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Meeting ID: 982 3255 2741 | Passcode: 123456

Having been duly advertised as required by law, Chairman Sean Donnelly called the Planning and Zoning Commission Meeting to order at 6:01pm. Chairman Donnelly led the Pledge of Allegiance.

Board Members

Sean Donnelly, Chairman
Leigh Ann Pflugh, Vice-Chair *absent*
Roger Mellen
Cheryl Marinelli *absent*
Brad Minger

Town Staff

Jennifer Tucker, Town Clerk
Tom Harowski, Interim Planner
David Langley, Attorney

Roll Call was performed, confirmation of the meeting notification was acknowledged, and it was determined that a quorum was present.

A. APPROVAL OF MINUTES

None

B. PUBLIC HEARING

Discussion and approval of Resolution 2025-04 Variance Application – AK #1787998

Town Planner Tom Harowski recommended that the Town Council approve a front yard setback variance for the property at 24745 County Road 561, where the applicant wishes to build a modest-sized home (36' x 32'). The current code requires a 50-foot front setback, but due to the lot's shallow depth (100 feet), the applicant has requested a 16-foot variance, allowing a 34-foot front setback. The proposed setback aligns with neighboring homes to the south and provides better spacing relative to surrounding houses. The lot is nonconforming due to its width under R-2 zoning, but the proposed house meets all other size requirements. He noted that the 50-foot requirement was added after much of the area was already developed. He concluded with a staff recommendation to approve the variance, as the proposed house is consistent with surrounding development patterns and setbacks.

With minimal comments and discussion from board members, the floor was open to public comment.

Vic Stone –

Expressed concerns about the location of the septic tank and well for the proposed home. He questioned whether the property would connect to city water or use a well and asked where the septic system would be placed in relation to nearby homes. He emphasized the importance of considering impacts on neighboring wells and the limited space on the narrow lot.

Clarissa Reagor - 13427 Kansas Avenue

Stated that her property backs up to the lot in question and expressed support for the new home being built. She raised no objection to the project, provided the septic and well placement comply with Lake County code, noting her family's well is located nearby.

Motion made by Roger Mellen to recommend approval to Town Council of the setback variance, seconded by Brad Minger.

Motion approved unanimously by roll-call vote.

Yea: Donnelly, Mellen, Minger

Nay: None

G. NEW BUSINESS

Discussion and approval of Preliminary Subdivision Plan Application for Volunteer Landing

The applicant proposes subdividing the property into seven lots—six around 28,000 sq ft each and a seventh larger lot of just under 5.5 acres. All lots will front Harrison Street and meet R-1 zoning requirements. Future subdivision of the larger lot would require separate approval. The subdivision has sufficient road access and traffic capacity, and the plan includes connection to town water, though final water line plans and a stormwater management plan are still needed. Harowski recommends conditional approval, subject to the applicant submitting additional required items, including 10' utility easement along the front of the property, a school concurrency certificate, stormwater/drainage concept details, water service plan, soil assessment, topography, zoning of adjacent properties, and setback information on the plat.

Public Comment:

Dawn Teeters –

Noted that when the subdivision was previously discussed by Council, sidewalks were mentioned as a condition, but no mention of them appears in the current plan. She pointed out that other nearby developments were required to install sidewalks and suggested this project should be held to the same standard.

Mark LeClerc –

Owns the 10-acre property behind the proposed subdivision, expressed concern about being landlocked if the development proceeds as planned. He noted that Kansas Avenue was originally intended to extend through and fears losing access, which would impact his ability to subdivide or pass on his property. He also requested information about septic placement and water access, stating he may need to rely on wells for future use.

Vic Stone –

Raised concerns about the town's water capacity, questioning whether adding more homes, such as the seven in this subdivision, would strain an already maxed-out system. He also noted a lack of infrastructure improvements, including roads and water supply, while development continues. He urged the board to consider these issues before approving further growth.

Toby Best - Applicant

Stated he is not opposed to using wells for the six homes he plans to build, if it helps address concerns about water capacity. He added that the remaining five-acre lot is intended to be held for future use and not developed immediately.

Motion by Brad Minger to recommend to the Town Council to approve the Preliminary Subdivision Plan application with the town planners conditions and the addition of sidewalks, seconded by Roger Mellen.

Motion unanimously approved by voice vote.

Yea: Donnelly, Mellen, Minger

Nay: None

A final public comment was requested.

Pat Bradley –

Owns property behind the cemetery, raised concerns about the deteriorating field fence at the back of the cemetery and would like it replaced.

K. ADJORNMENT 6:47pm

Respectfully submitted,

Sean Donnelly, Chairman

ATTEST:

Jennifer Tucker, Town Clerk

DRAFT