

**PLANNING AND ZONING COMMITTEE MEETING**

**CALL TO ORDER:** Called the meeting to order at 7:15 PM on September 19, 2023.

**ROLL CALL:**

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

**READING AND APPROVAL OF THE LAST MEETING MINUTES:** Meeting minutes from September 19, 2023 were reviewed and agreed upon.

A motion was made by Mr. Green to approve the minutes from September 19, 2023 and a second by Mr. Mudge. Motion passed by unanimous voice vote.

**BUILDING PERMITS:**

**10 Coleman Ave Subdivision** – Mr. Rich Sapp presented his application to subdivide 10 Coleman Ave into three lots. He presented information from Kent County mapping showing the current parcel as Lots 10, 11, 12. He stressed that the current parcel contains three single-wide mobile homes, each having its own water meters. He also presented a survey dated 05/05/2014 with same information.

Ms. Shaw reviewed the information from Town Engineer, Dan Barbato that included a variance would be needed for Lot 12 as it does not appear to meet the zoning requirement for this district of a 50-foot lot width at the front of the building.

Having no other questions or concerns from the Board, the Ms. Shaw informed Mr. Sapp that such a variance would need to be approved by the Board of Adjustments prior to approval from the Planning and Zoning Board.

No other action is required from Planning and Zoning at this time.

**5 Market St. Conditional Use** – Having reviewed/discussed this application (*see Public Hearing Minutes*) Ms. Shaw called for a motion to approve the conditional use of the property with a waiver for the off-street parking.

Motion was made by Mr. Green and a 2<sup>nd</sup> by Mr. Elliot. The motion passed with a unanimous voice vote.

**Sopia’s Landing Model Home Approval** – This item was tabled due to having no plans to review.

**OPEN FLOOR:** Mr. Harrison Domercant attended the meeting due to his interest in properties he owns at 103 Jackson and 102 Thomas. Wanted to understand the Planning and Zoning process.

**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 Mr. Elliot to adjourn with a second by Mr. Mudge. Motion passed by unanimous voice vote.

Meeting adjourned at 7:45 PM

Respectfully submitted,

Committee Chair Marie Shaw