

July 17, 2014

PC Members Present: Jean Vissering (Chair), Julie Potter, Rob Halpert, Jack Pauly, Norman Hill, Gene Troia, Mark Lane, Kim Watson

Others Present: Kristi Flynn (Recording Secretary)

**Call to Order:** 7:00pm

**Public Comment:** None

**Additions to the Agenda:** None

**Planning for Public Forum on Draft Flood Hazard Regulations with River Corridor Protection**

The PC discussed whether to keep the forum date on 9/18 or postpone until 10/2. The PC decided to keep the date at 9/18 to keep the process going. The letter and brochure will be ready to send out in early September. The forum is for information/education and will include a presentation by CVRPC and ANR. A public hearing will tentatively be scheduled for November. The PC reviewed the draft letter to be sent to the landowners and made some suggestions.

**Motion: I move to approve the draft letter as amended.** Made: Ms. Potter, second: Mr. Hill

**Vote on Motion:** Passed 8-0

**Review Draft Planning Commission Update Article for East Montpelier SignPost**

The Chair will re-draft as more of a highlight of the general responsibilities as opposed to an update on recent activities. She will send the new draft around via e-mail. Suggestions to include:

- People – Town Plan, regulations
- Town Plan is the guideline for zoning
- Relationship with DRB – roles and responsibilities

**Motion: I move that an appropriate article for the SignPost be drafted by the Chair.** Made: Mr. Hill, second: Ms. Potter

**Vote on Motion:** Passed 8-0

**Status Update on Selectboard Process for Proposed Zoning Regulations Amendments**

The Chair and Ms. Potter attended the SB meeting on the proposed amendments. The SB will take up the issue again in August to discuss in more detail and hold a public hearing in September. Most of the discussion centered on the proposed Preliminary Review process for commercial and conditional use reviews. The TA noted that the DRB is not interested in an additional review. Members of the DRB noted that the DRB has not discussed this issue in a meeting.

**Discuss Role of Planning Commission in Preliminary Review of Proposed Developments**

Discussion: can/should the PC invite townspeople to come talk to the PC regarding proposed development in town?

Comments:

- Can get suggestions from PC but it's not a guarantee that it will receive DRB approval
- Make it very clear that the PC is not a regulatory body
- Potential problem with DRB members on PC – people attempting to persuade these members prior to a public hearing
- PC's primary function is planning

PC ultimately decided they would be comfortable with townspeople coming to the PC with general planning questions.

**Consideration of an Administrative Amendment Procedure for DRB Approvals**

The PC is looking for clear language that says the ZA can make minor changes to existing permits without having to warn a DRB hearing. The PC reviewed draft language from other Vermont towns:

- Montpelier: limits amendments to site plans only
- Hartford: allows to amendments to conditional use and site plans; has the ZA run the proposed change by the DRB Chair
- Killington: 'no substantial impact' statement – specify additional criteria, include examples
- Northfield: include examples of both major and minor changes

Mr. Halpert agreed to draft some administrative amendment language for a future meeting that include oversight of the DRB Chair and includes changes to conditional use and site plan permits.

**Review Minutes**

July 10, 2014

**Motion: I move to approve minutes as amended.** Made: Mr. Halpert, second: Mr. Hill

**Vote on Motion:** Passed 6-0; Watson and Lane abstained

**ZA Report**

5 new permits since the last meeting

**DRB Report**

Next meeting is scheduled for 8/5:

- EMES shed hearing
- Sketch plans for: Olmstead, Danforth, Rappaport/Lylehaven

Mr. Hill and Mr. Lane will bring up the status of the proposed zoning regulation amendments and solicit comments from the DRB.

Next PC meeting is 8/7 at the Town Office at 7pm.

**Motion to Adjourn.** Made: Mr. Troia, second: Mr. Lane. Passed unanimously. Meeting adjourned at 9:10 p.m.

*Respectfully submitted by Kristi Flynn, Recording Secretary*