

**Brandon Planning Commission
October 21, 2013**

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

Others present: Charlene Bryant

Call to Order:

Anne Bransfield called the meeting to order at 7:10PM.

Approve Meeting Minutes for September 4 and October 7:

A motion was made by Linda Stewart and seconded by Anne Bransfield to approve the minutes of the September 4, 2013 meeting. **The motion passed unanimously.**

A motion was made by Marty Feldman and seconded by Jeff Guevin to approve the minutes of the October 7, 2013 meeting. **The motion passed unanimously.**

Public Comment Period

There was no discussion held.

Action Items:

1. Wildlife Corridor

. Final Draft

A discussion was held concerning the draft of the Wildlife Corridor. Marty Feldman revised the document removing redundancies and rearranged the document under the same guidelines as the NRC version. It will still need some tweaks as far as content. One outstanding question relates to the trails. Many of the items in the critical crossing area are already required by development sub-division. The biggest open issue is how to define the building/development envelope. This is another layer on top of what the DRB and the zoning administrator is doing. It was suggested to include the overlay maps in the draft and was agreed that measurements will be in feet/yards rather than meters. Jeff Guevin will review the draft and provide a cleaned-up version to the Planning Commission for final review.

2. Town-wide Group Working Session

Anne Bransfield has had discussions with Robert Black of the DBA concerning the next town-wide group work session. The groups have requested that quarterly meetings be held. It has been agreed the next work session will be held on November 18th. Anne Bransfield will contact the town manager to discuss the use of the town hall for the work session. There was a suggestion to ask Bernie Carr to moderate the meeting. The Planning Commission will sketch out the goals and the objectives for the meeting. The main topic of the November 18th meeting will be enhanced communication. It was suggested a review of the Workbook and the Town Plan be

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done during the meeting, with a list of action items to be identified and assigned. Ms. Bransfield will invite all groups who attended the first session.

Anne Bransfield reported the economic restructuring committee (DBA) invited the Planning Commission to attend their October 29th meeting where they will provide the results of the market study and share their ideas for the future of Brandon.

3. Draft Sidewalk and Merchandise Display Ordinance

Bernie Carr, as a representative of the business community, would like to meet with the Planning Commission, to discuss the concerns of the businesses about the draft Sidewalk and Merchandise Ordinance and Section 407 of the Brandon Land Use Ordinance. Mr. Carr will be attending the Planning Commission meeting on November 4th for discussion of these items.

4. Brandon Based Code

Max Ferro has offered to work with the Planning Commission and will assist with items that are provided by Brandy Saxton. Anne Bransfield will also contact Nancy Leary to assist in this effort.

5. Capital Plan

Robin Bennett has indicated she will be developing a capital plan for the Town of Brandon. Anne Bransfield has offered the Planning Commission's assistance in this effort. There was a discussion to come up with a capital planning plan that could be wrapped into the town's capital plan.

6. Planning Commission Section Update on Town Website

Anne Bransfield has requested Jeff Guevin be given access to the Planning Commission's page on the town's website. It was noted the town manager would prefer the website updates be done by staff members. Anne Bransfield will follow-up with the town manager on this subject.

7. Miscellaneous

. Brandon Representative to the Regional Planning Commission

Anne Bransfield has asked Richard Baker to be Brandon's representative to the Regional Planning Commission. Mr. Baker has not responded to Ms. Bransfield's request. A suggestion was made to bring this item to the Select Board for assistance.

. Year-end Planning Commission Summary for Town Report

Anne Bransfield is tasked with writing a summary of this year's Planning Commission's activities for the Town Report. Ms. Bransfield encouraged the board members to email her with input for the summary.

. New Planning Commissioner Orientation

It was suggested that Tracy Wyman attend a training session at the Regional Planning Commission. Anne Bransfield will coordinate the session for Mr. Wyman.

Other Business as Needed:

Jeff Guevin stated there had been prior discussion about waivers as an interim measure.

Ms. Bransfield encouraged the Planning Commission members to attend a meeting for planning and conservation commissions provided by the VNRC and the Regional Planning Commission at the Brandon Town Hall on November 7th.

Upcoming Training Opportunities

Anne Bransfield stated there will be a VPA conference held on November 1st in Warren regarding rural recreation planning. It was suggested Bill Moore, Brandon's Recreation Director, be invited to attend the meeting.

Next Meetings:

November 4th – Regular Planning Commission Meeting
November 18 - Town-wide Group Working Session
December 2th – Regular Planning Commission Meeting
December 16th – Regular Planning Commission Meeting

A motion was made by Linda Stewart and seconded by Jeff Guevin to enter into executive session at 8:21PM for a personnel discussion. **The motion passed unanimously.**

Executive Session:

The Board came out of executive session at 8:34PM. There was no action required.

Adjournment:

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

Respectfully Submitted,

Charlene Bryant
Recording Secretary