

October 4, 2018

PC Members Present: Julie Potter (Chair), Jean Vissering, Jack Pauly, Norm Hill, Mark Lane, Ray Stout, Scott Hess

Others Present: Kristi Flynn (Recording Clerk), Gabrielle Malina, Bruce Johnson (Zoning Administrator), Brandy Saxton

Call to order: 7:01pm

Changes to Agenda – None

Public Comment – None

Zoning Update: Discussion about draft Chapter 4-Administration and Chapter 3-Development Standards with Brandy Saxton, PlaceSense

Ms. Watson noted that the DRB would like clarification on the building envelope issue for subdivisions. The PC will continue the discussion under the DRB Report.

Chapter 4

420 – Zoning Permits

- Steps through the process, mostly statutory requirements
- 4201 – clearly gives ZA the ability to waive certain requirements; ZA has 15 days to determine an application's completeness
 - Is e-mail considered in writing? Yes it is, as long as a hard copy is filed
- 4202 – statutory requirements
 - 4202.D – permits conditions, temporary permits and other required permits
- 4203 – what happens once an application has an approved permit
 - 4203.C – no statutory timeframe
 - 4203.D – remove second 'change in'
- 4204 – Amending
 - Minor can be taken care of by the ZA, major goes back through the DRB process; expands the authority of the ZA
 - Removed language about going back to DRB Chair for minor approvals; checks and balances come under the appeal section
- 4207 – Certificate of Compliance - applies to site plan and conditional use reviews; timeline is set in statute; temporary certificate has a 6-month timeframe
 - 4207.G – add 'the' before ZA

430 – Development Approvals

- Removed sketch plan process
- Discussion about bringing sketch plan to PC or DRB regarding site plan/conditional use, might be useful feedback for the applicant
- PC agrees to leave section as is right now
- 4302 – Application Requirements
- Ms. Saxton noted that it is not necessary to include this section and it could be pulled out as a checklist; the PC feels this is a good checklist for the DRB and should be included
- 4303 – Sign Review – clarifies that it goes to the DRB if part of a site plan review
- 4304 – Site Plan Review
 - 4304.C – classification of minor versus major
 - 4304.C.1 – include 'does' before not
 - 4304.C.2.c – include 'dwelling' before units
- 4305 – Conditional Use Review
 - 4305.A.4 – consider not permitting drive-thrus; PC considered pros and cons: traffic and parking; this section is mostly statutory
- 4307 – Subdivision Review
 - 4307.C – boundary adjustments & mergers are an administrative issue, can be referred to the DRB
 - 4307.D – sketch plan has been converted to a ZA process instead of DRB; faster and cheaper for the applicant; include a purpose statement under sketch plan which will answer the why question
 - 4307.E – classification of minor versus major; 4 or more lots over 4 years is a major subdivision
- The PC asked Ms. Saxton to switch major and minor sections
- Figure 4-01 – will review after looking at Chapter 3
 - Includes criteria that DRB will use to review site plan, conditional use and PUD/subdivision
 - Consider using an overlay for scenic roads

440 – Appeals – all statutory

- 4402.A – remove the requirement for two copies
- 4404 – Waivers – clear purpose statement on waivers versus variances and why you might need one or the other

450 – Notice, Hearings – mostly statutory

- 4505 – deliberations in closed session; will request the DRB's opinion

460 – Violations and Penalties – mostly statutory

- Includes tickets for sign violations; fines must be specified in the regulations
- Language just gives the option, doesn't have to be used
- 4602.B – add 'up' before to

Next meeting – review Chapter 3

Updates

- Energy Committee – Ms. Vissering contacted the CVRPC to ask them to review the draft that was completed in 2017
- Old LaPerle Farm Property Committee – next meeting is next Monday, where they will get a progress report on EMSLI and meet with Ms. Vissering regarding a landscaping and park plan
- Lylehaven Farm Conservation Project – the maps were shared with the SB before the appraisal is done; the map show what is in and out of the project; Schedule C shows where the trails will be (two easements are proposed); the next step is the appraisal, they will come back in 2019 for support letters from the PC and SB

ZA Report

Two new permits since the last meeting

DRB Report

- Carriveau – continued again; still doesn't have a letter of intent from the state
- Isaak – approved 2-lot subdivision, no new development planned
- Antonovich – approved 3-lot subdivision, building envelopes included for building lots
- O'Hare – approved preliminary 4-lot subdivision; didn't require the addition of building envelopes because no development planned

The DRB would like to make this issue of building envelopes very clear in the new regulations with set standards that are well-defined.

Review Minutes

September 20, 2018

Motion: I move to approve the minutes as amended. Made: Mr. Lane, second: Ms. Vissering

Vote on Motion: Passed 9-0

Conferences/Training

- VLCT Planning and Zoning Forum – October 17, Fairlee
- Renewable Energy Vermont REV2018 Conference, October 18-19, South Burlington
- State Government Municipal Day, October 26, Montpelier (also other dates and places)
- Vermont statewide Housing Conference, November 13-14, Burlington

Please let the ZA know if you are interested in attending any of the above conferences.

Other Business

- The ZA suggested making binders for each PC member for the draft zoning regulations; all draft chapters are posted online
- Use tables – the Chair will check with Ms. Saxton to see if there is a better way to format them for easier reading

Motion to Adjourn. Made: Mr. Lane, second: Mr. Stout. Passed unanimously. Meeting adjourned at 9:35p.m.

Respectfully submitted by Kristi Flynn, Recording Clerk