

**DRAFT**  
**Brandon Planning Commission**  
**August 5, 2013**

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

**Others present:** Charlene Bryant, Robert Black, Brandy Saxton, Kerry White

**Call to Order:**

Jeff Guevin called the meeting to order at 7:05PM.

**Approval of Minutes:**

A motion was made by Linda Stewart and seconded by Marty Feldman to approve the July 15, 2013 Planning Commission meeting minutes. **The motion passed unanimously.**

**Watershed Forum Update:**

*. Next Steps for 9/7/13 “Summit”*

Robert Black reported the design group is moving along with the September 7<sup>th</sup> “Summit at the Falls”. In an effort to build public interest, a poster has been designed and will be posted in various locations throughout town. Mr. Black was present to review the details of the Summit to assure the design committee is in concert with the planning commission. The Summit will include a speaker from the Rutland Conservation Group, a presentation about the history and a presentation by Tina Wiles on the regulations. The main themes that will be covered include preservation, history, wildlife and recreation, with the single focus on water. The Summit will be held at the Brandon Town Hall from 10AM to 2PM. Anne Bransfield had suggested having a walking tour around the river either before or immediately following the forum. The Friends of the Town Hall have agreed to provide free coffee and sell non-water beverages. Efforts are continuing on the possibility of providing food. It is hoped to be able to provide childcare for those who are attending; with the possibility of arranging activities for the children based on the subject of water. The initial speakers will provide brief presentations, without editorials. The event will have a moderator; Mr. Black will contact Bernie Carr regarding his availability and noted that he could also assist in this effort. Mr. Black requested the planning commission assist with the PR, food and childcare items. An agenda will be developed for the participants and a handout or folder will be developed that people can take home. Lee Kahrs will be featuring an article on the town office in an upcoming issue of the Reporter and the Summit will be advertised in the 8/28 and 9/4 editions of the Reporter.

Robert Black reported another item the DBA has been working on is a continuation of a Brandon Greenways plan. This has been tentatively approved by Richard Baker, as the interim town manager. This effort would include a pathway down Briggs Lane and the creation of a lookout. Mr. Black also advised Brandon has a presentation included in the Power of Water exhibit that is on display in Middlebury at the Vermont Folklife Center. A press release was provided for the movie, After the Floods, that will premiere at the Vermont Folklife Center on August 15<sup>th</sup>.

Marty Feldman suggested continuing efforts relating to the watershed. Mr. Black stated there are programs whereby groups adopt a section of the river to do stream clean-up and other activities relating to the river. A suggestion was made to advertise the Greenways program in an effort to move it forward.

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*. Timeline and Action stems for next Phase of BBC*

Brandy Saxton provided an outline of the actions and timeline for development of Brandon's Form Base Codes. The September 7<sup>th</sup> Water Charrette will be a start to informing people about the process. The Merchants Breakfast will be the next scheduled event on September 10<sup>th</sup>, with a kick-off of a more traditional planning meeting format on September 12<sup>th</sup>. On September 13<sup>th</sup> and 14<sup>th</sup>, it was suggested to set up an information table at the Brandon Farmers' Market on Friday and determine areas that would be high traffic on Saturday such as the Transfer Station in the morning and a location somewhere in town for the afternoon. On September 16<sup>th</sup> prior to the planning commission meeting, an open house work session will be held with the DBA and the local architects. The location of this meeting would need to be large enough to spread out the information for viewing. On Saturday, September 21<sup>st</sup>, there will be a major workshop to pull together the information from the recommendations made for the development of the building blocks of the code. On September 23<sup>rd</sup>, a presentation to the select board will be made that would include the components needed to write the code. It is not the intent to adopt the language for the code at that time. Ms. Saxton will do the prep work and input from the various events will be used to refine and adjust the document.

Ms. Saxton requested that the planning commission confirm there are no conflicts with the dates proposed. Linda Stewart will contact the Brandon Farmers and will confirm the date with the Tuesday Merchants' Breakfast. It was suggested to have a table set up at the Farmers' Market with information and visuals. Ms. Saxton is hoping to have the events scheduled and confirmed by the August 19<sup>th</sup> meeting. A recommendation was made to have Anne Bransfield contact the Town Hall committee to schedule the town hall for the evening meetings. There will need to be volunteers to staff the events and it would be good to have at least one planning commission member, preferably two members, in attendance at each of events. The specific agendas for each event will be developed by Ms. Saxton.

With regard to PR, Ms. Saxton will start to put together some press releases and develop a poster. Ms. Saxton will put together an agenda and program for each of the events and by August 19<sup>th</sup>, the schedule and the programs should be complete.

With regard to inventorying and mapping the neighborhoods, Ms. Saxton recommended, for the purposes of the workshop series, to stay focused on the village area. In doing the entire town, there would be less specific input. There will be a separate conversation in developing the information for the rural areas and would be separate meetings. It was noted that the transects had been previously developed, which include T5 – the downtown area, T4 – this area would be buildings that may have green space in front of them and would be more mixed use – residential and commercial, T3 – would have an area of older residential streets and another T3 area would be the arterial neighborhood that would be a mix and another T3 area would be the newer neighborhood residential areas. Ms. Saxton suggested each planning commission member choose a couple of sections for inventorying. She will work on the footprint mapping that will provide a base of information for the public outreach events. It was suggested selecting some typical segments that are representative of the transect zones. The typical area of T5 would be from the Brandon Inn to the Lake Sunapee Bank and from the Lake Sunapee Bank to the Town Hall. The exercise will be to document the existing transect and then to ultimately develop the future desired transect. Ms. Saxton suggested obtaining dimensions to go along with the frontages and the setbacks. Mr. Guevin requested Ms. Saxton provide instructions to each of the planning commission members on what information she requires in viewing the areas. Ms. Saxton will provide this information to the members on Friday. There was a question of how to determine the setbacks. Ms. Saxton suggested, for the purposes of the workshop, to determine setbacks from the edge of the right of way. For the village, use the edge of the sidewalk and for other areas use the edge of the road. The measurements would be taken from the edge of the right of

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way to the edge of the wall of the buildings. Ms. Saxton noted that Form Base Codes allows for porches to be in the setback, as generally the setback is the actual exterior wall and it allows for encroachment for porches. A suggestion was made to also take some photos of existing building. Marty Feldman will inventory Union Street, Carver Street, Church Street, Rositer Street, Marble Street and High Street. Kerry White will assist with inventorying Conant Square and Mt. Pleasant. Linda Stewart will inventory Grove Street and Park Street. Jeff Guevin will inventory Champlain Street, Pearl Street and Maple Street. Anne Bransfield was assigned to inventory Seminary Street, Prospect Street and assist Ms. White with Mt. Pleasant. Ms. Saxton noted the exercise is to document existing conditions and it is important to measure the frontage widths and in some streets the building heights and to get a sense of use categories. Once the footprints are completed, there will be a good sense of the overall square footage of the buildings.

**Wildlife Corridor Overlay:**

*. Current Reviews Being Conducted*

This will be discussed at a subsequent meeting. It was requested that a copy of the overlay map be provided to all planning commission members.

**Other Business as Needed:**

There was no discussion held.

**Next Meetings:**

August 19, 2013  
September 7, 2013 – Summit at the Falls  
September 16, 2013

**Adjournment:**

A motion was made by Linda Stewart and seconded by Marty Feldman to adjourn the meeting at 8:36PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary