

# Planning Commission Meeting

Wednesday, January 3, 2024

Present: Rick Webster (chair), Bill Staker, Dan Malloy, Lee Adams (via speakerphone), Susan Trentham, Amber Durand, Tonya Lockwood (staff), Rob Bernstine (staff)

Absent:

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:

*December 6, 2023*

An amendment was made to the motion for File 2023-043 – 243 Biddle Street.

**Motion:** Dan Malloy made a motion, seconded by Bill Staker to accept the minutes from December 6, 2023, as amended. All in favor, motion carried.

## Action Items:

*Open Seat – Vicki Griffith*

Vicki Griffith submitted a resume and letter of interest expressing that she would like to fill the open seat on the Planning Commission. She stated that while she doesn't have much experience with planning, she is organized and willing to learn and is interested in helping the Town.

**Motion:** Bill Staker made a motion, seconded by Dan Malloy to approve sending Vicki Griffith to Council for appointment to the Planning Commission. All in favor, motion carried.

*File 2023-043 – 243 Biddle Street – Remove existing buildings and construct a new residential vertically stacked duplex*

A new site plan was submitted. 4 parking spaces is the requirement for this property and there are 3 spaces labeled on the drawing, thus they would be required to pay parking mitigation for 1 additional space.

There are some concerns regarding the parking spaces being too small and Dan and Susan felt that it seems to be too much building for the size of the lot. They feel that the building could be turned to better fit the lot.

The applicant will need to create a 10% improvement for Critical Area Regulations.

The project will need variances from the Minimum Side Yard Requirement of 20 feet (5.1.1 Table 3) to be adjusted to 8'7" on the west side and to 13'9" on the east side of the property. Minimum Front Yard Requirement of 15 feet (5.1.1 Table 3) to be adjusted to 10 feet.

**Motion:** Amber Durand made a motion, seconded by Bill Staker to approve File 2023-043 – 243 Biddle Street – Remove existing buildings and construct a new residential, vertically stacked, duplex pending Board of Appeals approval of variances for the Minimum Side Yard Requirement of 20 feet (5.1.1 Table 3) to be adjusted to 8'7" on the west side and to 13'9" on the east side of the property. Minimum Front Yard Requirement of 15 feet (5.1.1 Table 3) to be adjusted to 10 feet. In addition, the Planning Commission will send a recommendation letter to the Board of Appeals for the approval of the project.

Lee Adams, Rick Webster, Amber Durand, Bill Staker in favor, motion carried. Dan Malloy and Susan Trentham, opposed.

*Elections for Chair and Vice-Chair for 2024*

Elections were postponed to February so that the new member will be involved in the vote.

**Discussion Items**

**Zoning Administrator Report:**

The Zoning Administrator did not approve any applications last month. The Comp. Plan Committee did meet, as did the Sub-Committee and they are nearing a draft.

**Adjourn:**

**Motion:** Bill Staker made a motion, seconded by Dan Malloy to adjourn the meeting at 7:09 pm. All in favor, motion carried.

Respectfully Submitted,

Tonya Lockwood

Rick Webster, Chair