

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
OCTOBER 2, 2017**

ROLL CALL:

Members Present: Eric Prause, Chairman
Andy Kidd, Vice Chairman
Michael Stebe, Secretary
Jessica Scorso

Alternate Member Sitting: Julian Stoppelman

Alternates: Patrick Kennedy
Teresa Ike

Absent: Timothy Bergin

Also Present: Gary Anderson, Director of Planning
Renata Bertotti, Senior Planner
Matthew Bordeaux, Environmental Planner/
Wetlands Agent

Time Convened: 7:00 PM

NEW BUSINESS:

CHAMPAGNE WEST, LLC – Request a special exception under Art. II, Sec. 16.15.02(j) for a used auto sales and service facility at 259 Adams Street. – Special Exception (2017-065)

Mr. Kidd stated that, based on the previous usage, and the fact that a business will be put back on the tax rolls, he is in favor of the application.

Ms. Scorso agreed with Mr. Kidd, stating that she is in favor of the application as it meets criteria for neighborhood compatibility, the traffic data showed no concerns, there are adequate public utilities, and it is suitable for the location.

Special Exception (2017-065)

MOTION: Mr. Stebe moved to approve the special exception under Art. II Sec. 16.15.02(j) for a used auto sales and service facility at 259 Adams Street, Industrial zone. Mr. Stoppelman seconded the motion and all members voted in favor.

The reason for the approval is the proposal meets the special exception criteria.

Mr. Prause commented that the property is already in the existing Industrial zone and the use overall is less impactful than in the past.

FRANCIS BURNS – Request a special exception under Art. II, Sec. 16.15.02(k) for automotive repair and service at 191 Adams Street, a.k.a. 195B Adams Street. – Special Exception (2017-073)

Mr. Kidd stated for the record that he is in favor of the application, as it would be low impact and would be a positive addition to the area.

Special Exception (2017-073)

MOTION: Mr. Stebe moved to approve the special exception under Art. II Sec. 16.15.02(k) for automotive repair and service at 191 Adams Street, a.k.a. 195B Adams Street, Industrial zone, with the modifications as specified in staff memoranda from:

1. Doug Sanborn, Chief of Surveys, dated September 15, 2017 to Renata Bertotti, Senior Planner.

The reason for the approval is the proposal meets the special exception criteria.

Mr. Prause commented that the application meets the special exception criteria and is a low-impact use compared to other automotive uses in that location.

ADMINISTRATIVE REPORTS:

Ms. Bertotti submitted to the Commission that there was a joint workshop between the Cheney Commission, the Economic Development Commission, and the Planning and Zoning Commission. The consensus was that it was a good discussion, Ms. Bertotti said, and there will be an alteration to the procedure regarding notifying the Cheney Commission sooner about upcoming applications. She noted that the Cheney Commission will be added to the Future Agenda list; i.e., rather than receiving projects a week before applicants come before the Planning and Zoning Commission, the Cheney Commission will receive some advance notice of the application. In addition, when meetings are scheduled, there will be an attempt to separate the Cheney Commission meetings from the PZC meetings, providing 10-14 days for the Cheney Commission to submit comments. Ms. Bertotti described the agreement that the Cheney area is important, the Cheney mansions are important, and that there should be much thought given to other uses that can be accommodated in that area.

Ms. Bertotti inquired of the Commission members whether they would be willing to meet at 6:00 P.M. on October 16, an hour before the regularly-scheduled meeting, as Staff could meet on that date. The meeting would be to discuss Temporary Health Care Structures, she reported. She stated she would send an e-mail to the members.

Mr. Stoppelman noted that the reason for the meeting with the Cheney Commission was to allow them to describe the importance of protecting the mansions and the district and inquired whether there were any comments.

Ms. Bertotti reported that several uses were discussed, such as dormitories, converting mansions to multi-family homes, and perhaps adding restaurant and event uses to the mansions. She noted that more research is needed on the matter. Ms. Bertotti explained that charge of the Cheney Commission, the charge of the Economic Development Commission, and the charge of the Planning and Zoning

Commission do not align. She stated that Mr. Kennedy, Mr. Stebe, and Mr. Prause were in attendance at the meeting.

Mr. Prause reported that the Cheney Commission commented that their information was not transmitted to the Planning and Zoning Commission very well. Additionally, the Cheney Commission observed that there was information presented to the Planning and Zoning Commission that was not forwarded to their Commission.

Ms. Bertotti stated that the Cheney Commission acts on Thursday, reviewing separate plans. They make comments, and the applicant proceeds to change the plans accordingly, though the Cheney Commission does not have a chance to review the new plans, she said. The applicant appears before the Planning and Zoning Commission stating that they have addressed the Cheney Commission comments.

Mr. Prause noted that the Cheney Commission meets once per month, thus they cannot review the plans. He stated that the Cheney Commission was told they could apply for intervenership if further comments are needed, thus allowing them to participate in meetings.

Ms. Ike questioned the intervenership.

Mr. Prause explained that anyone who wants to comment on an application that is not part of a public hearing can apply to be an intervener. There are State Statute requirements on who can apply and what timeline is applied, he remarked.

Ms. Bertotti noted that, to the best of her recollection, intervenership applies to matters pertaining to environmental protection and historic preservation.

Mr. Prause observed that there are limitations to who can apply for intervenership and for what reason.

Ms. Bertotti explained that there are procedural steps described under the State Statutes, which she has not reviewed, though the steps could be provided.

Mr. Kennedy reported that he is not familiar with the historical aspects, but for environmental concerns, anyone can file an affidavit alleging that the application would impair the environment.

Ms. Bertotti noted the timeline would be 90 days.

Mr. Stoppelman questioned if an applicant comes before the Planning and Zoning Commission and the plan has changed, could the Commission report back to the Cheney Commission.

Ms. Bertotti responded that that is not always the case. In the case of a site plan application, she noted, the Commission has a set number of days to act. If there is not an extension from the applicant, which has to be granted by the applicant, the Commission must act within that time period, she explained. Ms. Bertotti stated that there are occasions when there is not enough time. The Commission can deny the extension, she reported, but it cannot be tabled for longer than allowed.

Mr. Prause questioned whether there will be a follow-up on agricultural uses.

Ms. Bertotti replied there will be a follow-up and reported that she, Mr. Anderson, and Mr. Shiel were to meet the next day to discuss new regulations. As a part of that, she noted, a meeting will be scheduled with interested groups. Ms. Bertotti stated that, based on the workshop, there should be optional

language when there are several groups to discuss this topic, not necessarily regulation drafts, but the options available.

RECEIPT OF NEW APPLICATIONS:

OM FOUNDATION, INC. – Special Exception (2017-086); Erosion and Sedimentation Control Plan (2017-087) – Request a special exception under Art. II, Sec. 1.00.02 to allow a place of worship at 15 Burnham Street Extension.

The application is tentatively scheduled for November 6, though it may be on the second meeting in November, Ms. Bertotti said.

MOTION: Mr. Stoppelman moved to close the Business Meeting. Ms. Scorso seconded the motion and all members voted in favor.

The Chairman closed the business meeting at 7:58 PM.

I certify these minutes were adopted on the following date:

November 6, 2017
Date

Eric Prause, Chairman