

Planning and Zoning Minutes
November 12, 2013

Committee Members Present: Bill Spruill, Patricia Van Wieren, Phyllis Brooks Collins, Dave Van Kavelaar

Guests in Attendance: Doug Annand

The meeting was called to order at 1930. The October 8, 2013 minutes were sent by email to P&Z board members on October 8 shortly after the meeting adjournment. Also, the minutes (in hard copy form) of the October 8, 2013 meeting were presented to attending members. A motion to accept the October 8 minutes was made and unanimously approved.

Old Business: Ordinance #25-13, sponsored by Mayor Rife, was approved and adopted at the November 4 town council meeting. Planning and zoning concerns were considered and addressed by the town council so, when the minor subdivision criteria are met, P&Z shall review the proposed subdivision plot for compliance and issue an approval or disapproval of the lot. If P&Z disapproves the lot, the Town will provide documentation to the applicant addressing the reason(s) for denial.

New Business: Mr. Edwin Glass of 318 Grant Street has applied to subdivide his lot in order for a family member to build a home adjacent to his. The "Minor Subdivision & Boundary Survey Plan", prepared by Douglas Annand, shows a trapezoidal area of 1,700 square feet on which a new structure can be built that will meet town set back limits and not infringe into Del DOT's right of way. The P&Z board recommends the Town Council approve the request to subdivide the Glass property. We anticipate, upon approval, a future variance to encroach across set back or right-of-way limits.

Having no further business to conduct, a motion to adjourn was made, was passed, and Phyllis adjourned the proceedings at 2010.

Respectfully submitted,



David Van Kavelaar
Planning and Zoning Board