

**TOWN OF ELSMERE
PLANNING COMMISSION
MEETING MINUTES**

Revised

March 06, 2018

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	ABSENT
COMMISSIONER	ROBERT ANDERSON	PRESENT
COMMISSIONER	LEON BACKER	PRESENT
COMMISSIONER	SALLY JENSEN	PRESENT
COMMISSIONER	CHARLES MCKEWEN	PRESENT
COMMISSIONER	DEBORAH NORKAVAGE	PRESENT
COMMISSIONER	KRISTA WRISTON	PRESENT

Commissioner Backer welcomed Commissioner Wriston as a new member of the Planning Commission.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Approval of the minutes from the January 02, 2018 Planning Commission meeting

ACTION: Commissioner Backer made a motion to approve the minutes from the January 02, 2018 Planning Commission meeting. The motion was seconded by Commissioner Norkavage.

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

Lindell – Absent, Anderson – Yes, Backer – Yes, Jensen – Abstain, McKewen – Yes, Norkavage – Yes, Wriston – Abstain

Commissioner Jensen and Commissioner Wriston abstained due to the fact that they were not present at the January meeting.

NEW BUSINESS:

Review Petition 18-03, Tax Parcel Number 1900-100-314

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.

Town Manager John Giles stated that due to NPDES (National Pollutant Discharge Elimination System) permit requirements, the town is required to reduce impervious surface around the town by 3%. Each project must be reviewed to make sure that it does not add to the total impervious coverage. He further stated that it is important because during a FEMA audit, the town will have to produce records. There is an ordinance before Council that will make this process the norm. For these reviews, the town is waiving the normal \$250 fee.

Town Manager Giles continued to explain that some of these projects will require that it is sent to New Castle Conservation District for comment before it is heard by the Commission and that there are a number of restrictions coming from the federal government. He further stated that if it wasn't for the restrictions due to the NPDES permit, the application would not need to be reviewed by the Planning Commission.

Kat Geralis, managing member of KTMB Properties, the owner of the subject property, discussed the request in the application. Ms. Geralis stated that when they purchased and subdivided the properties at 1200 and 1202 Spruce Avenue, the properties had a shared driveway. If each property has its own driveway, the shared driveway easement can be extinguished. They have a buyer pending approval of construction of a driveway at 1202 Spruce Avenue. Ms. Geralis further stated that they are requesting a size large enough for two cars side by side and have received a quote from Paoli Services, which includes the use of a permeable material.

Commissioner Backer questioned whether the Town Code allows a two car driveway. Town Manager Giles stated that they have the space on the property and he is unaware that the Code has any requirement related to the allowable width of the driveway.

Ms. Geralis stated that the proposal that she has received from her contractor is proposing to use either gravel or bituminous asphalt. Town Manager Giles stated that either material may be pervious, which will be reviewed by the building official.

Commissioner Anderson inquired about the curb cut and whether it must be constructed of concrete. Town Manager Giles agreed that the curb cut must be concrete.

Commissioner Backer asked whether a sidewalk will be required. Town Manager Giles stated that any existing sidewalk will have to be maintained.

