



**SPECIAL PLANNING COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 29, 2020
*Face Masks Required***

Planning Commissioners In Attendance:

Mr. Barry Jones, Chairperson
Ms. Colleen Ostafy, Commissioner
Mr. Carl Schultz, Commissioner
Ms. Barbara Cooper, Commissioner

Excused:

Mr. Reginald Valentine, Commissioner

Also in Attendance:

Ms. Sam Callender, Land Use Administrator
Mr. Thomas Wilkes, P.E., Town
Mr. Brian Turner, Engineer Intern., Mountain Consulting

MEETING OPENING:

The meeting was called to order at 5:15 p.m., by Chairperson Jones, and a Salute to the Flag and a Moment of Silence immediately followed.

After the moment of silence, he confirmed that the meeting had been properly posted and conducted a roll call, after which it was acknowledged that a quorum was in attendance, and the meeting proceeded.

AGENDA REVIEW:

A call for a review of the agenda was made and Chairperson Jones requested a motion that it be accepted as presented or as amended, if required.

Commissioner Schultz made the motion to accept the minutes as presented and Commissioner Cooper made a second to the motion. It was passed by a unanimous vote of the Commissioners in attendance.

SPECIAL MEETING:

It was acknowledged by the Chair that the reason for the Special Meeting was to review the Final Plan application for the erection of a building at Alexis Properties on N. Dupont Highway.

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NOTE: *As a voting member of the Town Council, Land Use Administrator Callender recused herself from the New Business discussion and returned to the meeting after the Commissioners voted on their recommendation of the Final Plan. The description of the actions taken there were submitted to her by Commissioner Carl Schultz and Town Engineer Wilkes.*

Chairperson Jones then provided the opportunity for Mr. Mr. Brian Turner, Engineer Intern., of Mountain Engineering to present the revised Final Plan.

Prior to Mr. Turner making his presentation, Town Engineer Wilkes brought a procedural process to the attention of the Commissioners. He explained that as a result of having tabled the recommendation review at the October 8, 2020 meeting, that it was procedurally necessary to lift the motion from the table to continue discussing the plan.

Such a motion was then made by Commissioner Schultz and with a second from Commissioner Copper the motion passed with a unanimous roll call vote and the review continued.

Mr. Turner then reminded the Commissioners that the Final Plan, (Application #2020-09-28-087), envisions the erection of a 6,000 square foot building at Alexis Properties, 5083 N. Dupont Highway, zoned C-2, (Highway Commercial), Map ID: 4-03-04600-01-0800-001, consisting of 2,105 acres. The lot improvement will include grading, parking, and stormwater management facilities.

After discussion a motion was made by Commissioner Schultz to recommend the plan for approval by the Town Council. A second to the motion was made by Commissioner Ostafy. Following the motion, there was an unanimous roll call vote and the motion passed. The Land Use Administrator will create a Planning Commission memo to advise the Town Council of the recommendation to approve the Final Plan. *(Subsequent to the meeting PC Memo 2020-005 was submitted to the Council.)*

COMMISSIONER'S COMMENTS:

There was discussion afterwards concerning the possibility of obtaining a volunteer to take minutes at Commission meetings. It was agreed to post notices on the Town's social media sites; at Nobles Pond; in the Post Office at on Neighbors to attempt to obtain a volunteer. s roll call vote.

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Schultz at 6:20 p.m. A second to the motion was made by Commissioner Ostafy and a unanimous roll call vote passed the motion.

Minutes Submitted by: Land Use Administrator Sam Callender – November 6, 2020