

**TOWN OF ELSMERE  
PLANNING COMMISSION  
MEETING MINUTES  
January 7, 2025  
6:30 P.M.**

**CALL TO ORDER:** Chairman Anderson 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	ROBERT ANDERSON	PRESENT
COMMISSIONER	DEAN DYER	PRESENT
COMMISSIONER	JOHN POCKETS	ABSENT
COMMISSIONER	JOHN HOLLOWAY	PRESENT
COMMISSIONER	MICHAEL CZERWINSKI	PRESENT
COMMISSIONER	VACANT	
COMMISSIONER	VACANT	

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES**

Approval of the minutes from the September 17, 2024, Planning Commission Meeting.

**ACTION:** Commissioner made a motion to approve the minutes from the October 3, 2023, Planning Commission Meeting with no corrections. Commissioner Dyer seconded the motion.

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

Anderson – Yes, Pockets – Absent, Dyer – Yes, Holloway – Yes, Czerwinski - Yes

**OPENING STATEMENT:**

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

**NEW BUSINESS:**

**1. Review Petition 25-01, Tax parcel number 1900-500-190**

The applicant seeks to expand the rear porch from 7' x 15'6" to 16' x 15'6. The Planning Commission will review and make a recommendation to the Board of Adjustment.

The applicant Edgar Molina stated that his porch is currently in disrepair and needs to be torn down and rebuilt. While rebuilding it he is seeking to make the porch a little bigger.

Code Enforcement Officer Nicole Facciolo read the site analysis from the Building Official. She also stated the at the Town has no opposition to the variance request.

**ACTION:** Commissioner Dyer made a motion to approve expansion of the rear porch and approve the variance from the Town Code 225 attachment #3 to allow for a zero-yard side setback in lieu of the required 5 feet. Commissioner Holloway seconded the motion.

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

Anderson – Yes, Pockets – Absent, Dyer – Yes, Holloway – Yes, Czerwinski – Yes

**2. Review Petition 25-02, Tax parcel number 1900-400-389**

The applicant seeks to add 156 sq. feet of impervious lot coverage via a three-season room. The Planning Commission will review and make a recommendation to the Board of Adjustment.

The applicant/representative was asked to provide an opening statement. He stated that they are looking to construct a three-season room on top of an existing foundation. There is no additional coverage being added.

Code Enforcement Officer Nicole Facciolo read the site analysis from the Building Official. She also stated the at the Town has no opposition to the variance request. The reason for having to attend the meeting is because the room is being enclosed with a roof.

**ACTION:** Commissioner Czerwinski made a motion to approve three-season room and grant the variance from Town of Elsmere Code 225 Attachment #3 to allow for a 42% lot coverage in lieu of the required 30%. Commissioner Holloway seconded the motion.

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

Anderson – Yes, Pockets – Absent, Dyer – Yes, Holloway – Yes, Czerwinski – Yes

Chairman Anderson stated in the past that the University of Delaware has come in and educated members of the Planning Commission. He asked if we could contact them and try to schedule something.

Town Manager Steven Martin stated that yes, he will look into it and there may also be some online courses that can be taken.

**OLD BUSINESS:** None

**ITEMS SUBMITTED BY CHAIRMAN AND BOARD MEMBERS:** None

**ADJOURNMENT:**

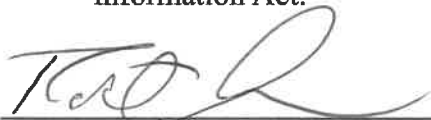
**ACTION:** Commissioner Dyer made a motion to adjourn the meeting. Commissioner Holloway seconded the motion.

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

Anderson – Yes, Dyer – Yes, Pockets – Absent, Holloway- Yes, Czerwinski - 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.



**ROBERT ANDERSON,  
CHAIRMAN**



**DEAN DYER,  
SECRETARY**