

**TOWN OF ELSMERE  
PLANNING COMMISSION  
MEETING MINUTES  
March 10, 2020  
6:30 P.M.**

**CALL TO ORDER:** The Planning Commission Meeting was called to order at 6:30 PM.

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF SILENT PRAYER FOR THOSE WISHING TO DO SO:**

**ROLL CALL:**

CHAIRMAN	CHARLES LINDELL	PRESENT
COMMISSIONER	ROBERT ANDERSON	PRESENT
COMMISSIONER	LEON BACKER	ABSENT
COMMISSIONER	JOSE MATTHEWS	ABSENT
COMMISSIONER	KRISTA NUSCHKE	PRESENT
COMMISSIONER	MARY STEPPI	PRESENT
COMMISSIONER	VACANT	

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

Approval of the minutes from the February 18, 2020 Planning Commission Meeting

**ACTION:** Commissioner Nuschke made a motion to approve the minutes from the February 18, 2020 Planning Commission meeting. The motion was seconded by Commissioner Anderson.

**VOTE:** 4 in favor, 2 absent, and 1 vacancy Motion carried

Lindell – Yes, Anderson – yes, Backer – Absent, Matthews – Absent, Nuschke – Yes, Steppi – Yes

**NEW BUSINESS:**

Review Petition 20-03, Tax Parcel Number 1900-200-310

Code Officer Scott Allen read the summary analysis.

Chairman Lindell requested the applicant to come up to the podium.

Applicant Ms. Andrea Pipes stated that he would like to request to extend her asphalt driveway by 374 square feet of impervious material. Ms. Pipes stated that when her dad visits who is disabled has a hard time trying to find parking even in the overflow spots.

Chairman Lindell asked did your Homeowners Association approve the expansion with no deed restrictions.

Ms. Pipes response that yes in a meeting and the end of last year it was stated that tenants whom have corner lots can have their driveways enlarged with the approval from the Town of Elsmere.

Chairman Lindell explained the difference between impervious versus pervious material and that if she had tried to get a price for that.

Ms. Pipes said that the Code Office suggested it, but Richard's paving suggested she may not need that.

Chairman Lindell suggested to make the additional driveway smaller in square footage. To design it with a half a driveway,

Several discussions were had about the additional driveway would take away one street parking on an area that already has parking issues.

Town Manager Giles stated that an 11 feet addition to the driveway takes away 16 feet of street parking due to a car cannot be parked with in 5 feet of the driveway.

Commissioner Steppi believes there is an NPDES issue and that we are not eliminating any impervious material. That design is not the issue.

**ACTION:** Commissioner Anderson made a motion to approve Petition 20-03, that it meets the harmonious development intent of Section 225-9 and that it is within the intent of the NPDES permit. The motion was seconded by Commissioner Nuschke.

**VOTE:** 3 in favor, 2 absent, 1 Opposed and 1 vacancy Motion carried

Lindell – Yes, Anderson – Yes, Backer – Absent, Matthews – Absent, Nuschke – Yes  
Steppi - No

## **OLD BUSINESS:**

Review of the Comprehensive Plan

Mr. O'Neill presented a brief review of last month's meeting.

Mr. O'Neill presented the first draft plan for the Town of Elsmere 2020 Comprehensive plan. He stated that he left the Utilities Chapter in as a placeholder even though it is not complete.

Town Manager Giles and Mr. O'Neill both apologized in the delay in sending out the first draft. They both agreed it was miscommunication on both parties.

Commissioner Steppi commented that she has not had a chance to thoroughly review the draft since it was sent to her work email address.

Mr. O'Neill asked if email updates were ok to be sent to him.

Town Manager Giles said yes and they all as a whole commission need to agree to the updates and as a whole Planning commission to vote to submit to Town Council.

After several conversations for the date of submission to Mr. O'Neill for corrections it is March 27, 2020 via email. A mail listing is to be created by Dee with all emails including Town Council. Everyone will reply to all with corrections, submissions and suggestions.

Mr. O'Neill is going to do the updates or suggestions that are submitted and will submit them to the County (plus process) so they have time to review and come back with some of their suggestions.

Commissioner Lindell asked the objective at the next meeting in April is that we will submit the changes or suggestions will be updated and ready to review for final draft and small corrections will and can be made for Council meeting in April.

Mr. O'Neill stated yes that is correct.

Mr. O'Neill state that once Plus comes back with their suggestions and or comments the changes are made with Council and then forwarded for Approval.

Mr. O'Neill gave a quick and brief list of topics to discuss and asked the commissioners if they any feedback concerning his list.

Town Manager Giles reminded the commissioners to review the first draft and submit their suggestions, corrections and submissions by March 27, 2020.

**ITEMS SUBMITTED BY CHAIRMAN AND BOARD MEMBERS:**

None

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

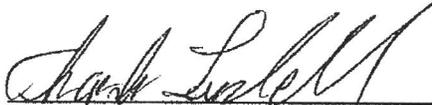
**ACTION:** Commissioner Anderson made motion to adjourn the meeting. The motion was seconded by Commission Nuschke

**VOTE:** 4 in favor, 2 absent, 1 vacancy Motion carried

Lindell – Yes, Anderson – Yes, Backer – Absent, Matthews – Absent, Nuschke – Yes, Steppi – Yes

At this time, the meeting was adjourned.

These minutes summarize the agenda items and other issues discussed at the March 10, 2020, Planning Commission meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tape(s) may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.



**CHARLES LINDELL, CHAIRMAN**

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**LEON BACKER, SECRETARY**

In Leon's Absence (Robert Anderson)