

**TOWN OF ELSMERE  
PLANNING COMMISSION  
MEETING MINUTES  
October 3, 2023  
6:30 P.M.**

**CALL TO ORDER:** Chairman John Jaremchuk called the meeting to order at 6:30 PM.

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF SILENT PRAYER FOR THOSE WISHING TO DO SO:**

**ROLL CALL:**

CHAIRMAN	JOHN JAREMCHUK	PRESENT
COMMISSIONER	ROBERT ANDERSON	PRESENT
COMMISSIONER	DEAN DYER	PRESENT
COMMISSIONER	JOHN POCKETS	PRESENT
COMMISSIONER	JOHN HOLLOWAY	PRESENT
COMMISSIONER	VACANT	
COMMISSIONER	VACANT	

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES**

Approval of the minutes from the September 5, 2023, Planning Commission Meeting.

**ACTION:** Commissioner Dyer made a motion to approve the minutes from the September 5, 2023, Planning Commission Meeting with no corrections. Commissioner Anderson seconded the motion.

**VOTE:** 5 in favor, 2 Vacancies, 1 Abstained Motion carried

Anderson – Yes, Pockets – Yes, Dyer – Yes, Jaremchuk – Yes , Holloway – Abstained

**OPENING STATEMENT:**

Administrative Assistant for the Code Department Denise Lardani read the opening statement.

**NEW BUSINESS:**

None

## **OLD BUSINESS:**

### **1. Review Petition 23-13, Tax parcel number 1900-800-076**

The applicant seeks a variance regarding lot coverage to install a roof to cover part of the deck. The Planning Commission will review and make a recommendation to the Board of Adjustment who will then render a decision.

This meeting is a continuance from the September 5, 2023, Planning Commission meeting.

Chairman Jaremchuk stated that he will not ask for all involved to please rise and give testimony to the truth. He reminded all this is a continuance from the September 5, 2023, meeting and everyone is still under oath.

Chairman Jaremchuk asked the Petitioner, Mr. Sierra if he had a meeting with the Code Department and the Building Official and was satisfied with the lot coverage percentage of 33% if the petition is approved for the variance.

Mr. Sierra said yes, he agrees.

Town Manager Steven Martin stated he had a meeting with our Building Official, Kyle Bendler, and he agreed that he made a verbal approval of the deck portion of the permit. The Town Manager advised Kyle for future references please do not approve anything verbally.

**ACTION:** Commissioner Pockets made a motion to recommend approval to the Board of Adjustment with the condition the Code Enforcement Department ensures the construction of the deck and roof meet all of the code requirements. Commissioner Anderson seconded the motion.

**VOTE:** 4 in favor, 2 Vacancies, 1 Abstained Motion carried

Anderson – Yes, Pockets – Yes, Dyer – Yes, Jaremchuk – Yes, Holloway – Abstained

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

None

## **ADJOURNMENT:**

**ACTION:** Commissioner Anderson made a motion to adjourn the meeting. Commissioner Pockets seconded the motion.

**VOTE:** 5 in favor, 2 Vacancies Motion carried

Anderson – Yes, Dyer – Yes, Jaremchuk – Yes, Pockets – Yes, Holloway – Yes

At this time, the meeting was adjourned.

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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**JOHN JAREMCHUK, CHAIRMAN**

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**ROBERT ANDERSON, SECRETARY**