



To: Planning & Zoning Commission
From: Jeremy DeCarli, Planning & Zoning Official
RE: August 2, 2023 Planning and Zoning Commission Regular Meeting – Staff Notes
Date: July 27, 2023

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.

5. Public Hearings:

A. PZC-23-012: Michael Bakaj, 37 South Main Street, a 22-lot (33 units) HOD subdivision in existing HOD Zone, Map 20 Block 51/ Lot 27

After speaking with several members of Town Staff, it is not anticipated that the Town would be able to take on the maintenance of basketball courts at this development. With that knowledge, and the lack of parking spaces available, I have advised the Project Engineer not to include basketball courts, and to instead consider walking trails around the site or another active recreation facility that either requires no maintenance or would be maintained by the property owners in the development.

As of the date of this memo, we have not received updated plans or an Affordable Housing Plan to review. If documents are received between the date of this memo and the meeting, it is unlikely that Staff will have sufficient time to review changes that have been made.

A question regarding the road width requirements was raised at the last meeting. According to the East Hampton Street Standards, Hampton Way would be considered a Local Street (11-25 parcels) and Village Way would be considered a Minor Street (less than 10 parcels). As such, the minimum pavement width for Hampton Way is 24 feet, while the minimum pavement width of Village Way would be 22 feet. In consideration of the fact that there are 11 parcels proposed for duplexes, the argument could be made that Hampton Way between South Main Street and Village Way could be considered a sub-collector street with a minimum pavement width of 26 feet.

It should be noted that without a request from the applicant to extend the Public Hearing, it would need to be closed at this meeting, which would prohibit the submission of any additional materials from the applicant or the public into the record.

Recommendation: If the applicant requests an extension, continue the Hearing to the September meeting.

B. Text Amendment Regarding Required Setbacks on Non-Conforming Lots in the R-1 Zone: Section 8.2 of the East Hampton Zoning Regulations

Positive comments have been received from both the Zoning Board of Appeals and the Conservation Lake Commission (minutes included in the packet).

If the Commission desires to adopt this text change, an effective date should be set.

6. New Business:

A. PZC-23-014: Flanders Road Estates LLC, Flanders Road, Fifteen (15) Lot subdivision, (Home Acres Estates), Map 26/ Block 87/ Lot 6

This application contemplates a 15 lot subdivision on a parcel of approximately 52 acres. The plans currently show 12 lots being accessed through a private road, with an additional three being accessed from Pecauset Trail.

The plan has been referred to other municipal departments and comments will be sent back to the developer as they are received. The application also requires a permit from the Inland Wetlands and Watercourses Agency. It was presented to that Agency at their meeting on July 26 and will be discussed again on August 30.

I have included my review in the packet for your information. It has been provided to the developer and Project Engineer.

Recommendation: Set a Public Hearing for either September 6 or October 4.

8. Planner's Report

We have submitted a Community Connectivity Grant Program Application with a request for \$800,000. As you'll recall, the Town received a grant of \$500,000 to fund the Village Center sidewalk replacement and streetscape project. The total project cost is estimated to be approximately \$1.4M. With the Town's contribution of \$125,000, that left the project approximately \$750,000 short, which would necessitate a phased approach. Our hope is that we receive the grant award and can undertake the project in one phase. We are still awaiting comments from the local DOT permitting office on final design.

All building files in the department have now been digitized and incorporated into the permitting and property management software. We have begun the process of digitizing the historic land use files (wetland permits, subdivisions, Site Plans, Special Permits, etc.). Approximately half of those files are currently out for digitization.