

Planning & Zoning was held on Wednesday, August 12, 2020 in the Mayor & Council Chambers at 7:00 p.m. The following members were in attendance: Chair Brent Boyce, Bill Hearn, Angie Calio-Quillen, and Dan Ash. Also, in attendance were Director of Code Enforcement Ken West, Recording Secretary Alexis Oliphant, and Mr. T.J. from Red Letter Properties, LLC. It was noted that Planning Members Bill Martin and Planning Member Randy Radish were absent.

Planning Chair Boyce explained the purpose of the August 12, 2020 Planning & Zoning is to hear a request for a minor subdivision from Red Letter Properties, LLC, 520 Cooper Street, Tax Map # 332-1.07-243.00.

Planning Chair Boyce advised Mr. T.J. handed out a new survey to all members in attendance. Planning Chair Boyce inquired if the proposed subdivision is classified as a R-1 Zoning. Director of Code Enforcement West advised yes. Planning Chair Boyce stated under R-1 Zoning Requirements the minimum square footage is 7,500 and if it's new development it must meet the minimum square footage. Based on the new survey the two lots are (Lot 1) 2,752 S.F. and (Lot 2) are 2,856 S.F. Planning Chair Boyce advised Planning & Zoning can't grant a waiver or a variance regarding square footage and he opened the discussion to the committee. Planning Chair Boyce explained if it was an existing lot it currently doesn't have to meet the minimum square foot requirements. Planning Chair Boyce inquired if Mr. T.J.'s surveyor had an understanding or looked into the zoning requirements with the town. Mr. T.J. advised currently no. He explained the proposed subdivision would allow parking in the back with a shared driveway between both houses. Planning Chair Boyce stated the Planning & Zoning Committee doesn't have the authority to change the minimum lot requirements to divide a property. Planning Member Calio-Quillen advised she agrees with Planning Chair Boyce. Director of Code Enforcement West advised the Board of Adjustment has the authority to grant a variance if Planning & Zoning denies the subdivision request. Planning Chair Boyce inquired if they would be owner occupied or rental. Mr. T.J. stated they would be rental. Planning Chair Boyce recommended to get a certified survey and take his request in front of the Board of Adjustments. Director of Code Enforcement West advised Mr. T.J. to reach out to him to show what the Board of Adjustment is looking for.

The Planning & Zoning Minutes of March 11, 2020 were presented for review and adoption. Planning Member Calio-Quillen made a motion to accept the March 11, 2020 minutes as presented. Planning Member Ash seconded the motion. Vote was 4-0, with Planning Member Martin absent, Planning Member Radish absent, and with one vacancy.

Recording Secretary Oliphant advised Ms. Pfiel is finalizing the Mixed-Use District and Large Overlay Parcel District and finalized copies will be sent to Planning & Zoning for their review. A public hearing is scheduled for September via Zoom, which all members will be sent the Zoom information.

With there being no further matters to discuss, Planning Member Hearn made a motion to adjourn the meeting. Planning Member Calio-Quillen seconded the motion. Vote was 4-0, with Planning Member Martin absent, Planning Member Radish absent, and with one vacancy.

Meeting Adjourned 7:24 p.m.