



# PLANNING & ZONING

## AGENDAS & MINUTES

### MINUTES OF THE REGULAR MEETING OF MAY 12, 2011

The regular meeting of the Sussex County Planning and Zoning Commission was held Thursday evening, May 12, 2011, in the County Council Chambers, County Administrative Office Building in Georgetown, Delaware.

The meeting was called to order at 6:00 p.m. with Chairman Wheatley presiding. The following members of the Commission were present: Mr. Robert Wheatley, Mr. Rodney Smith, Mr. Michael Johnson, Mr. I. G. Burton III, and Mr. Martin Ross, with Mr. Vincent Robertson – Assistant County Attorney, Mr. Lawrence Lank – Director, and Mr. C. Shane Abbott – Assistant Director.

Motion by Mr. Smith, seconded by Mr. Johnson, and carried unanimously to approve the agenda as circulated. Motion carried 4 - 0. Mr. Ross was absent during the vote.

Motion by Mr. Smith, seconded by Mr. Johnson, and carried unanimously to approve the Minutes of April 28, 2011 as corrected. Motion carried 4 – 0. Mr. Ross was absent during the vote.

### OLD BUSINESS

C/U #1891 – application of **JUAN SANTAY AJANEL** to consider the Conditional Use of land in AR-1 Agricultural Residential District for a subcontracted truck trailers & local hauling service to be located on a certain parcel of land lying and being in Indian River Hundred, Sussex County, containing 1.717 acres, more or less, lying north of Route 47 across from Road 296 (Lawson Road).

The Commission discussed this application which has been deferred since April 28, 2011.

Motion by Mr. Johnson, seconded by Mr. Smith, and carried unanimously to defer action for further consideration. Motion carried 4 – 0. Mr. Ross was absent during the vote.

### PUBLIC HEARINGS

C/U #1892 – application of **REVOCABLE TRUST OF DONALD F. CLAYCOMB** to consider the Conditional Use of land in AR-1 Agricultural Residential District for a financial planning, investment and insurance office to be located on a certain parcel of land lying and being in Cedar Creek Hundred, Sussex County, containing 33,073 square feet, more or less, lying north of Road 207 (Johnson Road) 135 feet east of Railroad Avenue in Lincoln.

The Commission found that the Applicant provided a survey/site plan of the property depicting the location of a one-story frame building with a blacktop drive and gravel parking area.

The Commission found that DelDOT provided comments on October 29, 2010 in the form of a Support Facilities Report and that the Report references that a Traffic Impact Study is not recommended and that the current Level of Service "C" of Johnson Street will not change as a result of this application.

The Commission found that Donald Claycomb was present and stated in his presentation and in response to questions raised by the Commission that he is proposing an office as a sales individual for financial planning, investment and insurance; that he is the owner of Trinity Financial Services; that the existing lot has a paved driveway and gravel parking area; that there is a small pedestal in the front yard for the placement of a sign; that the business will be operated by himself and an assistant; that he anticipates 3 or 4 clients per day at the office; that the site is across from the Lincoln General Store and in close proximity to the Lincoln Post Office and offices of Richard Johnson Contracting; that the building was constructed in 1897; that the building was operated as an ice cream parlor years ago, and more recently been used as a beauty shop, surveyors office; that the building only contains 444 square feet of floor area; that the State Historic Preservation Office has been on site and inspected the structure and has complimented him for the restoration completed and proposed, and have suggested that they hope that he will apply for historic registry.

The Commission found that there were no parties present in support of or in opposition to this application.

At the conclusion of the public hearings, the Commission discussed this application.

Mr. Burton stated that he would move that the Commission recommend approval of C/U #1892 for the Revocable Trust of Donald F. Claycomb for a financial planning, investment and insurance office based upon the record and for the following reasons:

- 1) The use is very limited in nature, with only two or three employees.
- 2) The use generates very little traffic and will not adversely affect neighboring properties or the community.
- 3) The use will be a benefit to residents of Sussex County.
- 4) The building has historically been used for business or commercial purposes.
- 5) No parties appeared in opposition to the application.
- 6) This recommendation is subject to the following conditions:
  1. One lighted sign, not to exceed 32 square feet per side, shall be permitted.
  2. Any security lighting shall be screened so that it does not shine on roadways or neighboring properties.
  3. The Applicant shall comply with all DelDOT requirements.
  4. The Final Site Plan shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.

Motion by Mr. Burton, seconded by Mr. Johnson, and carried with 4 votes to forward this application to the Sussex County Council with the recommendation that the application be

approved for the reasons and with the conditions stated. Motion carried 4 – 0. Mr. Ross did not participate in the vote since he was not present during the public hearing.

C/U #1893 – application of **TOBY SCHLICK** to consider the Conditional Use of land in AR-1 Agricultural Residential District for a lawn maintenance and tree company to be located on a certain parcel of land lying and being in Indian River Hundred, Sussex County, containing 1.735 acres, more or less, lying southwest corner of Mt. Joy Road (Road 297) and Cordrey Road (Road 308).

The Commission found that the Applicant provided a survey/site plan of the property depicting existing buildings, stockpile area, parking area and entrance off of Cordrey Road (Road 308).

The Commission found that DelDOT provided comments on March 3, 2011 in the form of a Support Facilities Report and that the Report references that a Traffic Impact Study is not recommended and that the current Level of Service “B” of Mt. Joy Road (Road 297) and that the current Level of Service “A” of Cordrey Road (Road 308) will not change as a result of this application.

Mr. Lank advised the Commission that the Applicant was advised that he needed a Conditional Use to continue to operate the business and that the Applicant immediately applied for DelDOT comments so that he could file his application, and that the application was filed on March 10, 2011.

The Commission found that Toby L. Schlick was present and stated in his presentation and in response to questions raised by the Commission that he operates a lawn maintenance business and a tree service business; that he has been in operation for approximately 12 to 15 years; that he started the business in the Coolsprings area; that his neighbors have voiced no objections to the use of the site; that he lives immediately adjacent to the site; that the inoperable vehicles on the property are to be removed; that his employees show up for work, get some materials or equipment, and go to job sites; that he occasionally cuts firewood for himself and friends, not for retail; that he does store some mulch and top soils on the site; that there is not retail sales from the site; that he does service equipment and vehicles indoors or outdoors, depending on the equipment; that when he was advised of the violation, he removed the sign on premise; that he immediately applied for his Conditional Use when he found that he was in violation; that he built his storage building in 2006 with a building permit for personal use; that he employees 3 staff for the tree service business, 3 staff for the lawn maintenance business, 2 office staff and himself; and that the business is operational 6 days per week with seasonal hours of 7:00 a.m. to 7:00 p.m.

The Commission found that there were no parties present in support of or in opposition to this application.

At the conclusion of the public hearings, the Commission discussed this application.

Mr. Johnson stated that he would move that the Commission recommend approval of C/U #1893 for Toby Schlick for a Lawn Maintenance and Tree Service Company based upon the record made at the public hearing and for the following reasons:

- 1) The use is a benefit to Sussex County residents and provides a service to the County.
- 2) The Applicant has stated that none of his neighbors oppose the application.
- 3) The use, which is existing, does not appear to adversely affect neighboring properties or the community.
- 4) No parties appeared in opposition to the application.
- 5) This recommendation for approval is subject to the following conditions:
  1. One lighted sign shall be permitted, not to exceed 32 square feet in size per side.
  2. There shall not be any retail sales from the site.
  3. All mulch, dirt, stone, and similar materials shall be enclosed or stored in bins. The location of bins or enclosures shall be shown on the Final Site Plan.
  4. The dumpster shall be enclosed.
  5. No stump grinding, crushing operations or similar mechanical operations that create excessive noise or vibrations shall be permitted.
  6. The Applicant shall comply with all agency requirements, including DelDOT and the Sussex Conservation District.
  7. The Final Site Plan shall be subject to the review and approval of the Planning and Zoning Commission.

Motion by Mr. Johnson, seconded by Mr. Smith, and carried unanimously to forward this application to the Sussex County Council with the recommendation that the application be approved for the reasons and with the conditions stated. Motion carried 5 – 0.

C/U #1894 – application of **ELLEN SANDERS AND TOM WALLO** to consider the Conditional Use of land in AR-1 Agricultural Residential District for a yoga studio to be located on a certain parcel of land lying and being in Baltimore Hundred, Sussex County, containing 1.134 acres, more or less, lying south of Road 353 (Burbage Road) 0.4 miles of Road 364 (Jones Road).

The Commission found that the Applicant provided a survey/site plan of the property depicting an existing dwelling, septic area, paved driveway, proposed studio and gravel parking area, and entrance off of Burbage Road (Road 353).

The Commission found that DelDOT provided comments on March 3, 2011 in the form of a Support Facilities Report and that the Report references that a Traffic Impact Study is not recommended and that the current Level of Service “A” of Burbage Road (Road 353) will not change as a result of this application.

The Commission found that Thomas Wallo was present and stated in his presentation and in response to questions raised by the Commission that he is realigning the property line for use of the proposed studio; that he resides on the premises; that the studio building has not yet been constructed; that the public notice sign is still posted in the front yard; that there will be one additional employee; that there may be five clients per day at the studio; that a sign is not proposed, but that if he erected a sign it would not exceed 32 square feet per side; that the business will be open from 9:00 a.m. to 5:00 p.m. Monday through Friday; that all activities occur indoors; that the use promotes health and fitness for County residents; that a septic system

already exist; that the studio portion of the building will contain approximately 800 square feet; and that yoga sessions last about 1.5 hours per session.

The Commission found that there were no parties present in support of or in opposition to this application.

At the conclusion of the public hearings, the Commission discussed this application.

Mr. Smith stated that he would move that the Commission recommend approval of C/U #1894 for Ellen Sanders and Tom Wallo for a Yoga Studio based upon the record made during the public hearing and for the following reasons:

- 1) The use is very limited in nature and will be compatible with the surrounding properties and uses.
- 2) The use promotes the health, safety, welfare and fitness of residents of Sussex County.
- 3) There were no parties that appeared in opposition to the application.
- 4) This recommendation is subject to the following conditions:
  1. No retail sales shall occur on the site.
  2. The Applicant shall comply with all parking requirements contained within the County Zoning Code.
  3. As stated by the Applicant, the days of operation shall be Monday through Friday with business hours of 9:00 a.m. to 5:00 p.m.
  4. The Applicant shall comply with all DelDOT requirements regarding the entrance to the project.
  5. All Yoga activities shall be conducted inside of the building on the premises.
  6. There shall be one lighted sign, not to exceed 32 square feet per side.
  7. The Final Site Plan shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.

Motion by Mr. Smith, seconded by Mr. Johnson, and carried unanimously to forward this application to the Sussex County Council with the recommendation that the application be approved for the reasons and with the conditions stated. Motion carried 5 – 0.

C/Z #1704 – application of **SEASHORE HIGHWAY ASSOCIATES, LLC.**, to amend Comprehensive Zoning Map from AR-1 Agricultural Residential District and C-1 General Commercial District to a CR-1 Commercial Residential District to be located on a certain parcel of land lying and being in Lewes and Rehoboth Hundred, Sussex County, containing 3.86 acres, more or less, lying north of Route 9 (Lewes Georgetown Highway) and 1,000 feet east of Road 281 (Josephs Road).

The Commission found that the Applicant had provided a survey/site plan of the property showing existing dwelling, manufactured home, and existing commercial building with existing and proposed parking areas and storage areas, and the approximate boundary of the existing AR-1 and C-1 dividing line.

The Commission found that DelDOT had provided comments in the form of a Support Facilities Report, dated July 2, 2010, and a letter, dated December 30, 2011, which reference that a Traffic

Impact Study was prepared by Pennoni Associates for this application; that the Department received the Study on November 29, 2010; that the Department hoped to have their comments to the County by March 28, 2011; that they fully expect to complete their comments within that time; that they also understand that the Commission can table an application for up to 45 days if comments are not provided; and that they would not object to the County accepting the Developers application for processing.

The Commission found that the Applicant had submitted an application for review by the Preliminary Land Use Service (PLUS); that the review was held on December 22, 2010; that PLUS responded on January 19, 2011; that Pennoni Associates responded to the PLUS comments on January 19, 2011; and that the Department has not received a final response from PLUS.

The Commission found that Heidi Gilmore, Attorney with Tunnell and Raysor, P.A., and Steve McCabe, Professional Engineer, and Douglas Berry, Professional Engineer, of Pennoni Associates, Inc. were present on behalf of the Applicants.

Ms. Gilmore stated that they received notice of the public hearing on May 2, 2011 and did not have enough time to prepare Exhibit Booklets; that the Exhibit Booklets were submitted on May 6, 2011; and that they request that the Exhibit Booklet be made a part of the record.

Mr. Robertson advised the Commission that the information provided in the Exhibit Booklet is already in the file for the application and that the Chairman could allow for the introduction of the Exhibit Booklet into the record.

Mr. Wheatley granted introduction of the Exhibit Booklets.

Mr. Johnson requested a 10 minutes recess to allow the Commission time to review the Exhibit Booklet.

The Commission recessed for 10 minutes to review the Exhibit Booklet.

The Chairman reopened the public hearing.

Ms. Gilmore and Mr. McCabe stated in their presentation and in response to questions raised by the Commission that the front portion of the property is zoned C-1 General Commercial and that the rear portion is zoned AR-1 Agricultural Residential; that the site is currently occupied by Builders Supply, a building material supplier, and Grizzlies, a landscaping material supplier; that the Applicants are proposing to build a new commercial structure on the property; that the new structure will be move back further from Route 9, a Major Arterial Roadway; that the are aware that DelDOT is proposing expansion of the Route 9 Corridor in the future; that the have been advised that DelDOT will require improvements to the entrance and access to the site and signalization improvements at Route 5 and Route 9, and Route 9 and Dairy Farm Road; that moving the building back further from Route 9 will allow for improved parking for the site; that they are proposing this Change of Zone to CR-1 Commercial Residential since the purpose of the CR-1 District is to provide sufficient space in appropriate locations for a wide variety of

commercial and miscellaneous service activities generally serving a wide area and located particularly along certain existing major thoroughfares where a general mixture of commercial and service activities now exists, but which are not characterized by extensive warehousing, frequent heavy trucking activity, open storage of materials or the nuisance factors of dust, odor and noise associates with manufacturing; that the Exhibit Booklet contains a map showing the zoning in the general area as it relates to the site, and showing business and commercial uses that already exist within one mile of the site, including, but not limited to, a creamery, antique sales, roofing company, model home and sales center, gift shops, a PC repair shop, a gun shop, RV sales, etc.; that rezoning from C-1 and AR-1 to CR-1 is appropriate legislative action based on the Zoning Code and the Comprehensive Plan Update of 2008; that any future use of the site will have to comply with all codes and regulations of the County and other agencies; that the rezoning will bring the entire parcel into one zoning classification; that the rezoning will provide an improved layout of the site; that a railroad track exist to the rear of the site; that Pennoni Associates have prepared a Traffic Impact Study, which has been submitted to DelDOT and that they are awaiting on DelDOT's response; that the site is located in a Level 3 according to the State Strategies; that the use will serve existing needs of the area; that the rezoning will be consistent with the zoning and uses in the area; that the site has been historically used for commercial and business purposes; that rezoning of the rear portion of the site complements use of the entire site; that the PLUS comments contained no negative agency responses; that they are awaiting a final response from PLUS on their responses; that the site is not located in an area where the County has plans to provide sewer service; that the site has two on-site septic systems and individual water wells; that future site plans will be prepared in compliance with all agency requirements; that the dwelling structure to the rear of the site is used for storage; that a mobile home does exist to the rear of the site; and that they do not have a contract to purchase the adjoining lands to the west.

The Commission found that there were no parties present in support of or in opposition to this application.

At the conclusion of the public hearings, the Commission discussed this application.

Motion by Mr. Johnson, seconded by Mr. Burton, and carried unanimously to defer action for further consideration and to leave the record open for DelDOT comments on the Traffic Impact Study.

Subdivision #2011-1 – application of **JAMES JEFFREY AND DAFNE CARNRIGHT** to consider the Subdivision of land in an AR-1 Agricultural Residential District in Broadkill Hundred, Sussex County, by dividing 6.59 acres into 2 lots, located north of Sapp Road (Road 208) 630 feet east of Route 36.

Mr. Abbott advised the Commission that this application was not reviewed by the Technical Advisory Committee since no streets are proposed; and that DelDOT has issued a Letter of No Objection for the entrance location.

Matt Metz of Bob Nash Associates was present on behalf of this application and stated in his presentation and in response to questions raised by the Commission that the proposed

subdivision is for the applicants and their child; that the applicants are going to build a new home on the 5.84-acre parcel; that there child will have the lot with the existing dwelling located on it; and that DelDOT has issued a Letter of No Objection.

Dafne Carnright advised the Commission that the land has been in her family for generations; that the subdivision will keep the land in their family; and that the small lot with the dwelling on it will be for their son in the future.

Derek Sapp was present in support of this application and advised the Commission that the existing entrance will be kept; and that DelDOT should not have a problem with the existing entrance having an easement located off of it to serve the new parcel.

At the conclusion of the public hearings, the Commission discussed this application.

Mr. Burton stated that he would move that the Commission grant preliminary and final approval of Subdivision #2011 – 1 for James Jeffrey and Dafne Carnright, based upon the record and for the following reasons:

1. The proposed subdivision generally meets the purpose of the Subdivision Ordinance in that it protects the orderly growth of the County.
2. The land is zoned AR-1 which permits low-density single-family residential development.
3. The proposed subdivision will be consistent with the area and will not adversely affect nearby uses or property values.
4. The proposed subdivision will not adversely impact schools, public buildings and community facilities.
5. The proposed subdivision will not adversely affect traffic on area roadways.

Motion by Mr. Burton, seconded by Mr. Johnson and carried unanimously to approve this application as a preliminary and as a final for the reasons stated. Motion carried 5 – 0.

#### OTHER BUSINESS

Richard F. Lynam  
C/U #1834 Site Plan – Hebron Road

Mr. Abbott advised the Commission that this is the final site plan for seasonal storage of beach umbrellas; that the Commission granted preliminary site plan approval with conditions on April 14, 2011; that the condition of the preliminary approval was that the gate shall be shown on the final site plan; that the gate is shown on the final site plan; that the conditions of approval are referenced on the final site plan; that all agency approvals have been received; and that the Commission was previously provided a copy of the site plan.

Motion by Mr. Johnson, seconded by Mr. Burton and carried unanimously to approve the site plan as a final. Motion carried 5 – 0.



Curtis McDonald  
C/U #1809 Site Plan – U.S. Route 113

Mr. Abbott advised the Commission that this is the final site plan for a produce stand/market and full service meat market/butcher shop located on 0.689 acres; that the site is zoned AR-1; that this conditional use was approved on February 2, 2010 with 11 conditions; that the approved use needs to be substantially underway by February 2, 2013; that the conditions of approval are noted on the site plan; that a 4,000 square foot building is proposed; that 3,200 square feet is dedicated to sales; that 16 parking spaces are required and 17 are proposed; that there are parking spaces located within the front yard setback and that they are subject to site plan review; that individual on site septic and water is proposed; that the proposed dumpster is screened by a fence; that a landscaping plan has been submitted; that all agency approvals have been received; and that the Commission was previously provided a copy of the site plan and the landscape plan.

Motion by Mr. Burton, seconded by Mr. Johnson and carried unanimously to approve the site plan as submitted as a final. Motion carried 5 – 0.

Tidewater Utilities, Inc.  
C/U #1877 Site Plan – Road 277

Mr. Abbott advised the Commission that this is the final site plan for an elevated water storage tank/public utility located on 24,177 square feet; that the site is zoned GR/RPC; that the conditional use was approved on March 15, 2011 with 9 conditions; that the site plan complies with the conditions of approval; that a 400,000 gallon tank is proposed; that the height of the tower is 136 feet; that the setbacks meet the minimum requirements of the zoning code; that all agency approvals have been received; and that the Commission was previously provided a copy of the site plan.

Motion by Mr. Johnson, seconded by Mr. Burton and carried unanimously to approve the site plan as submitted as a final. Motion carried 5 – 0.

Philmoor  
Revised Multi-Family Site Plan – Rehoboth Avenue

Mr. Abbott advised the Commission that this is a preliminary multi-family site plan for 11 single-family detached condominium units located on 1.623 acres; that the site is zoned C-1; that the Commission originally approved 19 units on August 12, 2004 and that the staff approved a revised plan for 13 units on October 13, 2005; that the revised plan consists of 11 units located within three 165-foot by 165-foot building envelopes; that there is a 40-foot building separation between the building envelopes; that the proposed front yard setbacks along Rehoboth Avenue, Washington Street and Atlantic Avenue are 14 feet, which is in compliance with Section 115-182 of the zoning code which allows for an average front yard setback; that the side and rear yard setbacks comply with the zoning code; that the site is not located in a flood zone and there are no wetlands on the site; that water will be provided by the City of Rehoboth and sewer will be provided by Sussex County; that if the Commission were favorable to the site plan, final

approval could be subject to the staff receiving all agency approvals; and that the Commission was previously provided a copy of the site plan.

Frank Kea of Solutions IPEM, LLC advised the Commission that the storm water management infrastructure is in place; that down spouts will be utilized; that he is not sure when construction will begin but that the developers hope to begin as soon as possible; and that the project is back to the original developer.

Motion by Mr. Johnson, seconded by Mr. Burton and carried unanimously to approve the site plan as a preliminary with the stipulation that final site plan approval shall be subject to the staff receiving all agency approvals. Motion carried 5 – 0.

Echelon Design Center  
Commercial Site Plan – Route One

Mr. Abbott advised the Commission that this is a preliminary commercial site plan for a 3-story, 19,200 square foot office/showroom building located on 1.145 acres; that the site is zoned C-1; that the setbacks exceed the minimum requirements of the zoning code; that the showroom for furniture and appliances contains 4,684 square feet; that the office area contains 9,400 square feet; that 59 parking spaces are required and 65 are proposed; that 18 spaces are located within the front yard setback and are subject to site plan review; that other projects in the area have parking within the front yard setback; that the project will be served by central sewer and water; that the final site plan needs to include the highway corridor overlay zone buffer of 20 feet; that ingress/egress to the site is from Phillips Street; that DelDOT has issued a Letter of No Objection; that if preliminary approval is granted, final approval could be subject to the staff receiving all agency approvals and a landscape plan for the 20 foot buffer; and that the Commission was previously provided a copy of the site plan.

Motion by Mr. Johnson, seconded by Mr. Burton and carried unanimously to approve the site plan as submitted as a preliminary with the stipulations that final site plan approval shall be subject to the staff receiving all agency approvals and a landscape plan being submitted for the 20-foot highway corridor overlay zone buffer. Motion carried 5 – 0.

Sussex Shores Water Co.  
C/U #45 Revised Site Plan – Route One

Mr. Abbott advised the Commission that this is a request to erect a 6,250-gallon above ground storage tank within the Sussex Shores Water Company site off of Route One north of Bethany Beach; that the tank will be used to store bleach for Colony Pool Service, Inc.; that the tank has been registered and approved by DNREC; that the proposed tank will be located near the existing tanks within the project; that the staff is questioning whether an amended conditional use application is required; and that the Commission was previously provided a copy of the site plan.

Motion by Mr. Smith, seconded by Mr. Ross and carried unanimously to defer action for further information. Motion carried 5 – 0.

Drs. Jose and Elvira Pamintuan

3 Lots & 50' Right-of-Way – Road 555

Mr. Abbott advised the Commission that this is a request to subdivide a 9.02-acre parcel into 3 lots with access from a 50-foot right of way; that the owner is proposing to create the 50-foot right of way over existing road frontage; that the lots will contain 3.03-acres, 3.16-acres and 2.15-acres; that the right of way will contain 0.68-acres; that the request may be approved as submitted or an application for a major subdivision can be required; that if the request is approved as submitted, it should be stipulated that any further subdivision of the site will require an application for a major subdivision; and that the Commission was previously provided a copy of a sketch drawing of the request.

Motion by Mr. Smith, seconded by Mr. Ross and carried unanimously to approve the request as submitted as a concept with the stipulation that any further subdivision shall be subject to an application for a major subdivision. Motion carried 5 – 0.

Cornelius Van Drunen

2 Lots & 50' Easement – Road 293

Mr. Abbott advised that Commission that this request is for 3 lots and not 2; that this is a request to subdivide a 4.999-acre parcel into 3 lots with access from a 50-foot easement; that the owner is proposing to create the 50-foot easement over an existing driveway; that the lots will contain 0.84-aacres, 1.04-acres and 3.11-acres; that the existing buildings between lots 2 and 3 are noted that they are to be relocated; that DelDOT has issued a Letter of No Objection; that the request may be approved as submitted, or an application for a major subdivision can be required; that if the request is approved as submitted, it should be stipulated that any further subdivision of the site will require an application for a major subdivision; and that the Commission was previously provided a sketch drawing of the request.

Motion by Mr. Johnson, seconded by Mr. Burton and carried unanimously to approve the request as submitted as a concept with the stipulation that any further subdivision shall be subject to an application for a major subdivision. Motion carried 5 – 0.

#### ADDITIONAL BUSINESS

Mr. Lank asked the Commission when they would like to have a Special Meeting (Commission Workshop) to discuss Ordinances, Procedures, and Policies since the May 11, 2011 meeting had been cancelled.

There was a consensus of the Commission to meet on June 15, 2011 at 3:00 p.m. in Council Chambers.

Meeting adjourned at 8:02 p.m.