



# Minutes - Planning & Zoning Commission February 10, 2025

## MEMBERS AND TOWN OFFICIALS PRESENT

Present were Chairperson Janet Rochester, Planning and Zoning Commissioners: Marion Chance, Alicia Dodd, Robert Jensen and Edward Raffetto. Others in attendance were: Tim Brenza, Town Planner and Nancy Lindyberg Town Administrator/Clerk

### 1. Call to Order

Chairperson Janet Rochester called the meeting to order at 6:00 p.m.

### 2. Approval of Minutes

The Commission approved the minutes of the March 11, 2024 meeting

### 3. Revision to Previously Approved Site Plan for 730 Main Street

### 4. Future Business: Critical Area Program Update QA Co. DPW Water and Sewer Plan Update

### 5. Comments

### 6. Adjournment

**Item 3.** Revisions to the plans for the pole barn at 730 Main Street have been made and submitted to the Planning Commission. Town Planner, Tim Brenza read his staff report to the Commission regarding the revisions.

**Staff Comments:** **Staff Comments:** In accordance with the City Code, “any Site Plan may be revised in the same manner as originally approved, except revisions that are deemed “minor” by the Zoning Administrator (Article 6; Section 75-131). Staff reviewed the proposed setback reduction and did not consider the revision to be approvable as a “minor” revision; therefore, Staff believes the required the revision should be reviewed and re-approved by the Planning Commission.

**Recommendation:** Staff reviewed the proposed request and support documents with the town engineer and the client’s engineer and agreed that the reduced setback is appropriate based on the required truck turning movements and the location of the existing overhead utility power lines on the rear of the property. Conditional approval is recommended subject to the following:

1. The size of the proposed accessory structure is to be no greater than 40’ x 78’ and the setback to the Main Street right of way is to be no less than 27’.

2. The access doors on the side of the accessory structure (shown as the “front” elevation) will not face the Main Street right of way but will face the gravel storage yard towards the “rear” of the property.
3. The existing Pine trees abutting the Main Street right of way will be preserved (although one smaller tree will have to be removed) and staff will work with the applicant to provide appropriate understory planting and Landscape Plan approval.
4. All other conditions of the originally approved Category 1 Site Plan still apply.
5. **Comments:** None

Commissioner Marion Chance moved to accept the revised plans submitted for the pole barn at 730 Main Street. Commissioner Raffetto seconded the motion. The motion passed unanimously 5-0.

**Item 4:** The Critical Area Commission has made some changes and Town Planner Tim Brenza will send the Town a draft of the new Critical Area Ordinance.

The update regarding the WWTP is the installation of aerators. Requests for grants have been submitted and hopefully the Town will be able to obtain some money to assist in the cost of the upgrade.

6. **Adjournment:** Commissioner Jensen moved to adjourn the meeting. Commissioner Chance seconded the motion. The motion passed unanimously. The meeting adjourned at 6:26pm.