

DRAFT
Brandon Planning Commission
July 7, 2014

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

Others present: Charlene Bryant, Jon Andrews, Kristin Smith

Call to Order:

Anne Bransfield called the meeting to order at 7:02PM.

Approval of Minutes: June 16, 2014

A motion was made by Linda Stewart and seconded by Jeff Guevin to approve the minutes of the June 16, 2014 Planning Commission meeting, as amended. **The motion passed unanimously.**

The addition of Jeff Stewart and Debbie Boyce's name to "Others Present". In the third paragraph add Debbie Boyce's last name; in the first paragraph add Winely Hill and in paragraph 4, a correction to clarify Debbie Boyce had indicated Lisa Kenyon, the Neshobe Board Chair, said the Ely Fund might be able to help with the matching funds.....

Public Comment Period

. Town Plan Update and Outreach and Timeline

Anne Bransfield reported a meeting was held with the Rutland Region Planning Commission on June 17th and she was advised that the Brandon Planning Commission would be required to submit updates by September before the Regional Commission would approve the Town Plan. Ms. Bransfield advised the Regional Commission that Brandon has hired a consultant to assist in this project. Jeff Guevin stated there would be additional hearings required in order to accomplish this task. Ms. Bransfield stated the Regional Planning Commission is requiring the census data and all other information updated prior to approval. It was noted that the zoning can be changed as the Select Board has adopted the current Town Plan, however, state grants that require a Regional Planning Commission approved Town Plan could not be applied for. The Town Plan update will move forward as discussed and the updated plan will be submitted for approval to the Regional Planning Commission once completed. Dave Atherton was also present at the Regional Committee hearing and is aware of the situation. Mr. Atherton has offered to help with the data update.

. Town Plan Re: Adoption Process

Kristin Smith thought the first steps in the process would be to do some background research and to talk with people around town. She would like to obtain a list from the Planning Commission of people that are involved with the town to do quick interviews for basic research. It will need to be determined whether to use social media or other methods. The next step would be to determine when to host the events. Linda Stewart asked if there will be a timeline developed as the grant runs out May 2015. Ms. Stewart suggested an aggressive pace to keep momentum and maintain people's interest. The process will begin around the fall timeframe and run over a four to five month period. It was suggested to host a Transportation Day in August in collaboration with the meeting for the Waterline Project debriefing. Ms. Smith will contact Bernie Carr regarding details on the debriefing. An event concentrating on energy will be held in September, followed by a Capital Planning Summit in October. Anne Bransfield will contact Bill Hall, the budgeting expert from VLCT, to attend the October meeting. It was noted that October is National Planning Month and in November there is a World Town Planning Day. A suggestion was made to host in November the movie, Urbanization, with the assistance of the Rec Department. Ms. Smith noted she would not be available the week of October 23rd. It was noted the past events were held on Saturday mornings and included speakers and refreshments. The attendance for the Watershed Forum was around 100 people. Jeff Guevin stated the Brandon Base Code and the Town Plan update will be done simultaneously. Marty Feldman suggested making some sort of a visual Town Plan, such as a map that explains the natural resources, when doing the outreach to tie the Town Plan with the Brandon Base Code. Mr. Feldman recommended requesting the assistance of the Regional Planning Commissions' GIS expert. Anne Bransfield will research visual plans and provide samples to the Planning Commission members for their consideration. It is the intent that the outreach will provide a vision to guide the Planning Commission going forward. Ms. Smith stated the events should be connected and it should be determined what the outreach meetings are to accomplish. Ms. Smith suggested doing some type of branding campaign that will be primarily visual. Ms. Smith will provide the Planning Commission suggestions. It was proposed to do a Launch Day on August 16th from 1PM to 3PM in Central Park, with the town hall as an alternative location in case of rain. Linda Stewart will obtain quotes from local businesses for food and beverages. Ms. Smith will collate results from each event to develop the concepts for the next event.

There was discussion of hosting workshops at the Brandon Senior Center and the local schools during the month of January. It was also recommended to hold a professionals workshop in January to get local architects and engineers involved in the rewrite of the Plan. The invitation list will include individuals with visual communication skills. Jeff Guevin suggested looking into the Orton Family Foundation Program that is geared towards children. Ms. Smith will assist with the development of the handouts. It was recommended to provide a presentation and handouts at one of the Senior Center's monthly dinners. Ms. Smith will provide a final report on the feedback obtained by April 1st. It was noted the Regional Planning Commission could be asked to assist with the writing of the final draft of the Town Plan. The revised Plan will be more about visioning, with the hope that the Select Board will use it as a work plan for moving the town forward. It was suggested the town's Capital Plan information could also be worked into

the Town Plan. Ms. Smith's assistance with crafting the actual Plan will be revisited in the spring.

The Planning Commission developed the following schedule for the Town Plan Adoption Process:

Saturday, August 16th – Campaign Launch – 1PM to 3PM in Central Park
Saturday, August 30th – Transportation Day – in collaboration with the Waterline Project debriefing (Kristin Smith to contact Bernie Carr)
Saturday, September 20th - Energy Day
Saturday, October 25th - Capital Planning Workshop - Anne Bransfield to notify Select Board and Town Manager
Saturday, November 8th - Planning Movie (Urbanization) in conjunction with the Rec Department
Thursday, January 29th, Professionals meeting from 10:00AM to Noon; location to be determined

Other Business as Needed:

Jon Andrews reported he has been focusing on permits to keep the process going. Mr. Andrews stated there are many signage violations and it is hoped that the person hired as the permanent Zoning Administrator will move forward on the violations. Linda Stewart questioned whether there is a size limit for the projecting signs. Mr. Andrews stated the total area has to be less than 36 square feet and each sign cannot be more than 24 square feet for projecting or facade signs.

Jon Andrews asked for the address where the BLUO should be sent. Anne Bransfield will research and advise Mr. Andrews where to send it.

Next Meetings:

Monday, July 21, 2014

Adjournment:

A motion was made by Anne Bransfield and seconded by Marty Feldman to adjourn the Planning Commission meeting at 8:46PM. **The motion passed unanimously.**

Respectfully Submitted,

Charlene Bryant
Recording Secretary

Brandon Planning Commission Meeting
July 7, 2014

