

DRAFT
Brandon Planning Commission
April 15, 2013

Planning Commission Members Present: Anne Bransfield, Marty Feldman, Jeff Guevin, Linda Stewart

Others present: Charlene Bryant, Tina Wiles

Call to Order:

Anne Bransfield called the meeting to order at 7:07PM.

Approval of Minutes:

A review and correction of the minutes was completed.

A motion was made by Jeff Guevin and seconded by Marty Feldman to approve the March 14, 2013 Wildlife Corridor Workshop minutes, as amended. **The motion passed unanimously.**

Page 2, first paragraph, line 3: This becomes a municipal decision on the direction of the town.

The March 18, 2013 minutes to be approved at the May 2013 meeting.

Public Comment Period:

There was no discussion held.

Marone Letter:

Anne Bransfield requested Tina Wiles provide an address for the letter. Tina Wiles stated it is Frank Trombetta who is the contact person for the 11 Conant Square building. Ms. Wiles stated the owner intends to tear down the building until the Segment 6 project is completed.

Wildlife Corridor Draft Regulations:

Marty Feldman stated there is no regulatory data. He will develop a draft using the Marlboro Wildlife Corridor document. Kate McCarthy provided the next steps in the process and Mr. Feldman has started editing the document. Mr. Feldman will continue to work on this project and email a draft document to the Commission members.

Schedule Hearing and Mailing Notices:

This item was postponed to a subsequent meeting.

Brandon-based Code Site Visit Review:

Linda Stewart completed site visits on the Arnold District, Adams Road and Kimball Road. She provided an overview of the descriptions she determined. Tina Wiles stated Brian Sanderson has a list of all the roads; Class 1, 2, 3 and 4, if that would be helpful in the process. Mr. Guevin stated the data being collected should be information on how the roads are actually used. Jeff Guevin stated the intent of Form-base Code is to get more definition to the areas. It was noted the Commission does not want spot zoning done. Anne Bransfield completed a review of Mt. Pleasant. Ms. Stewart noted in checking the predominate features in the areas she reviewed, she would want to conserve and preserve the area. Jeff Guevin reviewed Grove Street, upper Champlain Street and Pearl Street from Conant Square to the railroad. He stated the area near the post office would be categorized as needing growth and investment. This is part of the Conant Square issue and the long-term strategy is conservation in those areas, but the short-term would be to fix the corner area of Pearl Street. Ms. Stewart stated that Union Street actually has four districts. Jeff Guevin will consolidate the information into one document for distribution to the Committee. Marty Feldman will review Carver Street, Union Street, Park Street and the downtown. A suggestion was made to also do Wheeler Road.

Next Steps Regarding Contracting BBC Consultant:

Tina Wiles advised the Committee has \$2,000.00 available for a consultant. It was noted the total cost of the consultant will be approximately \$6,000.00. Ms. Wiles suggested going before the Select Board to provide a committee report and to discuss funding. It was suggested to discuss a contract with Brandy Saxton of Placesense after contacting Preservation Trust and the Rutland Regional Planning Commission regarding potential funds.

Brandon VT Mitigation Plan Annex Adopted 10-8-12 Conditional APP 9-26-12_EHS_edits.doc:

Tina Wiles stated this document references some items for the Planning Commission to do. Ms. Wiles stated this is for federal funding of mitigation projects and the town should always be taking measures to mitigate issues on all municipal facilities and properties. Ms. Wiles advised Ethan Swift and Charles Jakiela originally wrote this document several years ago. It had been opted to approve the document in its current state, and there are now efforts to make it more accurate. The revision process is required every two years and the Select Board is the authority to act on this plan. There have been several corrections made to the document and Ms. Wiles will send it to the Committee members with Ethan Swift's and her comments on it. It was also noted the approved version is currently posted on the town's website.

Capital Plan:

The creation of a capital plan was discussed. Tina Wiles noted Public Works would be the department with the largest plan. Anne Bransfield stated there could be guidance received from the Regional Planning Commission with regard to the components of a capital plan. The process will include a lot of discussion with the department heads. There will be guidelines provided to the department heads on what information to provide the Commission. Tina Wiles advised the Public Works department has been doing a lot of inventorying and may have much of this information.

Sign Ordinance:

Tina Wiles stated there had been a comment about redundancy in the central business district portion of the document. Ms. Wiles has received many responses from the letter she sent and there have been some signs

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removed or redone. It was thought that there may have been a mistake in the “Flags” section regarding the height; however, Ms. Wiles stated this is an ADA requirement. Ms. Wiles advised she has spoken to a couple of businesses about their sandwich board signs.

Jeff Guevin and Anne Bransfield are reaching out to the DBA committee to move along with the Water Charette. Ms. Stewart reported that Jeff Stewart has recently been appointed the Chair of the DBA. Marty Feldman stated it is also important to reach out to the Brandon Chamber of Commerce for a meeting.

Upcoming Training Opportunities:

. April 24 Town Officers Education Conference

On Friday, April 19th, there will be a land use training at the law school. The town officers training, sponsored by the VLCT, will be on April 24th at the Killington Grand Hotel.

. May 6th RRPC Flood Resiliency Workshop

On May 6th, the Rutland Regional Planning Commission will be hosting a workshop on planning for flood resiliency. Tina Wiles and Anne Bransfield will be attending the meeting.

Next Meetings

. May 20, 2013

. June 17, 2013

. July 15, 2013

Adjournment:

A motion was made by Linda Stewart and seconded by Jeff Guevin to adjourn the meeting at 8:19PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary