

**MILLERSBURG PLANNING COMMISSION
JUNE 14, 2016**

PRESENT: Commissioners Dan Nixon, Ed Perlenfein, Dave Post, Anne Peltier,
Ryan Penning, Pat Edwards, Steve Vogler, Connie Lepin,
City Planner Don Driscoll, City Administrator/Recorder Barbara
Castillo

The Millersburg Planning Commission was called to order at 6:30 p.m. by Chairman Ed Perlenfein.

MINUTES OF MAY 10, 2016

Dave Post moved, seconded by Dan Nixon to approve the minutes of May 10, 2016 as written and sent out. The motion passed with Anne Peltier abstaining from voting because she was not present at the May 10, 2016 meeting.

SMITH PARTITION TENTATIVE PLAN REQUEST

The applicant, Stephan Smith, is requesting approval of a Partition Tentative Plan to divide an existing .69 acre property located at 3231 Alexander Lane into three Urban Conversion Parcels that exceed 13,000 square feet. There was no development plan submitted with this request.

Ed Perlenfein declared a potential conflict of interest in that he knows Steve Smith, but can make a fair and impartial decision. No other conflict of interest was declared.

The applicant was not present at the meeting so no questions could be asked of him.

City Planner Don Driscoll gave the staff report.

There are currently two structures on the property, a manufactured home with garage and a large storage building. Driscoll said the applicant verbally indicated he intends to remove these structures and build three new residences.

All streets and roadways are required to be paved. The applicant proposes to pave the 25 foot private roadway. The private roadway easement and roadway will continue to serve Tax Lots 2400 & 2100. Utilities are available from Alexander Lane. The private utilities should be sized to accommodate tax lots 2400 & 2100.

The Planning Commission discussed the number of land partitions that could occur at the property at the end of the private driveway access at tax lot 2400 and were concerned this would be too many lots being served by a private 25 foot access easement and not a street built to city standards. Driscoll said this application meets the rules of the Millersburg Land Use Development Code.

Connie Lepin told the Planning Commission that on December 8, 2015, the Millersburg City Council approved clarifications to the Millersburg Land Use Development Code as proposed in the three page document provided by Don Driscoll and dated 12/8/15. This clarification has to do with private access easements and should be considered for this request. Lepin said this change has not been made to the Millersburg Land Use Development Code or if it has, she has not received a copy of it.

Ed Perlenfein told Lepin that everything is not black and white when you are developing property. Lepin said they should be, and if they are not, then they should ask for a variance from the rules.

The Planning Commission had several questions they would like to ask the applicant.

- Confirm the size of the existing property. Is it .69 acres or .96 acres? The assessor's office has it as .69 acres, but Don Driscoll said when he calculates the measurements given on the assessor's map, it comes out to .96 acres.
- What is the dotted line on the west side of the property for? It is 40' wide.

- Would like a copy of the road access easement/agreement between the property owners.
- Copy of a covenant agreement regarding the road.

Connie Lepin moved, seconded by Pat Edwards to table the Smith Partition Tentative Plan request until Steve can show up and answers questions. The motion passed unanimously.

Respectfully submitted,

Barbara Castillo
City Administrator/Recorder