

PLANNING AND ZONING COMMITTEE MEETING

CALL TO ORDER: Called the meeting to order at 7:00 PM on September 5, 2023.

ROLL CALL:

Committee Members: Marie Shaw (Chair) – Present
Lindsey Underwood – Absent
Milt Elliot – Present
Leland Mudge – Present
Phil Green – Present

READING AND APPROVAL OF THE LAST MEETING MINUTES: Meeting minutes from August 15, 2023 were reviewed and agreed upon.

A motion was made by Mr. Elliot to approve the minutes from August 15, 2023 and a second by Mr. Mudge. Motion passed by unanimous voice vote.

BUILDING PERMITS:

107 St. Agnes Street, Addition – Permit submitted for a 16' x 10' second floor addition. The application included hand drawn depictions of the building indicating the setback from property lines. The Committee had some discussion regarding whether the existing footings and walls of the first floor would be able to support the weight of the addition. Upon reviewing the Town code, we could find nothing related to the questions. Ms. Shaw stated that she believed this would be something addressed via Kent County's permit application and building code but would seek further clarification regarding the extent of what the Committee should be concerned with when approving permits from the Town Solicitor.

Chairperson Shaw called for a motion to grant the permit.

Mr. Elliot motioned that the permit be approved on the condition that the permit fee in the amount of \$637.50 be paid prior to releasing the permit. There was a second by Mr. Green and the motion passed with a unanimous voice vote.

Sophia's Landing, Subdivision Plan – Ms. Shaw shared with the members of the Committee the email from Pennoni stating that they were 'OK with the plan and recommend approval.' The Committee reviewed the packet of site plans that were provided to us but it was determined that the 8.5 x 11 letter-sized documents were much too small to review. Having never seen the original plans, the Committee was unaware of what changes had been made, if any, to the original site plans. Additionally, we note that there was concern from Town Council regarding the width of the streets for parking on the streets with the development. We could not confirm the width of said streets due to the letter-sized documents.

A motion was made Mr. Green to table the approval until September 6, 2023 at 6:30 to allow the Committee time to obtain more information so that we could adequately review the site plans. There was a second by Mr. Mudge and the motion passed with a unanimous voice vote.

OPEN FLOOR: No Comments

PLANNING & ZONING COMMNETS: No Comments

ADJOURNMENT:

Having no other comments from either the public or the Board, Ms. Shaw called for a motion to adjourn the meeting.

Motion made by Ms. Elliot to adjourn with a second by Mr. Green. Motion passed by unanimous voice vote.

Meeting adjourned at 7:35 PM

Respectfully submitted,

Committee Chair Marie Shaw



9/19/2023

ADDITIONAL COMMENTS: The Committee was notified via email, on September 6, 2023, that we would need to wait until the next schedule Planning and Zoning meeting on September 15, 2023 to review the site plans for Sophia's Landing as the plan to meet on September 6, 2023 at 6:30 PM would not allow for ample public notice of such meeting.

Additionally, Pennoni has stated that they will provide a review letter stating the revisions to the original site plans and large size site plans with the revisions clearly marked.