

PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 23, 2021

CALL TO ORDER

The Chairperson called the meeting to order at 5:30 p.m. via Zoom Meeting, a virtual meeting platform, pursuant to the Town's Electronic Participation Policy due to COVID-19. Commissioners Emilson, Falk, Liske, Nelson, Councilor Meyer and Chairperson Carright were in attendance.

OTHER BUSINESS

Town Manager Preston Neill introduced T.J. Dlubac and Katie Schwarz of Community Planning Strategies, LLC (CPS). CPS is a planning firm specializing in rural communities that will provide services while the Town recruits a replacement for Town Planner Shay Coburn who left the Towns' employ on February 19.

PUBLIC HEARING

1. Application for Variance to Building Height; Location: Block 33, South 15 ft. of west 50' of Lot 18, west 50' of Lots 19 and 20; Address: 521, 523, 525 Clinton Street; Zone: Historic Business; Applicant: Sundra Hines; Owner: Greg Young, Banco Building LLC

Staff Report dated February 23,2021 presenting background, analysis and staff recommendation prepared by Town Planner Shay Coburn.

Town Manager Preston Neill presented an application for variance to building height for the historic Banco Building. He noted the variance was 1 of 3 variances submitted for approval at the December Regular meeting. Two of the variance requests were approved, and the applicant requested the decision for the variance to building height be deferred to provide more specific information to the Planning Commission. Neill reviewed the Staff Report dated February 23, 2021 and explained the Applicant submitted revised drawings clarifying the elevation increase in the rear of the building. The Town Manager recommend approval of the application.

Applicant Sundra Hines noted the finish grade for the elevator height will be 45.75 ft., and the stair shaft will be 40.53 ft.

The Chairperson opened the hearing for public comment and there was none.

The Commissioners discussed the variance request with the Applicant. Ms. Hines explained the elevator will be used for egress, the stairwell is a fire code and an American with Disabilities Act requirement (ADA), and the height variance is primarily due to the 2.5 ft. reduction in the lots' grade from the front to the rear. The rear of the building is the only non-built area on the lot where the elevator can be constructed.

The Commissioners agreed the request is in line with the 39' variance granted for the Space to Create project and 41' variance granted for the Fire House project. They also noted the

registered historic structure can not be modified to reduce the ceiling height within the existing floors of the Banco Building.

**ACTION:**

Commissioner Nelson moved to approve the Variance for Building Height up to 45.75 ft., and up to 40.53 ft. for the elevator for the Banco Building located at 521, 523, and 525 Clinton Street. The approval is based on the hardship for ADA requirements, requirements for historic building construction, the slope of the lot's topography, and that the public safety and welfare has been met. The motion was seconded by Mayor Clark. On a call for the roll call vote, the motion carried unanimously.

**APPROVAL OF THE MINUTES**

2. Approval of the Minutes from the Meeting of January 26, 2021

**ACTION:**

Commissioner Liske moved to approve the Minutes from January 26, 2021. The motion was seconded by Mayor Clark. On a call for the roll call vote, the motion carried unanimously.

3. Approval of the Minutes from the Joint Workshop of February 3, 2021

**ACTION:**

Commissioner Nelson moved to approve the Joint Workshop Minutes of February 3, 2021. The motion was seconded by Mayor Clark. On a call for the roll call vote, the motion carried with Commissioners Emilson, Falk, and Liske abstaining.

**ADJOURNMENT**

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Karen Christian  
Deputy Clerk