

**Final
Brandon Planning Commission
September 4, 2013**

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

Others present: Charlene Bryant, Robert Black, Brandy Saxton, Tina Wiles, Ethan Swift, Kerry White

Call to Order:

Anne Bransfield called the meeting to order at 6:30PM.

Summit at the Falls Forum:

Discussion with Ethan Swift and Robert Black concerning the final details of the Watershed Forum scheduled for Saturday, September 7th, was discussed prior to the start of the Planning Commission meeting.

Approval of Minutes:

. *Planning Commission Meeting of August 5, 2013*

A motion was made by Anne Bransfield and seconded by Linda Stewart to approve the Planning Commission meeting minutes of August 5, 2013. **The motion passed unanimously.**

. *Planning Commission Meeting of August 19, 2013*

A motion was made by Anne Bransfield and seconded by Jeff Guevin to approve the Planning Commission meeting minutes of August 19, 2013. **The motion passed unanimously.**

. *Public Comment Period*

There was no discussion held.

Brandon Based Code:

. *Overview - Brandy Saxton*

Brandy Saxton provided information on the preference survey and the event schedule for review and final approval. The photos for the survey have been adjusted to include more street scenes, more downtown and a little more diversity. In terms of the questions, street groupings were used, but Mt. Pleasant was not used as this is solely a residential area and most of the photos are not just residential. The survey will include photos that are either appropriate or inappropriate for areas that include the downtown, Carver Street, Park Street, Pearl Street, High Street or Route 7 north of McDonalds and south of the Fire Station. The intent is to focus on the building elements to determine what people want in certain areas. This information will be provided at the workshops and is a starting point for people to begin thinking about this process. Street components that were discussed at the previous meeting are included.

Locations and times were discussed for doing the preference survey. It was the consensus of the Planning Commission to set up at the Neshobe School Open House from 6:30PM to 7:30PM on September 12th; Friday, September 13th, a set up outside in the vicinity of the Brandon House of Pizza from 5:00PM to 6:30PM; and Saturday, September 14th, at the Transfer Station in the morning. Judi Pulsifer, Principal of Neshobe School, will be contacted for permission to set up at the Neshobe School Open House. The Visioning Session is also scheduled for September 12th and will begin at 7:00PM at the town hall. A recommendation was made to start the Community Workshop on September 21st at 9:30AM. A request to meet with the Select Board at 6:30PM prior to their September 23rd meeting is to be confirmed. The event schedule that provides both the listing of upcoming events and the background information on the Brandon Based-Code concept will become a handout to the public at every event. Ms. Saxton will revise the document, as discussed, by Friday, once all of the dates and places for the events have been solidified.

The agenda for the Visioning Session was discussed. Ms. Saxton provided a sample map of Brandon that included the area north to south from Woods Lane to Estabrook Field and outlined individual locations. It was thought the map did not provide a sufficient scope of Route 7. From East to West, it is felt that the bulk of the town was included. A suggestion was made to have either two or three maps sectioning the town into a northern section, middle section and southern section of the town. Ms. Braxton stated the place-mapping exercise will take a while and is meant to focus on areas to determine the characteristics that people like and don't like. It was her understanding that the focus is on the downtown and while the Form Base-Code can be done town-wide, determining this information will be difficult to do in one meeting. Ms. Saxton stated the exercise will be to ask people to identify positive and negative features of areas they have chosen to concentrate on. People will have different interpretations of what they feel are positive or negative features. Ms. Saxton noted it is important to determine what are the positives, which will then be used for the information at the Open House Workshop to develop building patterns that will ultimately be the building blocks for the Brandon Based-Code. The rural areas are not as building focused and will require a different set of exercises than what is done in the downtown area. In doing this exercise in a downtown, it is based on the physical aspects of the buildings and through this exercise, it is hoped to get to the major corridors of the town. Ms. Saxton will revise the map into two maps, starting from the center of town and developing a map from the center to the south and one from the center to the north of town to maximize the length of the corridors. The maps will include as far north as Lover's Lane, south to Otter Valley, east to Country Club Road and westerly to Corona Street. Ms. Saxton will provide a step-by-step process to assist the individuals who will be facilitating the four break-out groups during the Community Workshop. This event will be publicized and the event flyer will be developed into a poster size document for posting around town. This program will be mentioned during the Summit at the Falls forum this weekend. Ms. Saxton is also working up introductory slides and suggested individuals with design experience would be helpful for the Open House Workshop on September 16th. This is not a formal meeting, but will be a work session to develop documents from the information compiled. Ms. Saxton would like to create a catalog of development forms.

Wildlife Corridor Overlay District:

. Vermont Natural Resources – Form Base Code language

This item will be discussed at a subsequent meeting.

Other Business as Needed:

There was no other business discussed.

Next Meetings:

September 7, 2013 – Watershed Forum

September 16, 2013 – Brandon Based-Code Open House Workshop

Adjournment:

A motion was made by Anne Bransfield and seconded by Linda Stewart to adjourn the meeting at 8:46PM.

The motion passed unanimously.

Respectfully submitted,

Charlene Bryant
Recording Secretary