

**PLANNING & ZONING MEETING  
ZOOM VIDEO CONFERENCE  
JULY 16, 2020**

**ATTENDEES: Dave Chillas, Chair  
Morris Deputy, Town Manager  
Frank Bailey, Fire Chief  
Gene Bloemker  
Donald Dibert  
Joe Pontak  
Gretchen Rachko  
Charles Roberts  
Craig Sherman  
Scott Unruh**

- Call to Order
- Pledge of Allegiance

**Public Hearings:**

- 1. 116 Sleepy Hollow Drive, Unit C – Conditional Use Permit request for a warehouse and repair facility for automotive diagnostic equipment and general use, in an M-I-zoned area. CU-08-20. Tax Parcel No. 23-021.00-127.**
- 2. The Legends – Conditional Use Permit request for mobile food units (various food trucks on a scheduled, periodic basis) sponsored by the Legends Civic Association, located in R-1A and R-2 zoned areas. CU-09-20.**
- 3. Parcel E-2, Levels Business Park – Record Minor Subdivision Plan to divide Parcel E-2 into Parcel E-2 and Parcel E-3, to create a separate parcel for the proposed automotive service center located on Parcel E-3, at the northwest corner of the site. The Major Land Development Plan for the Automotive Service Center was approved by Mayor & Council on December 2, 2019. Tax Parcel No. 23-065.00-001.**
- 4. Church Branch, Lot 3 – Preliminary Record Minor Land Development Plan for an 8,750+/- square-foot warehouse/office building in an M-I zoned area on 2.56+/- acres, located on Industrial Drive, east of Merrimac Avenue. Tax Parcel No. 23-012.00-017.**

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- 1. 116 Sleepy Hollow Drive, Unit C – Conditional Use Permit request for a warehouse and repair facility for automotive diagnostic equipment and general use, in an M-I-zoned area. CU-08-20. Tax Parcel No. 23-021.00-127.**

Robert Pleasanton requested Conditional Use approval to use the location to expand his office, store vehicles and repair automotive diagnostic equipment for auto repair shops and dealerships.

Chip Roberts asked if vehicles will be brought back to the location for repair.

Mr. Pleasanton said he actually goes to other shops; occasionally a vehicle will be delivered. He will use the facility to store his vans in the evenings and weekends, and to expand his office.

Joe Pontak asked how many vans will be parked there.

Mr. Pleasanton said he has two mini vans. The space he is leasing is 1,800 square-feet.

***Moved by Charles Roberts and seconded by Joe Pontak to recommend Mayor & Council approve 116 Sleepy Hollow Drive, Unit C – Conditional Use Permit request for a warehouse and repair facility for automotive diagnostic equipment and general use, in an M-I zoned area. CU-08-20. Tax Parcel No. 23-021.00-127. Motion Carried Unanimously.***

**2. The Legends – Conditional Use Permit request for mobile food units (various food trucks on a scheduled, periodic basis) sponsored by the Legends Civic Association, located in R-1A and R-2 zoned areas. CU-09-20.**

Applicant requested the item to be tabled.

**3. Parcel E-2, Levels Business Park – Record Subdivision Plan to divide Parcel E-2 into Parcel E-2 and Parcel E-3, to create a separate parcel for the proposed automotive service center located on Parcel E-3, at the northwest corner of the site. The Major Land Development Plan for the Automotive Service Center was approved by Mayor & Council on December 2, 2019. Tax Parcel No. 23-065.00-001.**

Rick Woodin represented the property owner. The request is to subdivide Parcel E-2 into two parcels, to create Parcel E-3 for NTB. The Major Land Development Plan for NTB was approved by Mayor and Council last December. Duffield Associates has reviewed the plan for conformity with Town codes. A cross-access easement agreement has been prepared for the parcels. Parcel E-2 will be subject to a Land Development Plan in the future.

***Moved by Joe Pontak and seconded by Gretchen Rachko to recommend Mayor and Council approve Parcel E-2 Levels Business Park, Record Subdivision Plan to divide Parcel E-2 into Parcels E-2 and E-3 to create a separate parcel for the propose Automotive Service Center located on Parcel E-3. Tax Parcel No. 23-065.00-001. Motion Carried Unanimously.***

**4. Church Branch, Lot 3 – Preliminary Record Minor Land Development Plan for an 8,750+/- square-foot warehouse/office building in an M-I zoned area on 2.56+/- acres, located on Industrial Drive, east of Merrimac Avenue. Tax Parcel No. 23-012.00-017.**

Denis Hulme said the project is being presented on behalf of property owner Mike Miklus, a commercial and residential site contractor. The project proposes an 8,750 square-foot office/storage building and contractor yard. Miklus' office is currently located on Lot 4-A, adjacent to Lot 3.

Gretchen Rachko asked if the building is being built for a specific tenant.

Mr. Hulme said Miklus will occupy the building and move more of the construction equipment to Lot 3.

***Moved by Craig Sherman and seconded by Charles Roberts to recommend Mayor and Council approve Church Branch, Lot 3 Preliminary Record Minor Land Development Plan for an 8,750+/- square-foot warehouse/office building in an M-I zoned area on 2.56+/- acres, located on Industrial Drive, east of Merrimac Avenue. Tax Parcel No. 23-012.00-017. Motion Carried Unanimously.***

***Moved by Joe Pontak and seconded by Scott Unruh to adjourn. Motion Carried Unanimously.***

We believe these minutes accurately reflect what transpired; however, we will appreciate comments involving a different understanding of what occurred. Unless we are notified in writing to the contrary within 10 days after receipt, we will assume all in attendance concur with the accuracy of this transcription.

Respectfully Submitted,

Morris Deputy, Town Manager

RY 7/20/20  
Cc: Mayor and Council  
Planning & Zoning Members  
All Attendees