

**Planning Commission  
Meeting Minutes  
November 16, 2020**

**ATTENDANCE:** Henry Barrett, Robert Turgon, Ben Malesh, Julie Rachel, Jim Baxendell, Tim Myers, Tim Snelling, Dianna Battaglia, Amanda Paoletti

Also in attendance: Pastor Reggie Sheppard

**Meeting called to order at 6:30 p.m.**

**APPROVAL OF MINUTES:**

Will be deferred to next meeting.

**New Business:**

**SE2020-02: New Victory Christian Church – 515 Otsego St. – Review of Parking Lot Layout**

Ms. Dianna Battaglia re-introduced the New Victory Christian Church project which was previously approved in August 2020 by the Board of Appeals. She indicated that the Board of Appeals required that the Church bring their parking lot site plan to the Planning Commission in order to get approval prior to Use and Occupancy.

Ms. Battaglia explained that Pastor Sheppard submitted the parking lot plan that provides parking spaces, a sidewalk, and access. She also indicated that the plan was difficult to determine how many spaces were providing on the plan. She had used the use classification as “Assembly Hall” which would have required 24 spaces; however, the rendering seems to show 14 spaces. She advised the Planning Commission that the code allows them to determine how many spaces are required.

Ms. Battaglia was also concerned with the Stormwater Management and how it would be handled. She indicated that Pastor Sheppard had indicated that no Stormwater Management was required by the County, however; Ms. Battaglia disagreed with that assessment. Ms. Battaglia did mention that Pastor Sheppard had indicated that there would be some landscaping and stated that the Town would work with him on that in the future. Ultimately, Ms. Battaglia was concerned with the amount of information that was not provided on the rendering.

Pastor Sheppard addressed the Planning Commission regarding the Parking. He explained that he used the “Church and Synagogue” requirement for parking, thus requiring less parking spaces than Ms. Battaglia had mentioned. He explained there were 16 spaces including two handicap spaces. Pastor Sheppard indicated that the County was coming to look at the site in regards to Stormwater Management on Wednesday, November 18<sup>th</sup> to provide options for the Church.

Pastor Sheppard explained that his overall goal is to simply get into the building. He stated that the requirement for the dumpsters is unreasonable as they did not have one at the previous location. He indicated that they planned to use trash receptacle as they have previously done at their former location at 304 Aiken Ave.

Pastor Sheppard said he is open to the plantings and agreeable to recommendations.

Ms. Julie Rachel asked if there was a requirement for an actual survey or something official to be submitted to make sure that the actual proposal can fit and if two handicap spaces are sufficient.

Ms. Battaglia explained that there were ample handicap spaces and stated that an engineered plan is costly but that there are other places that can help with a detailed drawing because the current plan is not to scale.

Ms. Rachel was also concerned about vehicular travel throughout the site.

Mr. Bob Turgon asked if it was possible to make more handicap spots if it were needed. Pastor Sheppard indicated that there is space for handicap spaces once the proposed right-of-way work is completed by the Town.

Ms. Battaglia asked how many of the parishioners were pedestrian. Pastor Sheppard said approximately 30-40%.

Ms. Rachel asked if it was an existing church to which a parking lot was being added. Pastor Sheppard confirmed such.

Mr. Henry Barrett stated that it was his understanding that the purpose of this meeting was to determine if adequate information was provided to meet the Board of Appeals requirements.

Ms. Battaglia stated that we did need additional details to show the layout specifically and that the Town also needed the details from the County in regards to what the Stormwater

Mr. Barrett clarified that the County would address the Stormwater Management, and that the Town needed details on the proposed plantings and that while the number of parking spots seemed sufficient, the town also needed more details on the plan in regard to those spaces.

There was a brief discussion as to how the vehicle and pedestrian traffic would move about the site.

A motion was made by Robert Turgon that approval is conditioned upon providing additional information for stormwater management and dumpster location, and the number of parking spaces is determined, including reasons for the determined number. The motion was seconded by Julie Rachel.

All voted in favor, the motion was unanimously carried.

#### **General Discussion:**

General Discussion commenced with discussion in regards to updates for projects in the town, including Great Wolf settling on their property, Charles Street submitting preliminary stormwater plans, and no new movement on Cedar Meadows. Ms. Battaglia also discussed the upcoming Holiday Decorating Contest.

#### **Adjournment:**

Without objection the Planning Commission meeting adjourned at 7:19 p.m.

Respectfully Submitted,

Amanda M. Paoletti  
Planning Coordinator