

PLANNING COMMISSION MEETING MINUTES  
TUESDAY, APRIL 11, 2023  
7:00 P.M.

**THE MEETING WAS HELD IN-PERSON, VIA ZOOM, AND STREAMED ON  
FACEBOOK LIVE**

A. GENERAL FUNCTIONS

1. Call to Order: 7:00 p.m.
2. In Attendance:

Maria Diaz-Joves	- Present
Robert Lepley	- Present
Kim LaBrake	- Absent with prior notification
Larry O'Donnell	- Present
Joseph Pampanin	- Present
Liz Thompson	- Present
Don Werkheiser	- Present

Also in Attendance: Kris Russo, Bryan Smith and Mike Corriere. Cathy Hartranft, Tom Rieger were in attendance via Zoom.

3. Minutes of Previous Meeting

A. March 14, 2023

Motion to approve the March 14, 2023 minutes by Don Werkheiser, seconded by Maria Diaz-Joves. Mr. Lepley abstained. Motion passed 6-0.

B. REVIEW & DELIBERATION

1. Subdivision/Land Development: 85 Division Street. Tax parcel number
2. Q7SW2D3 1 1Submitted by Inland Empire Services Corporation. Property is located in the Mixed Zoning District.

John Tresslar representing the applicant proposes to sub-divide an existing .47 acre parcel into two lots. Lot 1 will retain the existing dwelling and two accessory structures. The proposed subdivided property is located in the Mixed District.

The parking lot on lot 2 is not a permitted use within the Mixed District. However, a variance for its use was approved by the ZHB in 2018. Lot 1 has existing non-conforming front and side yard setbacks. Lot 2 meets the requirements for lot size and coverage.

Mr. Tresslar indicated all items in Mr. Smith's review letter dated April 6, 2023 will comply. Mr. Tresslar would like to withdraw the waiver request for SALDO 390-21.F Front on Public Street as it is not needed.

The applicant is requesting a waiver of SALDO 390-29.B(5)(b) to only install sidewalk and curbing along Division not along Harwi or Warren Streets.

Liz Thompson motioned to grant a deferral of sidewalk and curb along Harwi and Warren Streets. Seconded by Mr. Lepley. Motion carried 6-0.

Maria noted parking lots are not permitted as stand-alone parcels in the Mixed District. The applicant indicated lot 2 will be deeded to the medical building at 708 Main Street.

Motion by Maria Diaz-Joves to recommend conditional approval conditioned upon Bryan Smith's April 6, 2023 review letter and agreement to install sidewalk and curb along Division Street. Seconded by Larry O'Donnell. Motion carried 6-0.

#### C. OLD BUSINESS

1. None.

#### D. NEW BUSINESS

1. Sketch Plan Review: 1721 William Street. Tax Parcel Q7NW2D390715 located in the Highway Commercial. Submitted by Dano Guerrieri.

Carl Schersburg, representing the applicant introduced the plan. The applicant proposes to do a lot line adjustment combing 1721 William Street and a neighboring vacant lot for a total of 1.36 acres for the purpose of a commercial addition for office space and accessory storage of equipment.

Bryan Smith noted the driveway apron width was larger than permitted therefore the applicant would need a zoning variance.

Bryan Smith also noted the applicant will have to calculate the use, square footage and number of employees for the parking calculation.

Joe Pampanin questioned whether combining the two lots would meet the minimum lot size requirement of 20,000 sf. in the Highway Commercial. Staff will further review the expansion of non-conforming lot sizes.

Bryan Smith recommends this applicant, Champion property developer and Clauser Street developer work together on Williams Street road improvements.

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E. ADJOURNMENT

Motion made by Don Werkheiser, seconded by Maria Diaz-Joves, to adjourn the meeting at 8:07 p.m. Motion carried 6-0.

Respectfully submitted by,

Kris Russo