

**6:30 P.M.**

Planning Commission Minutes  
June 2, 2020  
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**ACTION:** Chairman Lindell made a motion to approve Robert Anderson the new Secretary of the Planning Commission. The motion was seconded by Commissioner Mathews.

**VOTE:** 4 in favor, 3 vacancy Motion carried

Lindell – Yes, Anderson – Yes, Matthews – Yes, Steppi – Yes

Review Petition 20-06, Tax Parcel Number 1900-000-263

Code Officer Scott Allen read the summary analysis.

Mr. Elliott explained that he is looking to extend his driveway to 22'x 25' with cement his request is due to him having multiple vehicles being hit while out on the street. He also has petitioned to build a 10'x16' shed in the rear of the yard with a 5 feet setback while removing a 10'x10' shed.

Chairman Lindell inquired about new curb cuts or additional run off from the extended driveway.

Mr. Elliott responded that the curb cut is already there, and the runoff will flow into the sewer drain that is already in place.

After multiple discussions with the Commissioners about the size and location of existing shed and the calculations done on the Site Analysis the decision was made to approve the petition with the extended driveway and the 10' x 16' shed based on the condition the petitioner follows the setback guidelines.

**ACTION:** Commissioner Steppi made a motion to approve Petition 20-06, that it meets the harmonious development intent of Section 225-9 and that it is within the intent of the NPDES permit. The motion was seconded by Commissioner Matthews.

**VOTE:** 4 in favor, 3 vacancies Motion carried

Lindell – Yes, Anderson – Yes, Matthews – Yes, Steppi – Yes

Review Petition 20-08, Tax Parcel Number 1900-200-017

Code officer Scott Allen read the summary analysis.

Mr. Poppiti explained his wishes to install a 12'x35' impervious driveway. He currently has no existing driveway nor curb cut. Mr. Poppiti has had his car hit several times parked on the street.

Chairman Lindell asked if there is any flood plain issues and Code Officer Allen responded no there is not.

Commissioner Mathews and Steppi both agreed that the area of Mr. Poppiti's house is very crowded and is a congested roadway.

Town Manager Giles stated that the application has 100 Olga Avenue and should be changed to Olga Road. The official town has the roadway as Olga Road.

Chairman Lindell stated as pertaining to this petition it is 100 Olga Road.

**ACTION:** Commissioner Steppi made a motion to approve Petition 20-08, that it meets the harmonious development intent of Section 225-9 and that it is within the intent of the NPDES permit. That the petition will benefit the homeowner as aging in place. The motion was seconded by Commissioner Anderson.

**VOTE:** 4 in favor, 3 vacancies Motion carried

Lindell – Yes, Anderson – Yes, Matthews – Yes, Steppi – Yes

Review Petition 20-10, Tax Parcel Number 1900-010-030

Code Officer Scott Allen read the summary analysis.

Councilwoman Personti sent an email to Code Officer Allen stating that she has not received any correspondence from residents expressing concerns about the petition. That what is proposed by the resident is consistent with additions made to other properties in the area.

Mr. Manuel stated he is a lifelong resident of Elsmere and that he would like to build a covered 12'x16' deck the deck was already built last year that is a raised deck 12 inches off the ground on the rear of the property.

Commissioner Steppi asked essentially you are just enclosing the existing deck, correct.

Mr. Manuel responded yes; it is a screened in porch that is not winterized. It's not a permanent room. It's being built to avoid the mosquitos and noseecums from biting them.

Town Manager Giles made the statement that the town is finding that typically these types

of decks are being built one year and then the next year it becomes screened in and then before you know it that it's a permanent room that is impervious and creating more water runoff.

**ACTION:** Commissioner Anderson made a motion to approve Petition 20-10, that it meets the harmonious development intent of Section 225-9 and that it is within the intent of the NPDES permit. The covered deck will be built with the condition of gutters being installed on it and moving forward this will not become a permanent room the motion was seconded by Commissioner Steppi.

**VOTE:** 4 in favor, 3 vacancies

Motion carried

Lindell – Yes, Anderson – Yes, Matthews – Yes, Steppi – Yes

## **OLD BUSINESS:**

Review of the Comprehensive Plan

Mr. O'Neil stated that the Utilities chapter is still incomplete. Also, there a few other places that have been highlighted for review.

Commissioner Mathews stated should we amend the Comprehensive plan regarding the permanent closure of the All Saints school and all its properties.

Town Manager Giles stated that there is a local gentleman John Behrens whom is looking for potential buyers of the properties. The town will initially listen to what is better for the town and promotes economic growth for the All Saints properties.

Commissioner Steppi asked about amending the non-renewal of the Lease for Oak Grove senior center.

Town Manager Giles recommended the Planning Commission to review and update the Comprehensive plan and have it ready for 1<sup>st</sup> and 2<sup>nd</sup> read for Council's August meeting and 3<sup>rd</sup> and final for September meeting.

Commissioner Steppi inquired about public meeting versus the Virtual meetings.

Town Manager Giles stated that he would talk to Mayor and Council about holding them at the town.

Chairman Lindell asked what is the date that everyone agrees on for the next Planning Commission meeting. The decision was made for July 8, 2020.

**ITEMS SUBMITTED BY CHAIRMAN AND BOARD MEMBERS:**

None

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**ACTION:** Commissioner Anderson made motion to adjourn the meeting. The motion was seconded by Commissioner Mathews.

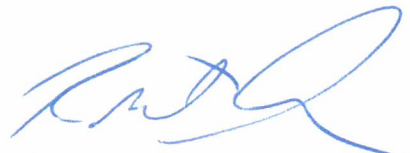
**VOTE:** 4 in favor, 3 vacancies Motion carried

Lindell – Yes, Anderson – Yes, Matthews – Yes, Steppi – Yes

At this time, the meeting was adjourned.

These minutes summarize the agenda items and other issues discussed at the June 2, 2020, Planning Commission meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tape(s) may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

  
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CHARLES LINDELL, CHAIRMAN

  
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ROBERT ANDERSON, SECRETARY