

**TOWN OF ELSMERE  
PLANNING COMMISSION  
MEETING MINUTES  
September 05, 2017  
6:30 P.M.**

**CALL TO ORDER:**

**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	PRESENT
COMMISSIONER	SALLY JENSEN	PRESENT
COMMISSIONER	CHARLES MCKEWEN	PRESENT
COMMISSIONER	DEBORAH NORKAVAGE	PRESENT

Town Manager John Giles stated that there is a vacancy due to the fact that a commissioner has resigned.

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

Approval of the Minutes from the August 01, 2017 Planning Commission meeting

**ACTION:** Commissioner Jensen made a motion to approve the minutes from the August 01, 2017 Planning Commission meeting. The motion was seconded by Commissioner McKewen.

**VOTE:** 5 in favor and 1 abstain Motion carried

Lindell – Yes, Anderson – Yes, Backer – Yes, Jensen – Yes, McKewen – Yes, Norkavage - Abstain

## **NEW BUSINESS:**

### Review Petition 17-13, Tax Parcel Number 1900-200-049

Town Manager Giles explained that he has discussed with the applicant, Dory Kennedy, the need to submit a copy of the deed restrictions for the property to ensure that there are no restrictions that would pose an issue for this application. A discussion followed about whether the Planning Commission could hear the application without this document since they are making a recommendation rather than a final decision. Mrs. Kennedy was advised by Town Manager Giles that the deed restriction document should be submitted prior to the Board of Adjustment meeting.

Code Enforcement Officer Melissa Faedtke gave an overview of the petition, including the following sections of the site analysis: The Request, The Statement of Fact, The Issues and The Grant of the Petition sections of the site analysis.

Mrs. Kennedy described the front porch that she is requesting approval to have constructed and stated that the covered front porch will be constructed of brick, run the length of the front of the house and extend into the front yard about ten feet.

Chairman Lindell asked the applicant what is her hardship. Mrs. Kennedy stated that the front porch will allow her to enjoy being outside for about nine months of the year, that the inside of her home is small.

Chairman Lindell asked whether the property being located in the flood plain will pose a problem for flooding issues. Town Manager Giles stated that the contractor will have to submit a plan about how he has met the flood plain regulations of the town. This would be reviewed prior to issuing a permit.

Commissioner Backer asked whether the porch being closed on the bottom will be a problem for the flood plain. Town Manager Giles stated that there are methods to mitigate flood plain issues such as installing flappers.

Code Officer Faedtke stated that the code office has received calls from four of the neighbors in support of the petition.

Chairman Lindell stated it does not appear that it will impact the neighbors. Town Manager Giles stated that the permitting process will ensure that the project meets the applicable building code.

**ACTION:** Commissioner McKewen made a motion to recommend approval of Petition 17-13 to the Board of Adjustment. The motion was seconded by Commissioner Norkavage.

**VOTE:** 6 in favor

Motion carried

Discussion concerning preparation for update of the Comprehensive Plan

Chairman Lindell spoke briefly about preparation for redoing the Comprehensive Plan, which is due by 2020 and asked the commissioners to review the last update. Town Manager Giles stated that he will forward a copy of the 2017 update to the commissioners.

**OLD BUSINESS:**

None

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

None

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**ACTION:** Commissioner Backer made a motion to adjourn the meeting. The motion was seconded by Commissioner Norkavage.

**VOTE:** 6 in favor

Motion carried

At this time, the meeting was adjourned.

These minutes summarize the agenda items and other issues discussed at the September 05, 2017 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.

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**CHARLES LINDELL, CHAIRMAN**

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**LEON BACKER, SECRETARY**