

PLANNING COMMISSION REPORT January 31, 2017

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

1. The Planning Commission and Town Clerk prepared a list of those properties having preliminary use permits, conditional use permits and expiring use permits. The Planning Commission reviewed the list, and decided the following:

Letters would be sent from the Planning Commission to the holders of the Preliminary Use Permits (which are presently all issued for various construction projects); requesting a status update as to the construction and a reminder that the applicant must return to the Planning Commission and Town Council to obtain a final use permit once the construction is completed.

Letters would also be sent from the Planning Commission to any holders of use permits which according to the Town Code, Section 9-10 (i) expires two years after issuance if construction has not begun, requesting a status and an indication that work had begun according to the use permit. For example, the Town Hall use permit appears to be a use permit issued almost two years ago for which construction appears not to have begun.

The Planning Commission also recommends that either the Town Council or the Planning Commission request a letter from the holder of the use permit for those use permits issued with conditions such as the Clifton Cleaners, that the conditions such as dumpster fencing, etc. have been complied with and the date thereof.

The purpose of this follow up to make sure that all use permits are complete and comply with the Code as well as any imposed conditions that have time limits.

2. In addition the Planning Commission reviewed, discussed and revised several proposed zoning ordinance changes relating to short term rentals, lighting issues, fees for review of final use permits and the engagement of Gordon and Associates as the Town Engineer to ascertain whether the final use permits relating to construction comply with the terms of the preliminary use permits issued. The Planning Commission hopes to provide the Town Council with drafts of the foregoing prior to the next Town Council meeting.