



PUBLIC HEARING MINUTES
September 20, 2012

- I. Bruce A. Wahl, Mayor, called the public hearing to order at 7:50 p.m. In attendance were: Dr. Valerie L. Beaudin, Robert E. Carpenter, Stewart B. Cumbo, Ingrid K. Lamb and Patrick J. Mahoney, Council Members, Dr. James L. Parent, Town Administrator, Elissa Levan, Town Attorney, Sharon L. Humm, Town Clerk, Leslie Porter, Town Treasurer, Jay Berry, Superintendent of Public Works, William Watson, Code Enforcement Officer, Paul Woodburn, Town Engineer, Marilyn Van Wagner, Water Park General Manager, Jon Castro, WWTP Superintendent, Chris Jakubiak, Zoning Administrator, Wilson Cochran, Project Manager and First Sergeant Bowen. Absent was Julie L. Spano, Council Member.

Ordinance O-12-9, an Ordinance of the Town Council of Chesapeake Beach, Maryland, vacating, abandoning, and closing a certain right-of-way dedicated as a public walk on a plat of subdivision known as L.E. Walker's Subdivision and authorizing the Mayor to execute Quit Claim Deeds reflecting said abandonment in favor of the abutting property owners.

The Mayor opened the hearing stating a request had been made to close a certain right-of-way dedicated as a public walk in the L.E. Walker's Subdivision. The Mayor stated the Town has never had any interest in the walkway and to his knowledge has never been used as a walkway and had no problem with the Town issuing a quit claim deed to the adjacent property owners.

Larry Brown, one of the adjacent property owners, was present to express his uncertainty of ownership and liability on the six foot strip of land. Mr. Brown stated he is planning to make improvements to his home and having to deal with the ambiguity of the property ownership and liability is somewhat frustrating.

Councilman Mahoney commented he had visited the site prior to tonight's hearing and saw no issue in granting a quit claim deed to the adjacent property owners, however, Councilwoman Beaudin had concerns in deeding away town owned property.

Public Comment was received by:

1. Teresa York of 7150 Old Bayside Road

There being no further comments the hearing was adjourned at 8:10 p.m. on a motion by Mr. Mahoney. Seconded by Mr. Cumbo, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk



**MINUTES OF THE
TOWN COUNCIL MEETING
September 20, 2012**

I. Bruce A. Wahl, Mayor, called the meeting to order at 8:10 p.m. In attendance were: Dr. Valerie L. Beaudin, Robert E. Carpenter, Stewart B. Cumbo, Ingrid K. Lamb and Patrick J. Mahoney, Council Members, Dr. James Parent, Town Administrator, Elissa Levan, Town Attorney, Sharon L. Humm, Town Clerk, Leslie Porter, Town Treasurer, Jay Berry, Superintendent of Public Works, Paul Woodburn, Town Engineer, William Watson, Code Enforcement Officer, Chris Jakubiak, Zoning Administrator, Marilyn Van Wagner, Water Park General Manager, Jon Castro, WWTP Superintendent, Wilson Cochran, Project Manager and First Sergeant Bowen. Absent was Julie L. Spano, Council Member.

II. Pledge of Allegiance. Mr. Mahoney led the Pledge of Allegiance.

III. Approve the Agenda.

MOTION: Mr. Mahoney moved to approve the agenda. Seconded by Dr. Beaudin.

MOTION: Dr. Beaudin moved to amend the agenda to add under Unfinished Business, "Utility Rates". Seconded by Mr. Mahoney, all in favor.

The Council voted on the agenda as amended, all in favor.

IV. Public Comment on any item on the agenda. Susan Webster-Page of 3907 27th Street commented on Ordinance O-12-11 in which she stated she was under the impression that this item had died. The Mayor clarified that Ordinance O-12-11 was not the same Ordinance that had died previously.

Approval of the minutes of the August 16, 2012 Town Council Meeting.

MOTION: Mr. Mahoney moved to approve the minutes of the August 16, 2012 Town Council Meeting. Seconded by Ms. Lamb, all in favor.

Approval of the minutes of the August 20, 2012 Election Code Work Session.

MOTION: Mr. Mahoney moved to approve the minutes of the August 20, 2012 Election Code Work Session. Seconded by Dr. Beaudin, all in favor.

Approval of the minutes of the August 27, 2012 Utility Rates Work Session.

MOTION: Mr. Mahoney moved to approve the minutes of the August 27, 2012 Utility Rates Work Session. Seconded by Ms. Lamb, all in favor.

V. Petitions and Communications:

- A. Presentation by Pat Hofmann, Director of Calvert Library** – Mrs. Hofmann and Joanie Kilmon were present to speak on “One Maryland, One Book”. The book is titled “The Cellist of Sarajevo” by Steven Galloway. Mrs. Hofmann presented a copy to the Mayor and talked about the special events related to the book, including the author’s presentation in October.
- B. Deputy’s Report** – First Sergeant Bowen submitted the attached written report and addressed the Council’s questions.
- C. Public Works Report** – Mr. Berry submitted the attached written report and addressed Council’s questions. The Mayor thanked Mr. Berry and his crew for a great job in their participation in the oyster planting on the 8th and the new oyster delivery on the 15th of this month.
- D. Code Enforcement Officer’s Report-** Mr. Watson submitted the attached written report.
- E. Town Engineer’s Report** – Mr. Woodburn submitted the attached written report. Mr. Woodburn gave an update on the Railway Trail extension, the Fishing Creek Dredge, various grant opportunities and the 17th Street Boardwalk. Mr. Mahoney applauded the Mayor, Council and staff on seeing through the completion of the Bayfront Park Boardwalk.
- F. Water Park Report** – Mrs. VanWagner submitted the attached written report. Mr. Mahoney commented on how much he enjoyed the “Adult Swim” and hopes it comes back next year.
- G. Wastewater Treatment Plant Report** – Mr. Castro submitted the attached written report. Mr. Castro gave a quick update on the ENR upgrade project. Mr. Carpenter once again congratulated the WWTP crew on another month of no spills or violations and inquired about the Sheriff’s Department charging a North Beach resident with dumping trash at the Plant.
- H. North Beach Volunteer Fire Department Report** – Mr. Gordy submitted the attached written report.
- I. Treasurer’s Report** – Mrs. Porter reported that final preparations are being made for the Town’s audit which will begin next week.
- J. Mayor’s Report** –
 - 1. The Mayor reported that the filing deadline for the Town’s 2012 election was Tuesday, September 11th.
 - 2. The Mayor reported that BGE is now in the process of installing the smart grid meters in town. Any questions go to BGE.com

VI. Resolutions & Ordinances

- A. Vote on Ordinance O-12-9, an Ordinance of the Town Council of Chesapeake Beach, Maryland, vacating, abandoning, and closing a certain right-of-way dedicated as a public walk on a plat of subdivision known as L.E. Walker's Subdivision and authorizing the Mayor to execute Quit Claim Deeds reflecting said abandonment in favor of the abutting property owners.**

MOTION: Mr. Mahoney moved to approve Ordinance O-12-9. Seconded by Mr. Carpenter, all in favor.

- B. Introduce Ordinance O-12-11, an Ordinance of the Town Council of Chesapeake Beach, Maryland repealing all prior ordinances or part or parts thereof adopting any comprehensive zoning map for the Town and any ordinances approving any piecemeal rezoning, and adopting a new comprehensive zoning map, designating the boundaries of the respective zones identified and defined in the Chesapeake Beach Zoning Ordinance, for the purpose of determining the applicability of the various provisions of said zoning ordinance, the Chesapeake Beach Subdivision Ordinance, and any other pertinent ordinances, resolutions or regulations of the Town to particular lots and parcels situated therein. A public hearing will be scheduled for 7:30 p.m. prior to the next regularly scheduled meeting.**

VII. Report of Officers, Boards and Committees:

- A. Planning & Zoning Commission** – There was a meeting held September 12, 2012. Commission Chairman LaBar stated the Planning Commission reviewed proposed text amendments to sections of the Zoning Ordinance that address administrative adjustments and the site plan review process.
- B. Board of Appeals** – There was no hearing in September. Mr. Mahoney asked Mr. Jakubiak to elaborate on the 7605 B Street property that has caused some controversy between neighbors.
- C. Water Park Advisory Board** – Mr. Cumbo updated the Council stating a comprehensive report had been received from SplashTacular and the Board would be reviewing to make any necessary changes or additions before possibly scheduling a work session to present a full presentation to the Council. Mr. Woodburn would be presenting to the Mayor a list of maintenance items that will be necessary before the opening of the park next season.
- D. Skateboard Park Committee** – Mr. Carpenter reported that the final design is still available at Town Hall for view and comment before the Committee seeks final approval from the Council.
- E. Election Advisory Committee** – Mr. Carpenter stated a productive work session was held in August. Mr. Carpenter will summarize the findings that were discussed and will present to the Council before having the Town Attorney prepare an Ordinance.

- F. Chesapeake Beach Oyster Cultivation Society Committee** – Mr. Bacon gave the oyster and water monitoring report. Mr. Bacon stated a number of volunteers participated in the oyster planting on September 8th and also in the new oyster delivery on September 14th and 15th. Mr. Bacon thanked Mr. Berry for his self-made oyster lifting rig that saved many hours of work for everyone.

VIII. Unfinished Business:

1. Utility Rates – Dr. Beaudin first thanked the Utility Rates Commission for the work they did which was presented at the utility rates work session. Based on that work session the Council was given the opportunity to comment and or offer an addendum to the Commission’s recommendation. Dr. Beaudin submitted a utility rate proposal to Mayor, Council, Town Attorney, Town Treasurer and the Commission and offered her assistance to anyone whom might have questions concerning the submitted proposal.

IX. New Business:

1. **Consider awarding a replacement service contract to Mastercraft Homes, LLC for a contract amount not to exceed \$99,550.** This contract includes decking replacement services for a 905 linear feet of decking, handrail replacement and repainting of the handrail at the 15th Street entrance. Boardwalk replacement is from the end of the Phase III replacement to the 17th Street entrance of the boardwalk.

MOTION: Mr. Mahoney moved to approve awarding a replacement service contract to Mastercraft Homes, LLC for a contract amount not to exceed \$99,550. Seconded by Dr. Beaudin, all in favor.

2. **Consider appointment of David Coull to the Planning and Zoning Commission to fill the vacancy of Marilyn Van Wagner.**

MOTION: Mr. Cumbo moved to approve the appointment of David Coull to the Planning and Zoning Commission. Seconded by Dr. Beaudin.

MOTION: Mr. Mahoney moved to table this item. Seconded by Ms. Lamb. Ayes, Dr. Beaudin, Ms. Lamb and Mr. Mahoney. Opposed, Mr. Carpenter and Mr. Cumbo. Motion Fails.

The Council voted to approve the appointment of David Coull to the Planning and Zoning Commission. Ayes, Dr. Beaudin, Mr. Carpenter, Mr. Cumbo and Mr. Mahoney. Opposed, Ms. Lamb. Motion passes.

X. Public Comment:

Public comment was received by:

1. Susan Webster-Page of 3907 27th Street
2. Terry Klazer of 7526 C Street

3. Pam Curtin of 7911 Old Bayside Road
4. Connie O'Dell, Special Events Coordinator announced the Town's upcoming events and thanked the special events committee and all those that have volunteered their time to help with these activities.
5. The Mayor mentioned that the League of Women Voters will hold a Town Council Candidate Forum Tuesday, October 23rd beginning at 6:30 p.m to 9:00 p.m.at the Northeast Community Center. The Mayor recognized the Town Council candidates that were present in the audience.
6. The Mayor reported that David & Coral Hoffman would be leaving the Oyster Program, thanked them for being faithful volunteers and ended with a round of applause.

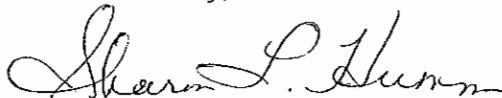
XI. Council Lightning Round:

1. Mr. Cumbo suggested advertising in the newsletter the convenience of a hearing impaired device that is available at the Town meetings.
2. Dr. Beaudin thanked everyone for coming out and looks forward to the upcoming election.
3. Mr. Mahoney recognized Marilyn Van Wagner for her volunteer time on the Planning and Zoning Commission and thanked all those that came out and participated in the evening's meeting.
4. Mr. Carpenter announced the 6th annual Christmas Parade will be held December 1st running from 1st Street to 7th Street in North Beach and made mention that Halloween day just happens to be Mr. Cochran's birthday.
5. Ms. Lamb thanked everyone for coming.

XII. Adjournment:

There being no further business, the meeting adjourned at 9:50 p.m. on a motion by Mr. Mahoney. Seconded by Mr. Cumbo, all in favor.

Submitted by,



Sharon L. Humm
Town Clerk

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: September 5, 2012
To: Sharon Humm
From: First Sergeant Craig Bowen
Re: Sheriff's Office Report-Chesapeake Beach

In August, the Sheriff's Office handled 534 calls for service in Chesapeake Beach. This is down from 693 calls in July.

Call Breakdown for August:

338 calls were self initiated (patrol checks, follow-up investigations, etc)

196 calls were received by other means (citizens, alarm companies, etc)

Of the 534 calls, we handled:

- 7 Assault (all closed)
- 0 Robbery
- 19 CDS Violations (5 by patrol and 14 stemming from execution of several search warrants by narcotics division)
- 7 Thefts (1 closed and 6 under investigation)
 - *Theft of credit card*
 - *Theft of bikes and scooter*
 - *Shoplifting*
 - *Theft of cash*
 - *Theft of wallet*
 - *Theft from vehicle*
 - *Theft of a scooter*
- 0 Burglary
- 5 Destruction of Property (all under investigation)
- 3 DWI

Breakdown of Dispatched/Self Initiated Calls

911 hang up - 3	DWI - 3	Search warrant - 6
Abandoned vehicle - 1	Fight - 2	Special assignment - 4
Accident - 13	Firearms complaint - 2	Suicide attempt - 1
Alarms - 13	Follow up - 13	Summons service - 5
Alcohol violation - 2	Found property - 3	Suspicious person - 12
Animal complaint - 2	Fraud - 3	Suspicious vehicle - 1
Assault - 7	House/Building check - 3	Theft - 11
Assist motorist - 6	Illegal dumping - 2	Traffic complaint - 6
Assist other department - 4	Intoxicated person - 2	Traffic assignment - 4
Assist sick/injured - 3	Loitering - 2	Trespassing - 3
Attempt to locate - 18	Loud party/music - 3	Unknown problem - 1
CDS Violation - 25	Missing person - 2	Violation protective order - 4
Check welfare - 11	Noise complaint - 3	Warrant service - 3
Conservator of the peace - 3	Parking complaint - 3	
Destruction of property - 7	Patrol check - 275	
Death Investigation - 1	Police Information - 7	
Disorderly - 14	Protective Order - 5	
Domestic - 6	Relay - 1	

Note – The reportable incident totals on page 1 may differ from the dispatched totals on page 2. The breakdown on page 2 represents all calls dispatched/self initiated by the sheriff's office. The totals listed on page 1 may be less due to factors the deputy learns upon arrival to the scene



Jay Berry,
Superintendent Public Works

September 20th, 2012

Public Works Report

Water Park- The water at the park was drained and we will be starting the winterization process when we complete the hydrant flushing. We have already started working on some items in need of repair.

Graffiti- We continue to take care of graffiti as we find it. There was some spray paint graffiti on the Railway Trail. We removed it the moment we heard about it. There is still a stain on the decking from the paint that I hope will fade away in the sun light.

Railway Trail- We continue our efforts to keep trail looking good. I have ordered different trash lids and cigarette receptacles for the trail in order to keep the rain water out of the trash and the butts from blowing away. There has been a delay in shipment. When they arrive we will install them.

Water leak- There were 3 leaks to report since last month's council meeting and now there is another one to report on D Street at the north end of town. At the time of this report 3 of 4 leaks have been repaired. We have also replaced the asphalt patch in Richfield Station on Richfield Lane from the water leak last month.

Wet wells- We continue to check and monitor all of our wet wells as part of our preventative maintenance schedule. There is nothing else to report on them at this time.

Fire hydrant -All of the hydrants have been painted in Bayview Hills. We have started to paint the hydrants on the north end of town.

Water meter/MXU- The public works crew is changing out the old radio read MXU's with a new 20 year MXU. This will be done in phases as the old type MXU's have reached the end of their life at this time. We are also changing out the old water meter pits with new Plastic ones when time permits.



MEMORANDUM

TO: Mayor and Town Council
FROM: Bill Watson, Code Enforcement Officer
DATE: September 20, 2012
SUBJECT: Code Enforcement Status Report

Location	Vehicles Addressed	Status
8321 Bayside Road – 2 inoperable Vehicles	Called owner, spoke to tenant, 1 removed, 1 displayed	Temporary Registration

Location	Grass & Other Violations	Status
7510 Beaudet Lane – Various	Trash left by tenant	Cleaned up
3911 16 th Street – Patch of Tall grass on steep slope in front yard		Letter sent 8/14/12
Cox Glen – Complaint regarding hanging clothes in trees		Turned over to HOA
4017 17 th Street – Tall Grass		Letter sent 8/16/12
7629 B Street – Tall Grass		Letter sent 8/16/12
3809 Chesapeake Beach Road – Vines on Fence		Letter sent 8/16/12 – Cut
3808 28 th Street – Tall Grass		Letter sent 8/16/12 – Mowed
3806 28 th Street – Tall Grass		Letter sent 8/16/12 – Mowed
7837 C Street – Tall Grass		Letter sent 8/27/12 – Somewhat mowed
7836 Bayside Road – Possible Electrical bypass		Contacted BGE Theft Hotline
7837 C Street – Tall Grass, Dangerous Deck Railing		2 citations sent 9/12/12
8232 Bayside Road – Overgrown Flowers		Called owner – Trimmed

Court Status

- No cases presently scheduled in court



TOWN OF CHESAPEAKE BEACH
Engineering Report

Chesapeake Village Water Tower – We have connected the tower's vital systems into the mission SCADA system. With the system we have been able to adjust for fluctuations in water pressures and flow rates as work on the Bayside Tower feeder liners were being completed.

Trail – Concept plans for a Trail extension from the Tressel and thru the Richfield Station Rail bed have been developed and provided to the Critical Area Commission and the State Highway Administration (SHA). We are currently researching critical area woodland mitigation possibilities and property title issues to move forward with the Trail extension plans. Several potential mitigation programs have been identified and are being pursued. A set of 30% design plans have been forwarded to MSHA to get their feedback on how to gain additional TEA-21 funding.

WWTP – (ENR upgrades) – Grading and building permits have been issued by the County. We received Department of Public Works (DPW) approval and sediment control approval. The package sent to the Critical Area Commission has been approved. The final MDE permit is issued and bid packaged are being processed.

Kellams Field – We are working with American Irrigation to determine the connection needs (pressure & volumes) for the purple pipe.

Richfield Station Water Tower – Inspection of the facility has been completed. The inspection report recommendations outlined the need for the tank to be cleaned and repainted on the inside and outside of the tank. Corrosion Control Corporation was the contractor selected to perform the Phase One interior work. The interior work of Phase One cleaning and painting will commence soon for a fall cleaning and early spring painting.

Water Park – Short and long term maintenance, repair and upgrade items are being evaluated.

'E' Street Pump Station Influent Sewer Pipe - The Town will be performing test holes over the sewer pipe to determine the extent of the 'belly' in the pipe. Recommendation for repairs will follow the test holes investigation by the Public Works staff.

Bayside Water Tower – The new 10" designated water line connection from the main 12" pump house line is complete.

Skate Park -- Final design plans are ongoing by the skateboard consultant.

Purple Pipe – We are developing layouts for installation of the pipe to serve the Route 260 landscaping areas and Kellams Field. Operation of the system will commence with the ENR project.

Grant Opportunities – Awaiting responses from the various granting agencies.

Fishing Creek Dredge – The U.S. Army Corps of Engineers has awarded the dredging contract which is to begin this fall. We have been working with the contractor to finalize the embankment and volumes required for the spoil facility and assisting them with locating a suitable location for additional

embankment. A location has been determined for the embankment material which will be imported this month.

Fishing Creek Bridge (MD Rt. 261) – We met with MSHA engineers to do a first review of the bridge replacement project. Comments were generated and provided to MSHA to address. No response has been received to date.

17th Street Boardwalk – The final phase of the boardwalk has been bid. MasterCraft Homes, LLC is the low bidder. We hope to get this work going in October with completion in November.

10-TOCB Project List.120808.jhm



Water Park Report

Marilyn VanWagner,
General Manager Water Park
September 14, 2012

Marketing -

Despite the economy and the decrease in camp enrollment across the county, we were able to maintain our revenues by marketing more of our products and services online. This year we again offered season passes as early as December for Holiday gifts, and we also sold one of our newer products, cabana rentals on line. Both swim lessons and birthday parties were also offered online. We also partnered again with two online marketing companies, Groupon and Certifikid, each for a twenty four hour period, to help boost sales.

Splash Radio, our private water park radio station, continues to allow us to boost sales on some of our merchandise and food. This service has also allowed us to get community service messages and safety messages out to our Guests. This Season we upgraded the Sound System to a more professional system. This allowed our Guests to hear the messages more clearly which also enhanced the safety of the park.

We continued Friday Night Slides and Character Days this Season. We also added Adult Swim this year which was a big hit. By offering the Adult Swim during our group Swim Lessons we were able to keep the cost down for our Town Residents. We plan to offer all of these services again next season.

Concession Stand-

We operated the "New Concession Stand" for the second season. This year we were able to train the employees before the season opened which was a huge advantage. Sales continued to exceed previous year's numbers.

Chesapeake Beach Appreciation Days -

We hope you enjoyed the Chesapeake Beach Appreciation Days that were available again this season. All Chesapeake Beach residents, within the incorporated township, were able to enjoy half price admission every Tuesday. From 4 PM - 7PM, also on Tuesdays, town residents could visit the water park free of charge. The feedback on this was very positive from Town Residents so we plan to offer this again next season.

Maintenance -

Now that the season has ended, we will be concentrating on winterizing the park and performing maintenance in many areas that need attention. Some of the major items that need attention are:

- A few of the smaller slides need some work.
- Many broken and missing tiles in the Lazy River
- The entire Park needs new rope.
- A few slippery areas need to be looked at.
- Signage needs to be updated in a few more areas.
- The white and blue slides need to be caulked
- Looking also into the possibility of making the cabanas more permanent in structure.



Chesapeake Beach Wastewater Treatment Plant Report
Jon Castro, Superintendent
September 13, 2012

Plant Operation:

The Plant staff repaired the old CL2 Contact Tank and cleaned it on August 8, 2012. It was put into service on August 9, 2012 to check the operation. The CL2 Contact Tanks in use at the plant were cleaned on August 10, 2012.

The Town received the draft of the Wastewater Permit on August 13, 2012. This is the new permit for the plant's operation from November 1, 2012 to October 31, 2017.

AEG Inc. removed the old chemical from the storage tanks on August 15, 2012. The plant staff will finish removing the damaged storage tanks.

The Sheriff's Department charged a North Beach resident with dumping trash at the Wastewater Treatment Plant on August 20, 2012.

The Plant had its fuel tank inspected on July 27, 2012 by Precision Tank. It passed all inspection points except the new fuel lines install in 2009 needs to be re-tested again in 2012. Precision Tank will finish the inspection on September 19, 2012 to bring all compliance regulations for MDE and the Insurance companies up to date.

Freemire Inc. rebuilt the #3 Influent Valve on September 4, 2012 and is scheduled to rebuild the #2 Influent Valve at the end of September 2012.

There were no incidents to report in the plant's Solids and Handling Operation or the Lab Sampling Operation with Duffield Hauling and Chesapeake Labs.

Plant operations for this monthly report used the Shell Fish Tank on August 26, 2012 due to heavy rains. The last time it was put into operation was on February 29, 2012.

The plant had two emergency alarms responded to during this period. On August 26, 2012 two members of the staff monitored and stabilized the plant during heavy rainfall. On September 8, 2012, David Sarbacher was called in for a power loss at the plant.

The Wastewater Treatment Plant had no spills or violations to report.

Future Projects:

The ENR upgrade for the Chesapeake Beach Wastewater Treatment Plant has completed the permit process and design stage and should be put out for bid in October of 2012. Construction should begin in the beginning of 2013.

The plant records will be put into the Sure Scan System with the help of Town Employee Fran Addicott to ensure a better system of storing plant data.



Memorandum

To: Mayor and Town Council
From: Christopher Jakubiak, AICP
Date: *Sept* ~~August~~ 14, 2012
Re: Report

The Planning Commission met on September 12.

The Planning Commission reviewed proposed text amendments to sections of the Zoning Ordinance that address administrative adjustments and the site plan review process. An administrative adjustment provision, as authorized under Maryland law, would allow the Zoning Administrator to grant small common sense modifications to the setback and open space requirements of the Zoning Ordinance provided certain strict standards were met and certain findings were established. This promotes transparency and streamlining of minor plan approvals such as for single-family houses, sheds, and decks.

The Commission also discussed the implications of a section of the current Zoning Ordinance which now authorizes the Zoning Administrator to approve site plans for new houses on very small lots that predate Town zoning, without regard to lot size, lot width and setbacks. Various ways to improve this section were discussed and the Planning Commission will likely consider proposals to amend it at future meetings.

The Board of Appeals did not meet last month and presently has no cases before it.