

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

Held on Wednesday, March 12, 2025, at 7:00 P.M.  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Williamson, Parsons, Johnston, Kmetz, Roeser

Absent: Fitzsimmons

Staff: City Manager Dymczyk, City Clerk Miller

Guests: Paul LeBlanc of PLB Planning Group; Brooke Ellis of Fusco, Shaffer & Pappas

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

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

Motion by Kmetz, supported by Johnston, to approve the minutes of January 8, 2025, Planning Commission meeting.  
All in favor. Approved.

There was no public comment.

Under New Business, the Planning Commission considered the request to consider the preliminary site plan to construct a one-story multi-family apartment building at 240 Charlotte Hwy.

Mr. LeBlanc provided information related to the preliminary site plan and his recommendation to approve the preliminary site plan based on its conformance with all applicable zoning requirements.

Brooke Ellis of Fusco, Shaffer & Pappas stated that work on the final site plan is underway. She inquired if the fire lane will be able to go beyond the setback if it improves the site plan.

Mr. LeBlanc noted the setback requirements are measured from the building so as long as the buffer is met around the property lines then driveways and/or parking can encroach into the setbacks.

There was discussion.

Under Planning Commission Comments, Member Johnston noted her appreciation for the effort the developer is making to improve the quality of housing for its residents.

Planning Commission Minutes  
March 12, 2025

Motion by Kmetz, supported by Parsons, to approve the preliminary site plan to construct a one-story multi-family apartment building at 240 Charlotte Hwy. (34-300-079-000-061-00)  
All in favor. Approved.

Motion by Johnston, supported by Kmetz, to adjourn the meeting at 7:20 P.M.  
All in favor. Approved.

Respectfully submitted,

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Amanda Johnston, Secretary