

**Planning Commission  
Meeting Minutes  
May 15, 2023**

**ATTENDANCE:** Julie Rachel, Jim Baxendell, Al Fuller, Sabian Woodard, Commissioner Christina Aldridge, Dianna Battaglia, and Amanda Paoletti

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

**APPROVAL OF MINUTES:**

The minutes for the March 20, 2023 meeting were unanimously approved as written.

**New Business:**

**A. Annual Report**

Ms. Battaglia reminded the Planning Commission that the Town was required to submit an annual report each year to show if there were any growth-related changes in the Town. The Planning Commission has to approve the report in order to send it to the State.

Mr. Jim Baxendell pointed out that the wrong year was on Graph #5. There were no additional comments on the Annual Report and the Planning Commission unanimously voted to send the report to the State with the stated change.

**B. Subdivision – Lands of WR Phillips Investment Group, LLC – 423 Otsego St., Map 34E, Parcel 410, 0.363 acres, Zoned TC**

Ms. Battaglia introduced Bill Phillips to the Planning Commission. She noted that Mr. Phillips has been dramatically cleaning up the lot and is remodeling the existing structure.

Mr. Phillips stated that he intends to create 2 more lots plus the existing house for a total of three “new” houses. They are intended to be owner-occupied not rental units.

Ms. Battaglia informed the Planning Commission that Mr. Phillips grew up here, and has built 3 houses on Cecil Ave, 1 on Aiken Ave., and is always looking for infill lots. Mr. Phillips also mentioned that he is one of the owners of the brewery also.

Ms. Battaglia presented the Staff Report to the Planning Commission. She stated that the project was in the TC district and is in accordance with the Comprehensive Plan to provide new residences without creating sprawl. She also noted that the Subdivision Regulations require lots be conforming, with 5,000 square feet per lot and street frontage. Lot 3 fronts an alley, which is not considered street front, which does not meet the requirements of Section 22.e. The proposal meets setback requirements, although is slightly awkward with the alleyways. The access may confuse first responders.

Ms. Julie Rachel asked if there was any way to put the access for Lot 3 off of Otsego St. Mr. Phillips stated that Lot 3 will actually be accessed from Otsego not the alley. He stated that all three lots will be fenced and the alley will be fenced off from the property. Ms. Battaglia asked if this will cause a sight-line issue, to which Mr. Phillips did not have a response. Mr. Sabian Woodards asked if the driveway configuration would affect the required lot sizes, to which Mr. Phillips stated it would not.

Ms. Battaglia stated that it was her recommendation to approve the subdivision for two lots based on the access coming from the alley. With the new information of the lot access coming from Otsego St., the Planning Commission would make the final determination. She also noted that flag lots are permitted in the town and she is aware of several. She then provided a rendering of the houses to the Planning Commission.

Mr. Phillips' realtor, Ms. Gina Pimentel spoke to say that the houses would be listed in the \$350k - \$400k range. She stated that there is practically zero inventory within the Town currently.

The Planning Commission had several questions for Mr. Phillips. Mr. Woodard asked if the front house will be built first, to which Mr. Phillips replied they would be built at the same time. Mr. Baxendell asked if there was going to be a driveway in the middle of the lots. Mr. Phillips stated that each lot would have their own driveway and they intended to install a driveway for the existing house as well. Ms. Rachel asked about paving the alley, to which Mr. Phillip replied with the lots having private accesses, the alleyway is no longer relevant. Mr. Woodard asked who owned the alleyway to which Ms. Battaglia answered that alleyways are maintained by the people who use them and are generally not shown on plats.

Ms. Battaglia noted that water and sewer is available for all of the lots.

With no further questions, Mr. Al Fuller motioned to approve three lots with 2 new dwellings conditioned upon a fence being installed along the alleyway and the third driveway. Mr. Baxendell seconded the motion. With all in favor, the motion carried unanimously.

#### **Old Business:**

Ms. Battaglia noted that the Planning Commission is required to recommend the previously seen Critical Area Ordinance to the Mayor and Commissioners for a public hearing and board approval. Mr. Baxendell motioned to recommend the Critical Area Ordinance update and Map update to the Mayor and Commissioners. It was seconded by Mr. Woodward and carried unanimously.

Mr. Phillips presented a concept design for Front Street at the old Rendezvous to the Planning Commission just to give them a "heads up" on his idea. He said he expects to move forward with this concept in the future.

#### **Adjournment:**

With no further comments from the community and without objection the Planning Commission meeting adjourned at 7:17 p.m.

Respectfully Submitted,

Amanda M. Paoletti  
Planning Coordinator