

**Planning and Zoning Commission Meeting
December 9, 2013 @ 7:00pm**

In attendance were Chairman Bob Linett, Commissioners Jim Koozer, Christine West, Steve Maneri, and Susan Brewer, and Town Code & Building Administrator Eric Evans. Town Clerk Matt Amerling was absent.

1. **CALL TO ORDER:** Chairman Bob Linett called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ADOPTION OF MEETING MINUTES – November 18, 2013:** Commissioner Susan Brewer motioned to accept the adoption of the minutes from the November 18, 2013, Planning & Zoning (P&Z) Meeting. Commissioner Steve Maneri seconded the motion. Motion was carried 5-0.
4. **OLD BUSINESS:**
 - A. To consider for recommendation to the Town Council, a site plan submitted by Dickens Parlour Theatre, LLC, located at 35715 Atlantic Avenue, Millville, tax map parcel #134-12.00-282.00, to build an addition to the existing facility; approximately 1600 sq. ft. Synopsis: The P&Z Commission previously discussed and reviewed a site plan to build an addition to the existing facility to increase storage as well as add a dressing room.

Town Code & Building Administrator Eric Evans stated the comments the P&Z Commission had were to correct the site plan to make it actual, which has been done; and to provide a spreadsheet in regards to the design standards for Route 26 and Route 17, both of which have been submitted to the Commission for its review. Mr. Richard Haden, of McCarthy Homes, stated the problems with the site plan have been corrected and everything is properly scaled out.

Chairman Linett stated with regards to the design standards about the prominent entrance on the third page where it states “principal entry with visual problems to the building shall be marked by at least one element from each group,” there were only items checked off in group B, but none in groups A or C. Mr. Linett stated after talking with Mr. Evans, Mr. Linett thinks something from groups A and C need to be added and it’s fairly simple. Mr. Haden stated he could add pots and planters. Mr. Linett stated that is fine and wanted to know about what’s coming from group A. Mr. Haden stated he thinks if he came out with a gable end, that would be an overhang. Mr. Evans stated that would be high but it is up to the Commission. Mr. Linett stated he does not think it is up to the Commission but he thinks the Commission should make a recommendation to Town Council, so what he would recommend is Mr. Haden work with Mr.

Bloch, and pick an item from A and C. Mr. Haden stated what he was thinking was because of the building in front of this building, no one would really see any of the items, so he was juggling with the question of whether it was necessary to install these items or not. Mr. Linett stated he gets it, but the situation is the standards are a requirement, and the Commission does not know for certain in the future whether that front building will always be there or not. Mr. Haden stated a canopy might be better. Mr. Linett agreed.

Commissioner Jim Koozer stated the only thing he noticed is there were two additional parking spaces added. Mr. Linett stated he thinks it was only one. Mr. Koozer stated there is only one handicapped parking space as opposed to two, which is what was there before, so there might need to be some reconciliation there. Mr. Linett asked Mr. Evans if two handicapped spaces were needed. Mr. Evans stated he would have to look up the handicap requirements. Mr. Evans stated if there is only one handicapped space needed, then all is well with the plan, but if two spaces are needed, then the Commission wants those spaces identified on the site plan before the plan goes to Town Council. Mr. Koozer stated yes.

Mr. Linett motioned to recommend for approval by Town Council the site plan be approved subject to the fact that the prominent entrance requirement that appears on the design standards on page 15 be fulfilled and that the appropriate number of handicapped spaces be identified on the site plan. Commissioner Steve Maneri seconded the motion. All present voted in favor. Motion passed 5-0.

5. PROPERTY OWNER/AUDIENCE COMMENTS:

There were no comments.

6. ADJOURNMENT:

Chairman Linett stated the next P&Z Meeting would be January 20, 2014. Ms. Brewer motioned to adjourn the meeting at 7:41 p.m. Ms. West seconded the motion. All present voted in favor. Motion passed 5-0.

Respectfully submitted and transcribed
by Matt Amerling, Town Clerk