

Brandon Planning Commission
July 2, 2012

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

Others present: Charlene Bryant, Tina Wiles

Anne Bransfield called the meeting to order at 7:08PM.

Approval of Minutes:

A motion was made by Linda Stewart and seconded by Marty Feldman to approve the June 4, 2012 minutes. **The motion passed. Jeff Guevin abstained from the vote due to his absence from the meeting.**

A motion was made by Anne Bransfield and seconded by Linda Stewart to approve the June 18, 2012 minutes, as amended. **The motion passed unanimously.**

Anne Bransfield advised that Phyllis Aitchison has resigned from the Brandon Planning Commission. Ms. Bransfield stated the Planning Commission appreciates all the work Phyllis did and noted she will be missed.

Zoning Activity Report:

Tina Wiles stated with regard to the hazard mitigation buyout, FEMA will be doing a site visit on July 20th. The funding is being held up because the Mitigation Plan is not finalized. Ms. Wiles advised that Brandon's flood maps have a gap in them. Ms. Wiles stated there are discrepancies between the former maps and the digitized maps. There is also a meeting scheduled for August 14th to access the waterway that runs from the falls to Bridge 114.

Tina Wiles reported she has been attending the DBA (Downtown Business Alliance) meetings. There are two DRB (Development Review Board) meetings scheduled regarding a variance with a setback on the Town Farm Road and a flood plain development on the creek where ditching is being done to bring them back to where they used to be. The Select Board will be doing interviews and appointments for the DRB next Monday. The applicants include Kelly Martin, Eric LaRock and Phyllis Reed.

Tina Wiles stated there have been a lot of permit requests. There was a request from Hawke Hill Construction for a 32-square foot sign on the back side of a commercial building on Route 7. There was also a request from Steve Zhan for a cluster sign and a 32-square foot sign on the winery barn. Ms. Wiles stated people are curious about the setback changes and noted she had a request from a property owner who could not meet the setback. Ms. Wiles stated there is no waiver for setbacks and the accessory structure setbacks are the same as the primary structure setbacks. Linda Stewart stated it seems there are many permit requests being made after the fact. Tina Wiles has also requested Tomasina Magoon's assistance in advising the Chamber members that the sandwich signs should be brought in every night.

RRPC Meeting Report:

Anne Bransfield congratulated Jeff Guevin on his appointment to the Regional Planning Commission. Mr. Guevin attended the last meeting and was advised there needs to be certification from the town indicating this appointment has been made. Tina Wiles will have Keith Arlund send an email to Suzanne Schribner, Acting Director of the Regional Planning Commission, with this certification. There was a general discussion regarding

the processes of the Rutland Regional Planning Commission. Jeff Guevin will discuss the processes with Suzanne Schribner and report back to the Brandon Planning Commission.

MPG Discussion – Schedule MPG Work Session:

Anne Bransfield questioned whether the Planning Commission wanted to apply for a Municipal Planning grant, noting there would be an \$8,000.00 match required. Ms. Bransfield also questioned whether people's time could be used towards the match. Tina Wiles stated the town could do the \$8,000.00 match that could include staff hours. Ms. Wiles also noted the budget had been increased to \$5,000.00. The Planning Commission would like to work with Paul Dreher regarding this grant and potentially include Robert Black in facilitating discussions with Mr. Dreher. Tina Wiles stated Mr. Dreher will need to provide a proposal. A suggestion was made to also apply for an Orton Foundation grant. The deadline for the MPG grant application is September 28th. Ms. Wiles will check with Brian Sanderson and Steve Beck to confirm this application will not be competing against another grant application from another department. Anne Bransfield will research whether the Regional Planning Commission could assist with the grant application.

Marty Feldman stated it would make sense to do the central business district and high density districts first. It was thought that the entire town could be done, but the project could start with these areas. Tina Wiles stated it was discussed to do a village residential and then spread out.

Zoning Ordinance Discussion:

Marty Feldman stated the Planning Commission needs to start with the concept of what the zoning is to look like, and then commence with writing the ordinance. Tina Wiles suggested pulling out sections of the ordinance one at a time to review and rewrite. Linda Stewart stated there are different rules for the various districts to some extent, but the plan could be written by defining the district and then indicating the rules associated with the different districts. Ms. Wiles stated it could be less confusing if the Planning Commission uses the existing form, noting the 2003 version of the ordinance was much better than the 2006 version, as it was too streamlined. It was suggested the Planning Commission decide on whether to do form base codes or a use ordinance. Tina Wiles stated there are fluvial erosion requirements that now have to be taken into consideration.

A motion by Linda Stewart and seconded by Jeff Guevin to move forward with form base codes for as much of the town that it applies to, starting with the downtown. **The motion passed unanimously.**

Anne Bransfield stated this will preserve historic patterns and it may be possible to do the whole town. There will still need to be district boundaries outlined. Jeff Guevin stated the process would include doing several public forums and the Regional Planning Commission could assist with maps. Tina Wiles stated it might be a good idea to have old, current and proposed information. Ms. Wiles noted the 100-foot setbacks are not doing what they were originally tended to do. Ms. Wiles also stated the timing of the workshops will be important. A discussion was held concerning the timeline and the process for the Town Plan rewrite. A suggestion was made to place an article in the Brandon Reporter regarding the Town Plan rewrite to keep the public informed.

Other Business as Needed:

A discussion was held concerning going to a one-meeting per month schedule. There will be no meeting held on July 16th, with the next Planning Commission meeting scheduled for August 20, 2012.

Public Comment Period:

There was no discussion held.

Adjournment:

A motion was made by Linda Stewart and seconded by Anne Bransfield to adjourn the meeting at 8:40PM.

Respectfully submitted

Charlene Bryant
Recording Secretary