

Planning Commission Meeting

Wednesday, October 1, 2025

Present: Rick Webster, Lee Adams, Dan Malloy, Susan Trentham, Amber Durand, Bill Staker, Rob Bernstine

Absent: Tonya Lockwood

Chair Rick Webster called the meeting to order at 6:30 pm , followed by the pledge of Allegiance to the Flag of the United States of America.

Approval of Minutes:

August 6, 2025

Motion Lee Adams made a motion, seconded by Dan Malloy to approve the minutes from the August 6, 2025 Meeting. All in favor, motion carried.

Action Items:

File 2025-027 –533 Biddle St – Replace Siding, Replace Existing Porch with 2-Story Deck

Property owner Chris Haley and his contractor were here to discuss replacing siding, open porch and adding second story deck.

Motion: Dan Malloy made a motion, seconded by Bill Staker to approve File 2025-027 –533 Biddle St – Replace Siding, Replace Existing Porch with 2-Story Deck. All in favor, motion carried.

File 2025-028 – 203 Charles St – New Single-Family Home

Property owner and her contractor were here to discuss building a new single-family residence on an in-fill lot. Discussion was had regarding waiving the parking mitigation due to the unusual location of the lot. There is a need for both side yard and a rear yard setback variance.

Motion: Dan Malloy made a motion, seconded by Amber Durand to approve the waiving of parking requirements. All in favor, motion carried.

Motion: Lee Adams made a motion, seconded by Dan Malloy to approve File 2025-028 – 203 Charles St – New Single-Family Home, contingent on the variance approval from the Board of Appeals for (3') for both side yards and (1') for the rear yard setbacks. All in favor, motion carried.

Motion: Bill Staker made a motion, seconded by Amber Durand to approve sending a letter of support for the project to the Board of Appeals. All in favor, motion carried.

File 2024-029 – 200 Third Street – Add Additional Space to Existing Enclosed Front Porch, Add 2-story Open Deck Above Porch

Property owner Amber Durand was here to discuss the project.

Motion: Bill Staker made a motion, seconded by Dan Malloy to approve File 2024-029 – 200 Third Street – Add Additional Space to Existing Enclosed Front Porch, Add 2-story Open Deck Above Porch. All in favor, motion carried.

Discussion Items

Zoning Fees

Rick Webster would like the Commission to review the current Zoning Fees. Rob will mail the latest fees to the group.

Zoning Administrator Report:

Report was distributed to the Commission.

Adjourn:

Motion: Bill Staker made a motion, seconded by Amber Durand to adjourn the meeting. All in favor, motion carried.

**An audio recording of this meeting is available upon request.*

Respectfully Submitted,

Tonya Lockwood

Rick Webster, Chair