

PLANNING COMMISSION REPORT for November 24, 2020

**Present: Kathy Kalinowski, Mac Arnold, Jennifer Heilmann, Susan Yantis,
Patrick Pline Absent: Terry Winkowski and Michelle Stein**

1. The Planning Commission reviewed a site plan revision to 7184 Clifton Road by owner D. Guglielmi. The Preliminary Use Permit dated July 7, 2015 included an approve Plan of Development for the construction occurring at the location, which construction was in excess of 2500 square feet and thus subject to Chapter 11 of the Town Code and its requirements. The owner made changes to the Plan of Development without Town approval. Those changes included changes to the size and location of the driveway and parking area, the well location and the size and scope and location of the retaining walls. Those changes have been reviewed by the Town Engineer, Scott Peterson, whose review letter states that these revisions must be shown on the approved Plan of Development as changes so that so that the Town has an accurate Plan of Development for its records (which records of land disturbing activity in excess of 2500 square feet are reviewed annually by DEQ for compliance with State regulations), as well as ensuring there are no other impacts on the approved limits of disturbance. In addition, the applicant was reminded that he needs to obtain a Final Use Permit for the construction, and needs to satisfy the remaining criteria of the Preliminary Use Permit including compliance with the ARB approvals and a certificate from the County for the location of the well on the property, as well as copies of all County permits issued for the property.

These issues were explained and detailed in a series of emails to the owner from November 3, 2020 through November 30, 2020, as well as during the Planning Commission meeting which was attended by the owner. Mr. Guglielmi assured the Planning Commission that he understood the requirements clearly. As to whether and when actual compliance will occur is unknown.

2. The Planning Commission also reviewed an updated parking tabulation list provided by the owner of 12644 Chapel Road, which includes a list of the present tenants, their allocated suites and the net square footage of their space.