



To: Planning & Zoning Commission
From: Jeremy DeCarli, Planning & Zoning Official
RE: November 3, 2021 Planning and Zoning Commission Regular Meeting – Staff Notes
Date: October 29, 2021

The following are staff notes and comments as they relate to agenda items. Additional information and documents are available on the website. The status of applications is subject to change between the date of this memo and the date of the meeting.

3. Communications, Liaison Reports, and Public Comments (Use the “Raise Your Hand” feature to speak)

- A. The quarterly newsletter from the CFPZA is included in the materials on the website.

6. New Business:

- A. **Application PZC-21-022:** Atlantis Marketing, 1&5 Colchester Ave and 157 Main St. for a Zone Change from R-2 to Commercial. Map 07A/ Block 56/ Lots 21, 22, 24

This is a very similar application to one that was heard previously, which includes the combination of three lots into one, and the change of zone from R-2 to Commercial in order to facilitate the reconstruction and expansion of the existing fueling station with convenience store. The applicants have revised the conceptual site plan which incorporates and retains both of the multi-family residential units that currently lie on Main Street. The buildings could be retained as a residential use, even with a zone change Commercial, or they could be converted to a commercial use. With current non-conforming laws, the structures could also be a mix of uses.

At this point, the application is only about the zone change and must be reviewed for consistency with the POCD and the Comprehensive Plan (Zoning Regulations). Commissioners are urged to look at the POCD, the purpose section of the Zoning Regulation (1.2) and the Purpose of both the R-2 Zone (4.2) and the Commercial Zone (5.2).

A Public Hearing is required prior to approving a zone change.

Recommendation: Schedule a Public Hearing for December 1, 2021.

7. Old Business:

- A. **Application PZC-21-021:** Global 66, LLC, 265 West High St., Site Plan Modification, Map 6/Block 12/Lot 9

The proposed site plan has been updated and shows changes from the last meeting. However, the project has not yet received Wetlands approval and cannot yet be approved.

Recommendation: Continue to December 1 meeting.

B. Discussion: Home Based Businesses

As you know, a working group of PZC and EDC members has been working for several months to create a draft regulation for allowing home based businesses in East Hampton. The final draft has been recommended to the Commission for its consideration.

The working group suggested edits to the definitions section of the regulation to specifically define the terms, updates to the residential zone to specifically allow these uses within those zones, and the creation of two new sections of the regulation defining the new use types.

The regulations as drafted are broken into two sections. The first section “Home Occupations” puts parameters on allowing as-of-right, and without the need for a permit certain uses and business types within the home that are virtually undetectable by neighbors and anyone else viewing the property. These tend to be very low intensity uses, run by residents of the home, and have no on-site employees. The regulation does allow for one commercial vehicle on site in the event a resident owns a vehicle associated with their own business or are a contractor for a larger business operating out of their own home.

The second section (8.4.P) “Home-Based Business” allows for slightly more intense uses on a residential property and owned and would require a site plan application to be reviewed and approved by Staff. (Staff specifically has the ability to refer applications to the Commission when deemed necessary.) Specific requirements are defined within the regulation.

Staff has referred this regulation to the three Council’s of Government that surround us as required, as well as to Town Counsel for a legal review.

Recommendation: If the Commission is comfortable with the proposed language, set a Public Hearing for December 1, 2021. Any changes desired can be made in the public process.

C. Discussion: Accessory Dwelling Units “As of Right”

D. Discussion: Update Sign Regulation to Include PO/R Zone in Sign Standards.

8. Planner’s Report

- A. The Village Center Plan has been presented to the Town Council and was received well. The Public Works Department has begun the process of evaluating the existing sidewalks and creating conceptual designs for rebuilding and improving the sidewalks in the Center. This work was prompted by the washout of the memorial bricks earlier in the summer. The Plan created by our intern is being used as a basis for the design work by the Town Engineer.
- B. A walkthrough was led by Staff for parties interested in responding to the RFP which was issued for the redevelopment of the Summit Thread mills. The RFP review team is intended to include one member of the Planning and Zoning Commission. RFP responses are due back to the Town by November 19. **I would that the Commission appoint one member to sit on the review team.**