

Town of Northfield
Minutes of Planning Commission Meeting, June 15, 2015

Chair Jeffreys called the meeting to order at 7:05 pm

Roll Call: Planning Commissioners present: Jeffreys, Supplee, Dollenmaier, Donahue.
Others Present: Steve Fitzhugh; Interim Zoning Administrator Jeff Schulz.
Members of Public: Ashley Hudson, Courtney Tabor, Ray Hudson, Jerry Tabor, Dave Rizzer

Approval of Minutes of May 18 and June 1:

Steve Jeffreys asked for a motion for approval of the May 18, and June 1 meeting minutes. Motion by Dollenmaier, second by Supplee to approve the minutes of May 18. Motion passed **4-0**.

Motion by Donahue, second by Supplee to approve the minutes of June 1. Motion passed 4-0.

Site Plan Application – 135 South Main St – Four Seasons Community Care Home

Chair Jeffreys stated that this item is a site plan application to expand the kitchen at the Four Seasons Care Home. The proposal also includes an 18' by 10' addition to the north side of the build, which will encroach into the required setback. Mr. Jeffrey's noted that this process requires a public hearing, public comment and then Planning Commission deliberation. Next Mr. Jeffrey's asked if there was any public comment on the application. Ashley Hudson stated that she and her business partner Courtney Tabor are purchasing the property, and because the kitchen is too small, they plan want to expand and remodel the kitchen and the walk in cooler. Ms. Hudson presented two potential plan options for the Commission's consideration. However, she prefers Option #2 which will put the addition 18" from the common property line with the Post Office. She added that they contacted the Post Office but did not get any official comments.

Commissioner Supplee asked about whether there would a roof over the new addition. Mr. Ritzter stated the unit will be prefab and no roof is required. Next, the Commission discussed whether the Commission or ZBA had the authority to grant the variance request. The Commission concluded that only the ZBA has the authority to grant the variance. Mr. Supplee noted that the ZBA will be reviewing a conditional use application for this project on June 25.

After further discussion of the site and the plan options, Ms Hudson stated that she wishes to take option one off the table and go with option two.

Next, Mr Jefferys closed the public hearing at 7:30.

Deliberations

Ms Dollenmaier asked whether the current structure complies with the regulations. Steve Jeffreys confirmed that the existing structure complies with the regulation. Next, Mr.

Jeffreys asked if there are any conditions that the Commission wishes to impose on the application. The Commission agreed to add a condition that the applicant obtain ZBA approval.

Motion by Art Supplee to approve the site plan (Plan Option 2) to expand the existing building on the north side no closer than 3.5 feet from the property with the condition that the applicant obtain conditional use approval and a variance from the ZBA. Motion seconded by Mary Dollenmaier. Motion passed 4-0.

Other Items

Next, the Commission discussed the work on the Zoning Regulations and the need to keep the update process moving along. The Commission discussed possible future meeting times.

Next, the Commission agreed that the Town should move forth with creating a Development Review Board (DRB). Jeff Schulz stated that he would be prepared to discuss the process to establish a DRB at the next Commission meeting.

Adjournment

The meeting adjourned at 8:05.

Respectfully Submitted,

Jeff Schulz, Acting Clerk