**MINUTES**

**PLANNING AND ZONING COMMISSION**

**PUBLIC MEETING**

**MARCH 6, 2019**

**COMMITTEE MEMBERS ATTENDEES**: Duane Beck Ronald Hall

 Corey Phoebus Matt Gajdos

**TOWN EMPLOYEES:**  Cheryl Lynch Town Clerk

**OTHERS:** Tanya Rogers-Vickers Tim Huddlemon

 Kerin Magill Joanne Bacon

**MEETING CALLED TO ORDER:**

Duane Beck called the meeting to order at 6:31pm

**MOTION TO APPROVE THE AGENDA WITH ANY ADDITIONS OR DELETIONS:**

Ronald Hall made the motion to approve the agenda and was seconded by Matt Gajdos

Motion was unanimous

**NEW BUSINESS:**

Duane noted the meeting was called to discuss the preliminary site plan for improvements to Mountaire

Farms located at 11 Daisey Street.

Kyle reported to each one he had reviewed the site plan that McCrone Engineering provided

to the Town of Frankford.

Kyle noted this plan is a reorganization of the site.

Kyle noted the proposing general improvements are

* Stormwater improvements sitewide
* Relocation of the existing truck weight scale from the front of the building adjacent to Daisey Street to an interior location
* Relocation of existing parking lot on south side of Daisey Street to location just to the west
* Modification of entrance on north side of Daisey Street located on existing parcel 433-6.18-11.00
* Combining of lot # 433-6.18-11.00. parcel #11 is currently zoned C-General Commercial.

The plan suggests the existing structure is to removed.

* Removal of existing house/structure in central portion of property
* Removal and relocation of vehicle and truck parking in interior of property

**PAGE 2**

Kyle noted everything that Mountaire needs to complete is compliant with Town Code.

Kyle noted to Tanya and Mike from Mountaire they would need to be in touch with the

State Agencies such as Sussex Conservation District, Department of Transportation and the

State Fire Marshall so the Town can grant final approval of the site plan.

Duane noted with the parking lots Mountaire would need to state an entrance to the parking lot and

an exit.

Duane noted need to paint the entrance side and the exit side on the parking lot.

Matt noted the exit should be the furthest from the intersection of Route 113.

Duane noted the Planning and Zoning committee will take their recommendation, to the Town Council

at the next monthly meeting for their final plan approval.

Matt made a motion to approve the Mountaire preliminary site plan and was seconded by Corey.

Motion was unanimous

Duane noted next on the agenda is the discussion of the Town’s comprehensive plan.

Kyle noted every municipality needs to update their Comprehensive plan every ten years and

required to review the plan every five years.

Kyle noted there are lesser thresholds for a population of less than two thousand.

Kyle noted the town would need to apply for a Pre Plus meeting. This committee will review

the plan and advise the town what they need to complete for the comprehensive plan.

Kyle noted need to read the existing Comprehensive Plan and mark the changes we need to review.

Kyle noted the next planning and Zoning meeting should be scheduled in April 2019.

Joanne noted should there be term limits for the Planning and Zoning committee.

Kyle noted each member should have a term from one to three years.

 **PAGE 3**

**Adjourn:**

Duane made the motion to adjourn the meeting and was seconded by Corey at 7:14pm

Motion was unanimous

**Respectfully**

**Cheryl A Lynch**

**Town Clerk**