

September 4, 2014

PC Members Present: Julie Potter (Vice Chair), Jack Pauly, Gene Troia, Rob Halpert, Mark Lane

Others Present: Bruce Johnson (Zoning Administrator), Kristi Flynn (Recording Secretary)

Call to Order: 7:00pm

Public Comment: None

Additions to the Agenda: None

Consideration of an Administrative Amendment Procedure for DRB Approvals

Bruce Johnson joined the PC for this discussion and provided some background on this issue. A property owner needing a minor amendment had asked why our town doesn't have an administrative amendment procedure; some other towns do have this. As previously requested, Rob looked at how other towns deal with administrative amendments and prepared two versions for consideration: one with no DRB involvement in an administrative approval for previously approved permits and the other with consent of DRB chair. The version without DRB involvement has more detailed criteria. Issues discussed include:

- Does the town even need an administrative amendment procedure? Bruce hasn't seen a strong need for it and thinks it might be used only once or twice a year.
- If a procedure is needed, should the DRB be involved? Bruce noted that the DRB chair doesn't think he should be involved, allowing any appeal to the DRB to be free from a conflict.
- If a procedure is needed, what should the criteria be? The draft criteria are arbitrary, but similar to what other towns use.
- Given that no clear consensus was emerging, the PC decided to table this topic until October 2, when other members could participate in the discussion.

Flood Hazard Public Forum Preparation and Agenda Development

The letter and brochure has been mailed to about 200 affected property owners. Members reviewed the proposed program outline from CVRPC staff. The consensus was that CVRPC should keep the basic education portion of their presentation to no more than 10 minutes, so that the main focus of the forum would be on the draft regulations and how they would affect property owners. Julie will ask CVRPC staff to adjust their presentation. The forum has already been warned; a simple agenda will be available at the forum. If a list of items needed for the forum is provided, Bruce has agreed to bring those materials (sign-in sheet, brochures, copies of the draft regulations, flip chart). Rob will make a posting about the forum on Front Porch Forum around September 10th. Kim has volunteered to be a scribe. Jack has volunteered to bring refreshments.

Report on 8/18 Selectboard Discussion of Proposed Zoning Amendments

Ms. Vissering and Ms. Potter attended the 8/18 SB meeting and came back with the following SB suggestions:

- Groundwater withdrawal threshold: what is the 20,000 gallons per day requirement based on (monthly/yearly average)? SB sent the revision back to the PC to discuss and come back with new, proposed language
- Preliminary review: whose job is it to talk with applicants before they are ready for a hearing? All groups agree that this is a need, PC will research how other towns our size handle this issue

PC will re-visit these topics at a future meeting.

Review Minutes

August 7, 2014

Motion: I move to approve minutes as presented. Made: Mr. Lane, second: Mr. Pauly

Vote on Motion: Passed 5-0

ZA Report

8 new permits since the last meeting

DRB Report

Hearings/reviews at 9/2 meeting:

- Olmsted and Rappaport (3) subdivisions were approved
- Fontaine – approved conditional use for addition for a chipper room
- Packard appeal – will be heard at the 10/7 meeting regarding the merger to 2 small lots

Motion to Adjourn. Made: Mr. Troia, second: Mr. Lane. Passed unanimously. Meeting adjourned at 8:16 p.m.

Respectfully submitted by Kristi Flynn, Recording Secretary