

Minutes of the East Montpelier Planning Commission-Final

November 16, 2023

PC Members Present: Zach Sullivan (Chair), Erica Zimmerman (zoom), Kim Watson, Gianna Petito (zoom), Clarice Cutler, Richard Hall, Nic Khosla, Maia Stone

Call to Order: 7:03 pm

Changes to Agenda: Add discussion on 3rd party review and edits to Town Plan.

Public Comment: None.

Review Minutes

The group reviewed the November 2, 2023 minutes.

Motion: To approve the November 2, 2023, minutes as presented. Made by Maia Stone, second by Nic Khosla. Passed unanimously.

Discuss approach and work plan for the Town Plan updates and Timelines.

Mr. Sullivan asked the PC to think about the approach and appropriate timeline to complete the Town Plan for adoption by June 2026 and will speak to CVRPC on the appropriate legalities and steps needed to complete it.

Zach will complete the notes and comments derived from the review process and the assigned PC members will pick up where they left off with the research and editing process. A timeline was developed by Nik Khosla and is below. A public engagement strategy was discussed and development of how that will happen is still in the development stage. We will engage in public outreach in Chapters 5, 6, 8, 9, and 10. We will engage other committees, town administrators (treasurer and manager), and town people in chapters that are relevant to their mission and services. For example, the Town Roads Committee should review sections of Chapter 4, Trails related to Towns Trails and the Town Treasurer should review finances in Chapter 3.

Initial Assignments from May 2023: Chapter 2, Erica Zimmerman, Chapter 3, Maia, Chapter 4, Maia, Chapter 5, Erica and Zach, Chapter 6, Kim and Zach, Chapter 7, Nik and Zach, Chapter 8, Nik and Clarice, Chapter 9, Clarice Gianna, Kim and Chapter 10 Erica, Clarice, and Nik

Updates

- **Capital Improvement Committee-** Kim Watson reported that there was a hearing and meeting on November 7, 2023 and the CIC FY2024-2025 budget was approved to be submitted to the Selectboard.
- **Energy Committee-** Zach Sullivan reported no updates and will reach out to discuss timelines and approach for town plan.
- **Resilient Roads Committee-** no updates.
- **Central Vermont Regional Planning Commission-** Clarice Cutler reported no new updates and a meeting will be held on December 12, 2023

ZA/DRB Report

The DRB has a scheduled meeting for December 5, 2023 to meet the new ZA. No new permit reports.

Other Business

Discussion on third party review of the new town plan draft. Do we hire someone or talk to the new ZA?
Zach will inquire about the options.

Motion: To adjourn. Made by Clarice Cutler, second by Nic Khosla. Passed unanimously.

The meeting closed at 8:34 p.m.

Town Plan 2026 - Timeline Table

Task	Date	Duration	Dependencies	Comments	Owner(s)	Status
Zach to finish consolidating notes	12/7/2023			Zach to help consolidate external data	Zach S	
Assigned leads take notes and edit sections				Leads to collaborate with relevant committees		
Chapter 1						
Chapter 2						
Chapter 3						
Chapter 4						
Chapter 5						
Chapter 6						
Chapter 7						
Chapter 8						
Chapter 9						
Chapter 10						
Chapter 11						
Submit 1st Draft						
PC review of Draft						
Solicit external editor (ZA?)						
Finish 2nd Draft						
Public Forum						
PC to Incorporate Feedback						
CVRPC - review (Zach to confirm)						
PC Hearing	12/5/2025					
PC to address comments						
Turnover to Select Board	1/5/2026					
SB Hearing 1						
PC to address comments						
SB Hearing 2						
PC to address comments						
Final Due	6/4/2026					

Respectfully submitted by Kim Watson

Approved on: December 7, 2023