

SUBJECT TO APPROVAL

**MADISON PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
Jan. 17, 2019**

The regular meeting of the Madison Planning and Zoning Commission was conducted Thursday, Jan. 17, 2019, at 7 p.m., in Meeting Room A at Madison Town Campus.

MEMBERS PRESENT

Vice Chairman James Matteson, Acting Secretary John K. Mathers, Brian Richardson, Elliott Hitchcock, and Joel Miller.

MEMBERS ABSENT

Chairman Ronald Clark, Secretary Thomas Burland, Joseph Bunovsky, Jr., and Amanda Mitchell.

ALTERNATES PRESENT

None.

OTHERS PRESENT

Director of Planning and Economic Development David Anderson; MCTV taped the meeting.

The regular meeting of the Madison Planning and Zoning Commission was called to order at approximately 7:01 p.m. by Acting Chairman James Matteson.

18-34. 77 Strawberry Hill Road. Map 90, Lot 18. RU-1 District. Owner/Applicant: Mark Mannix, Trustee. Request for subdivision to divide 4.17 acres into two lots.

Eric Anderson, of Eric Anderson Engineering and Surveying Associates, stated that this was a subdivision approved in the 1980s, and Lot 18 was one of the lots in that subdivision. Applicant Mark Mannix purchased the lot in back of him and now wants to sell his house and build on the rear lot. Portions of each parcel were taken off and added to make the rear lot in compliance with planning and zoning regulations, according to Mr. Anderson. Inland Wetlands and Watercourses Agency approvals have been granted, testing has been done for a septic system, and Mr. Anderson displayed a plan that shows how the house, well, and septic system could be placed on the lot. Approval is being sought to make the lot a subdivision lot. Director of Planning and Economic Development David Anderson stated that the lot meets planning and zoning regulations, and he recommends approval for it. Eric Anderson stated that the lot, itself, does not have any wetlands on it. Plans are for a four-bedroom home, which the septic system will support.

Commissioner Joel Miller made the motion to approve the application; it was seconded by Commissioner Elliott Hitchcock and unanimously approved.

Vote to approve 77 Strawberry Hill Road passed, 5-0-0.

IN FAVOR: Acting Chairman Matteson, Acting Secretary John K. Mathers, and Commissioners Hitchcock, Brian Richardson, and Miller.

OPPOSED: None.

ABSTAINED: None.

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19-01. 82 Wall Street. Map 38, Lot 30. D District. Owner/Applicant: MAS Property Holdings, LLC. Minor Site Plan Review/Minor Alteration Application in the Downtown Village District for a change of use of the first floor from a restaurant to office use.

Attorney Christopher McKeon, representing the applicant, stated that the application is for a change in use of the first floor; plans were to originally put a restaurant in that space, however they fell through. Meanwhile, Clarity Software Solutions is expanding rapidly, with over 140 employees, and the use of this space on the first floor as an office is and has been critical to keeping this business in Madison, Mr. McKeon stated. Office space is a permitted use in this zone, he stated. This is a minor modification application plan for the first floor to be used by Clarity Software Solutions, according to Mr. McKeon. In addition, he showed plans for adjacent property, which has just become common ownership with 82 Wall St., and he asked if the Planning and Zoning Commission would allow Director of Planning and Economic Development David Anderson to approve the plans administratively, which would allow the trash receptacle area to be moved to another location, so eight additional parking spaces could be created. The trash enclosure had already been proposed to be moved, Mr. Anderson stated, so the request is to convert the landscaped area into parking.

Commissioner Miller made the motion to approve 82 Wall Street; it was seconded by Commissioner Richardson and unanimously approved.

Vote to approve 82 Wall St. passed, 5-0-0.

IN FAVOR: Acting Chairman Matteson, Acting Secretary Mathers, and Commissioners Hitchcock, Richardson, and Miller.

OPPOSED: None.

ABSTAINED: None.

Discussion continued on whether to grant Mr. Anderson permission to administratively approve the parking spaces and trash enclosure plans. There will be no change in the lighting, Mr. McKeon stated. It is a very minor change, Mr. Anderson stated, and the neighbors, in his opinion, will not notice that the landscaping is gone, due to fencing. Mr. Anderson stated that he will send the parking plans to the entire commission, to give everyone a chance to review the plans, and if no one has any problems with it, he will approve the request administratively.

Approval of Minutes: Regular Meeting – December 20, 2018

Commissioner Miller made the motion to approve the Dec. 20, 2018 minutes as submitted; it was seconded by Acting Chairman Matteson and unanimously approved.

Vote to approve the Dec. 20, 2018 minutes passed, 5-0-0.

IN FAVOR: Acting Chairman Matteson, Acting Secretary Mathers, and Commissioners Hitchcock, Richardson, and Miller.

OPPOSED: None.

ABSTAINED: None.

PUBLIC HEARING ITEMS (Scheduled for 7:30 P.M.):

18-33. Regulation Amendment. Applicant: Madison Planning & Zoning Commission. Petition
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for a Regulation Amendment to Section 6.1.3 to increase the average building height allowed by special exception permit in the C District to 50 feet; Section 6.15.2 to allow the Commission to reduce or waive the residential-to-commercial floor area ratio requirements for multi-family dwelling units in the C & T Districts; and Sections 2A.1.5 and 12.8 to no longer require a variance to elevate an existing structure, and for necessary ingress and egress stairs and landings, to meet the required elevation standards of the National Flood Insurance Program. Continued from December 20, 2018.

There were no members of the public present. Director of Planning and Economic Development David Anderson stated that the Planning and Zoning Commission could continue the regulation amendment to the next month's meeting.

Commissioner Richardson made the motion to continue the public hearing to the meeting of Feb. 21, 2019; it was seconded by Acting Secretary Mathers and unanimously approved.

Vote to continue the public hearing to Feb. 21, 2019 passed, 5-0-0.

IN FAVOR: Acting Chairman Matteson, Acting Secretary Mathers, and Commissioners Hitchcock, Richardson, and Miller.

OPPOSED: None.

ABSTAINED: None.

Remarks:

- **ACCA Liaison Report** ~ No report.
- **Commission Chair** ~ No report.
- **Town Planner** ~ No report.

Adjournment

Commissioner Hitchcock made the motion to adjourn at 7:30 p.m.; it was seconded by Commissioner Richardson and unanimously approved.

Vote to adjourn at 7:30 p.m. passed, 5-0-0.

IN FAVOR: Acting Chairman Matteson, Acting Secretary Mathers, and Commissioners Hitchcock, Richardson, and Miller.

OPPOSED: None.

ABSTAINED: None.

Respectfully submitted,
Marlene H. Kennedy, clerk