

**Minutes of the Special Meeting of the Planning Commission
Of the City of Portland**

Held on Wednesday, September 19, 2018 at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Fitzsimmons, Williamson, Kmetz, Hinds, Culp

Absent: Roeser

Staff: City Manager Gorman; Deputy Zoning Officer Gensterblum

Guests: Jon Moxey of Fleis & VandenBrink; Patrice Weber of Portland Assisted Living & Memory Center; Jesse Weller of J Weller Construction; Bill Nowak, resident at 255 Charlotte Hwy.

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Motion by Kmetz, supported by Williamson, to approve the Agenda as presented.
All in favor. Approved.

Motion by Fitzsimmons, supported by Williamson, to approve the minutes of the August 8, 2018 regular meeting as presented.
All in favor. Approved.

Chair Grapentien opened the Public Hearing at 7:06 P.M. to consider the request for a Special Land Use Permit for an Adult Foster Care Congregate Facility for the property located at 223 Charlotte Hwy., to expand the current adult foster care center from 20 residents to a maximum of 30 residents.

City Manager Gorman provided information on the request to expand the current facility. The City recently adopted an Ordinance to allow Adult Foster Care Congregate Facilities that was a result of the request by the applicant to increase the number of beds from 20 to 30 beds. The new entrance/curb cut related to traffic controls and requirements have been considered by the City's engineers.

Bill Nowak, resident at 255 Charlotte Hwy., shared the concerns that he and his wife have with the expansion. They are not against the expansion but they are adjacent to the property. The proposed addition will be very close to their property. They would like some bushes/trees or privacy fence to buffer the property. They are also concerned with possible noise from their dogs; they don't wish to disturb the residents of the Assisted Living Center.

There was discussion of the installation of a privacy fence between the properties.

City Manager Gorman presented the site plan and clarified that a landscape buffer between the courtyard and the Nowak residence will include a 6 ft tall fence and large shrubbery and that the front of fence (facing Charlotte Hwy.) will be 4 ft tall or as allowed by City Ordinance.

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There was discussion of the use of the proposed patio that would be located next to the Nowak residence.

Ms. Weber stated that the patio is fairly quiet. Typically, one resident is outside at a time with their family members, not usually past 8:30 P.M. as that is when the residents go to bed.

Jon Moxey of Fleis & VandenBrink provided information on curb cuts and where the current curb cuts are located on the property at 223 Charlotte Hwy.

There was discussion of the curb cuts and which ones should be closed off or moved.

City Manager Gorman clarified that the proposed location of the new entrance on Charlotte Hwy. is approved with a width of approximately 26 feet. Ms. Weber will pay for the relocation of the street light. The curb cut on Bridge St. will be closed by installing new curb and curb lawn, sidewalk, and a landscape buffer.

Chair Grapentien closed the Public Hearing at 7:42 P.M.

Under New Business, the Planning Commission considered the request for the Special Land Use Permit for an Adult Foster Care Congregate Facility at 223 Charlotte Hwy., to expand the current adult foster care center from 20 to 30 residents.

Motion by Fitzsimmons, supported by Williamson, to approve the Special Land Use Permit as requested.

All in favor. Approved.

Under Planning Commission Member Comments, City Manager Gorman provided an update on the ongoing audit/update of the Zoning Ordinance. He also stated that the City has received the recommendations from the Redevelopment Ready Communities (RRC) that may be incorporated into the update of the Zoning Ordinance. Mr. LeBlanc will attend the November Planning Commission meeting.

City Manager Gorman provided community/development updates.

Motion by Williamson, supported by Fitzsimmons, to adjourn the meeting at 8:08 P.M.

All in favor. Approved.

Respectfully submitted,

Jason Williamson, Secretary