-22-05 / CU-22-04 / SS Entertainment LLC Event Facility / 5815 Windward Parkway

- Manager Woodman came forward to present this item.
 - The applicant, SS Entertainment, LLC, is requesting a master plan amendment and conditional use to operate a 'Special Event Facility' in a 5,794 square foot suite in the Windward Crossing shopping center. A maximum capacity of 408 people is requested. The subject property is located at 5815 Windward Parkway, Suite 101 at the southeast corner of Windward Parkway and North Point Parkway.
 - Windward Crossing is approximately 11.5 acres and was developed in 2005 as a 2-story over basement, 48,327 square foot shopping center with office on the 2nd floor. Other businesses occupying the building include Roam Innovative Workplace, KnuckleUp Fitness, Little Tokyo Sushi and Nalan Indian Cuisine, to name a few. The property is zoned CUP (Community Unit Plan) and is subject to the Windward Master Plan Pod 66, which does not list 'Special Event Facility' as a permitted or conditional use.
 - SS Entertainment, LLC is a new business operating as special event facility with event planning services. The applicant proposes to use Suite 101, which is located in the basement level of the shopping center. Suite 101 can be accessed from the main level of the center by way of an elevator lobby, as well as at the rear of the building through the basement level parking deck. A maximum capacity of 408 people is requested for the 5,794 square foot space. The facility would accommodate corporate and business conferences, banquets, wedding receptions, and graduation and birthday celebrations. Catering, photography, music and entertainment will be provided by others. Hours of operation will be Monday – Friday 6:00 PM – 1:00 AM and Saturday – Sunday 11:00 AM – 1:00 AM. The applicant anticipates approximately four (4) employees.
 - There are approximately 230 parking spaces serving the property, of which the Master Plan requires one (1) space per 250 square feet, or 170 spaces for the center not including the applicant's proposed

space. Therefore, there is a surplus of 60 parking spaces to serve the use in Suite 101. A special event facility requires one (1) space per four (4) seats (occupancy), plus one (1) employee space per each 10 seats (occupancy). Based on a maximum occupancy of 408 people, a total of 143 parking spaces would be required. A maximum occupancy of 225 people would generate a need for approximately 80 parking spaces. The City's parking regulations allow required parking to be reduced by up to 25% if it can be demonstrated that uses will share parking. A shared parking reduction applied a special event facility with a maximum occupancy of 225 people would generate a need for 60 parking spaces.

Windward Crossing Parking Requirements

Tenant	Suite	SF	Req'd Parking	Hours of Operation
Applicant's Space	101	5,794 SF	143	M-F 6PM-1AM, Sat-S 11AM-1AM
KnuckleUp Fitness	100	6,559 SF	26.25	M-F 5PM-8PM, Sat 9AM-2PM
Nalan Indian	200	3,695 SF	14.75	M/W/Th 1130AM-10PM, F-Sat 1130AM-10PM, S 1130AM-9:30PM
Vacant	201	1,440 SF	5.75	N/A
Q Paso Latin Grub	202	2,572 SF	10.25	T 11AM-230PM, W-F 11AM-230PM
Vacant	203	1,440 SF	5.75	N/A
MDW Salon	204	1,925 SF	7.75	T-Th 10AM-6PM, F 8AM-6PM, Sat 8AM-4PM
Any Lab Test Now	205/206	5,195 SF	20.75	M-F 830AM-630PM, Sat 9AM-2PM
Vacant	207	2,124 SF	8.5	N/A
Benchmark Physical	208	1,208 SF	4.75	M-Th 7AM-7PM, F 7AM-3PM
Little Tokyo	209	3,209 SF	12.75	M-Th & Sat 11AM-10PM, F 11AM-11PM
Peachy Corners	210	1,438 SF	5.75	M-Sat 7AM-9PM
Vacant	211	2,132 SF	8.5	N/A
Roam Workplace	302	9,596 SF	38.5	M-F 8AM-6PM

As shown in the table below, required parking exceeds available (existing) parking between 6:00 PM – 8:00 PM Monday through Friday and between 11:00 AM – 2:00 PM on Saturdays. A parking deficit of as many as 30 parking spaces is possible during those times. To avoid a parking shortage, it is recommended that the maximum capacity of the applicant's special event facility be reduced.

- The CZIM was held on May 11, 2022. There were no public comments.
- Approve MP-22-05/CU-22-04 SS Entertainment, LLC Event Facility/5815 Windward Parkway, subject to the following conditions:
 1. 'Special Event Facility' shall be added as a conditional use at 5815 Windward Parkway, Suite 101 and limited to no more than 5,794 square feet.
 2. Conditional use approval shall be limited to SS Entertainment, LLC; no additional 'Special Event Facility' use or subleasing shall be permitted within the approved space.
 3. Special event facility shall be limited to no more than 225 people, with final maximum occupancy subject to Fire Marshall approval.
 4. Events shall be limited to corporate and business conferences, banquets, wedding receptions, and graduation and birthday celebrations.
 5. Hours of operation shall be limited to Monday – Friday 6:00 PM – 1:00 AM and Saturday – Sunday 11:00 AM – 1:00 AM.
 6. If a parking problem is identified by the City, SS Entertainment, LLC shall be required to correct the problem by reducing the capacity of events, providing an off-site parking agreement for parking within 500' of the facility, and/or providing valet services, as approved by Staff.
- The applicant, Sami Freji, came forward to speak on behalf of this application.

- Project owners wanted to explore a need for this area.
- Conceptual floor plan – still exploring what the limits are as far capacity, usefulness, and building codes
- Lobby area will be a transition space
- My concern is the number that was calculated – we think it will be reasonably smaller
- You can comfortably serve 192 people seated
- There is no kitchen, but there are provisions to set up food and a bar
- Most parties and celebrations will take place on the weekends, and we will take into consideration on the amount of people.
- The property manager also came forward to speak.
- We deal with conflicts a lot and are mostly able to resolve them between tenants.
- The downstairs area can accommodate a lot of box trucks and deliveries. It's the perfect zone.
- We're excited for the opportunity for this company to come to our location.
- The Planning Commission discussed the following:
 - They anticipate 4 employees, and we are calculating parking requirement as 1 parking for employees per ten spaces. We have to think about the applicant's estimated number for the space. Additional parking would be needed for vendors outside of the company (catering, photography, etc.).
 - Could you put a limit on what would trigger required valet service? Can you govern that? We felt comfortable reducing the maximum occupancy that there would be enough parking for this facility.
 - The parking spaces were $\frac{3}{4}$ full when I drove through it today. I just don't feel like we'll have enough parking. I like the idea of valet parking.
 - The 230 spaces noted in Windward Crossing- does that include out parcels of Black Walnut and the credit union? It does not. It does include the parking in the rear of the building.
 - There is a market need for event spaces. In a circumstance like this, do the normal considerations regarding kitchen, hood, venting, and liquor license fall into a different category because this is a special event facility? I don't believe this facility will have a hood- their food will be catered, and their caterer would be responsible for a liquor license.
 - Licensing is covered by code, correct? Yes.
 - My concern is disturbing the tenants around you.
 - The bathrooms are external. How would you manage the flow and the volume? It's close to the main entrance.
 - How will you shut off late parties? We've done this for a while, and we know how loud it can get. We will give all clients a heads up at midnight that we are shutting down in an hour no matter what.
 - With all the vendors providing service, where will the delivery be? I have a concern of the road being blocked. All vendors will be there before the guests. They will be able to park under the covering.
 - Will all the deliveries be done from the rear of the building? Yes, it won't interfere with the businesses up top.
 - How long have you been in the business? Close to a decade. We have a location in Cumming, and I have a dance studio. I am an event planner.
 - Is there any type of event that would fall outside of the type of events you are looking for? The language can be read as constraining. No.
 - Do we need to add a condition about the deliveries? I think it can go under condition 6. There are also a lot of deliveries currently happening, so it's a common occurrence. I don't think it will put tension there.
 - Michael: we didn't address deliveries, but we can add a condition if need be. How would disruption be handled if deliveries blocked the road? Our site plan requires loading spaces designated. Code enforcement can also look at it.
 - These trucks are not large, they are small. If the trucks come early, we will make sure they are within code.

Public Comment:

- There were no public comments for this item.
 - ❖ Vice-Chair offered a motion to approve the item with all the conditions set forth by Staff, which include:
 1. 'Special Event Facility' shall be added as a conditional use at 5815 Windward Parkway, Suite 101 and limited to no more than 5,794 square feet.
 2. Conditional use approval shall be limited to SS Entertainment, LLC; no additional 'Special Event Facility' use or subleasing shall be permitted within the approved space.
 3. Special event facility shall be limited to no more than 225 people, with final maximum occupancy subject to Fire Marshall approval.
 4. Events shall be limited to corporate and business conferences, banquets, wedding receptions, and graduation and birthday celebrations.
 5. Hours of operation shall be limited to Monday – Friday 6:00 PM – 1:00 AM and Saturday – Sunday 11:00 AM – 1:00 AM.
 6. If a parking problem is identified by the City, SS Entertainment, LLC shall be required to correct the problem by reducing the capacity of events, providing an off-site parking agreement for parking within 500' of the facility, and/or providing valet services, as approved by Staff.
 - Commissioner Zurinkas seconded the motion.
 - The motion was approved unanimously (7-0).

VIII. ADJOURNMENT

- Chairman Kung'u adjourned the meeting at 7:26 p.m.

Respectfully submitted,

Alexandra Callum

Alexandra Callum, Planning + Zoning Coordinator