

DRAFT
Brandon Planning Commission
June 15, 2015

Planning Commission Members Present: Jeff Guevin, Phyllis Aitchison, Linda Stewart, Frank Bump, Marty Feldman

Members Absent: Anne Bransfield

Others Present: Anna Scheck

Call to Order:

Jeff Guevin called the meeting to order at 7:07PM.

Approval of Agenda:

A motion was made by Linda Stewart and seconded by Phyllis Aitchison to approve the agenda as presented. **The motion passed unanimously.**

Approval of Minutes:

. May 4, 2015 Planning Commission Meeting Minutes

A motion was made by Linda Stewart and seconded by Phyllis Aitchison to approve the minutes of the June 1, 2015 Planning Commission meeting. **The motion passed unanimously.**

Old Business:

. Zoning Administrator Report

Anna Scheck provided copies of several permits that have recently been issued. With regard to sign permits, the old version of the ordinance is currently being used until adoption of the revised sign ordinance. A general discussion took place concerning details of the permits issued and questions pertaining to potential non-compliances. Ms. Scheck reported she will have a meeting tomorrow to discuss the Regional Planning Commission budget. Ms. Scheck attended a zoning conference that included a discussion concerning storm water runoff and the new legislation regarding this issue. Ms. Scheck provided the Planning Commission information that she received on this subject and advised there will be more information forthcoming. Ms. Scheck distributed information received from the Town Manager concerning the remaining funds available in the budget for this fiscal year for the Planning Commission. Ms. Scheck suggested the Planning Commission provide her a list of funds to request the Select Board approve for reserve for the Planning Commission for the next fiscal year. The next Select Board meeting is scheduled for next Monday. Ms. Scheck reported there are still some outstanding invoices and there will also be two more payrolls that are not included in the figures provided. Jeff Guevin to provide a listing of the proposed funds to request the Select Board to place in reserve for the Planning Commission.

. MPG Grant Status & Contracts

With regard to the MPG grant, Jeff Guevin will email the MPG report to the state, if the state is still updating their system and he is unable to submit it electronically. Mr. Guevin will also submit a report for the Forest and Parks grant. Anna Scheck advised that the invoice has not been received from Jim Donovan.

. Review and Revise Town Plan

Jeff Guevin met with Ed Bove of the Regional Planning Commission to discuss the future land use map. The Regional Planning Commission will develop the map to include the transects and the floodplain information. Mr. Guevin had provided a copy of the proposed Town Plan to all Commission members for comment. Mr. Guevin suggested adopting the current proposed Plan that would include the updated numbers, items of concern the Regional Planning Commission had and the addition of the districts for Park Village and Forestdale Village. Mr. Guevin noted there is concern that the Town will be unable to apply for certain state grants until there is a Town Plan approved by the Regional Planning Commission. The new Town Plan will have the future land use map and the other recommended maps. The Transportation section still needs updating, but this can be done at a later date. Anna Scheck advised there has been discussion of changing the requirement for Town Plan renewals from five years to ten years. The Commission members were in agreement to move forward with the proposed Town Plan, complete the Transportation update at a future time and move forward with setting the schedule for the hearings. Mr. Guevin advised the process for the Town Plan revision is as follows:

“At least 30 days prior to the first hearing, a copy of the proposed plan or amendment and the written report shall be delivered with proof of receipt, or mailed by certified mail, return receipt requested, to each of the following:

- (1) the chairperson of the planning commission of each abutting municipality, or in the absence of any planning commission in an abutting municipality, to the clerk of that municipality;
- (2) the executive director of the regional planning commission of the area in which the municipality is located;
- (3) the department of housing and community affairs within the agency of commerce and community development; and
- (4) business, conservation, low income advocacy and other community or interest groups or organizations that have requested notice in writing prior to the date the hearing is warned.”

A motion was made by Linda Stewart and seconded by Phyllis Aitchison to approve the current proposed Town Plan, prepare the report and submit the information to all required parties as noted above in accordance with Vermont State Statute Title 24, Chapter 117, Subchapter 005, Section 4384 and to set a hearing date for August 3, 2015. **The motion passed unanimously.**

New Business:

. Other Business as Needed

With regard to the proposed changes to the Sign Ordinance and the Waiver, Jeff Guevin reported the approval process will need to be initiated again as the process was not completed within the statutory time requirement. A written report will be prepared and the Planning Commission will hold at least one hearing after public notice
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and advise all required parties as noted above in accordance with Vermont State Statutes. Not less than 15 days, but no more than 120 days, the Select Board will hold a hearing. The Planning Commission's hearing for the Sign Ordinance and Waiver will be held the same evening as the hearing for the Town Plan revisions.

As part of the Barn Raising effort, Jeff Guevin suggested having information available to the public during the Independence Day Celebration in the Park.

Mr. Guevin suggested a use for the postage funds could be a follow-up letter to the people that attended the Wildlife Corridor meeting.

A motion was made by Jeff Guevin and seconded by Linda Stewart to send a follow-up letter to all participants of the Wildlife Corridor meeting. **The motion passed unanimously.**

Next Meetings:

August 3, 2015 (Meeting will include Revised Town Plan and Brandon Land Use Ordinance Revisions Hearings). Location of hearings and meeting to be the Brandon Library.

Adjournment:

A motion was made by Phyllis Aitchison and seconded Linda Stewart to adjourn the Planning Commission meeting at 7:50PM. **The motion passed unanimously.**

Respectfully Submitted,

Charlene Bryant
Recording Secretary