

**DRAFT**  
**Brandon Planning Commission Meeting**  
**October 3, 2016**

**Board Members Present:** Maria Ammatuna, Mike Lufkin, Stephanie Jerome

**Board Members Absent:** Phyllis Aitchison

**Also in Attendance:** Anna Scheck – Zoning Administrator, Dave Atherton - Town Manager

**1. Call to order**

The meeting was called to order at 7:00PM by Maria Ammatuna – Chair.

**2. Agenda Approval**

A motion was made by Mike Lufkin and seconded by Stephanie Jerome to approve the agenda as presented. **The motion passed unanimously.**

**3. Consent Agenda**

*. Planning Commission Minutes – September 19, 2016*

A motion was made by Mike Lufkin and seconded by Stephanie Jerome to approve the minutes as presented. **The motion passed unanimously.**

**4. Zoning Administrator's Report**

A written report was provided by the Zoning Administrator. Anna Scheck reported the permits for the hearings that were held on the September 28<sup>th</sup> were signed today. In reference to the Zoning Administrator's attendance at the Regional Planning Commission (RRPC) meeting, Maria Ammatuna asked if there are going to be new goals for the RRPC. Ms. Scheck reported this was the RRPC's first meeting of the year and new goals were not discussed. There was a presentation by VTrans regarding municipal roads general permits. Ms. Scheck confirmed that a member of the RRPC is available to attend the November meeting to discuss roads and potentially other infrastructures to assist in the budgeting process. Ms. Ammatuna noted the Commission would like to discuss sidewalks, culverts and bridges as well. Dave Atherton asked if the Planning Commission will be making recommendations for the budget. Ms. Ammatuna stated the Commission will be learning about the process this year, with recommendations to be made the following year. Mr. Atherton reported the dates for the budget meetings have been set for November 1<sup>st</sup>, November 15<sup>th</sup>, December 6<sup>th</sup> and December 20<sup>th</sup> beginning at 6:00PM in the Town Office conference room. Stephanie Jerome requested clarification of the permit report. Ms. Scheck advised that the data is permits that have been granted since the last Planning Commission meeting.

A motion was made by Mike Lufkin and seconded by Stephanie Jerome to approve the Zoning Administrator's report as presented. **The motion passed unanimously.**

## **5. New Business**

### ***a. Planning Commission Training Discussion***

The Zoning Administrator provided information on training and noted it would be beneficial for the Commission members to attend as the discussion of required agricultural practices and municipal roads are important when rewriting the BLUO (Brandon Land Use Ordinance). The training will take place in Montpelier on November 2<sup>nd</sup> and any members interested in attending were asked to contact the Zoning Administrator. Ms. Scheck stated there is a lot of good information and the agricultural practices are important as the town has some issues with small-type farms. Because the rules are changing, the Town will have more review over the smaller type farms and the Planning Commission may want to make changes in this area. Ms. Scheck noted the State is still in review of the proposed agricultural practices and advised that she will provide information to the Planning Commission regarding the agricultural requirements for their use in updating the BLUO.

The Zoning Administrator provided information on the suggested changes to the Sign Ordinance due to statutory requirements. Maria Ammatuna asked if there is anything in the Plan regarding Act 46. Dave Atherton stated there is going to be a meeting tomorrow that is a kick-off meeting for what the Town will need to do with regard to storm water runoff.

### ***b. Ongoing Review and Update of the BLUO (Brandon Land Use Ordinance)***

Stephanie Jerome suggested the Town Plan and BLUO updates should coincide to provide ease of use for the DRB. Anna Scheck advised that she provides the DRB the sections of the BLUO and Town Plan that relate to the specific applications. Dave Atherton stated he has previously worked in other towns where their land use ordinances were much simpler than Brandon's BLUO. It was questioned if there are minimum requirements for land use in the State statutes. A link to the State's statute regarding land use was emailed to the Commission members for review prior to the next meeting. Dave Atherton suggested getting input from the RRPC and some other towns that have recently approved land use ordinances. Mr. Atherton would like to see the Town Plan and the BLUO coincide. Stephanie Jerome noted the Town Plan is a very positive document and is forward thinking and provides information on what is wanted in the Town. Mr. Atherton stated the Planning Commission needs to review the Town Plan to be assured that it is moving with the BLUO and encouraged the Commission to attend the training in Montpelier. Mr. Atherton also suggested they attend the Regional Planning Commission meetings to become familiar with their work. Maria Ammatuna requested the members provide a listing of topics that are of concern to Brandon citizens. Mr. Atherton reported the Town Plan has had a section on solar added and information on waste water was recently added as there was nothing in the Plan for the future of the wastewater plant. Ms. Ammatuna stated condemned buildings and façade changes should also be addressed. Dave Atherton stated the Economic Development Manager will work with the zoning to provide support to potential business owners. There was discussion of where businesses could potentially develop in Town. Mr. Atherton stated businesses should not be discouraged from coming into Town, but the businesses should be a fit in the Town. Mr. Atherton stated the Planning Commission has the power to make the changes and correct flaws in the system and review the

ordinances to make changes that fit. Stephanie Jerome stated the Commission needs to incorporate wise development to maintain the downtown as it lives.

Anna Scheck reported a call was received regarding the Aubuchon block and noted there were questions regarding the ordinance as it relates to parking. The caller expressed concern that the ordinance was confusing. This is an area that will need to be addressed in the BLUO. Mr. Atherton noted there is now municipal parking behind Café Provence and the Mobil station.

Maria Ammatuna stated sidewalks will also need to be worked into the Plan. Dave Atherton stated much of that will be taken care of with Segment 6. Mr. Atherton stated one of the “Barn Raisings” discussed village status for Park Village and Forest Dale. Mr. Atherton stated the Town is still considering items such as extended pathways and they are finishing the connectors that will enable people easier walking throughout Town. These would be items to add in the Town Plan. The Town also has rail that goes through and Mr. Atherton has been working on trying to get a whistle stop in Brandon. It was suggested that public transportation, recreational gateways and tourism should be updated in the Town Plan. Anna Scheck stated the Sign Ordinance is a challenge in trying to make the projects workable and Agriculture should be changed due to the newest state regulations. There was a discussion of the permit process and Ms. Ammatuna questioned whether the Town is charging a lot for their permitting. Mr. Atherton stated the cost for permitting here, compared to some other towns, are still less costly. Mr. Atherton stated he would prefer to do an increase in the rental code process. Maria Ammatuna questioned if the Regional Plan has ever been reviewed and noted she will request a copy to review. It was also noted that the Energy policy should also be included in the Plan.

### ***c. Other Business as Needed***

Agenda items for the next Planning Commission meeting:

- . PC members to review the link to the state statute regarding land use and development regulations
- . Review other towns’ land use ordinances; Bristol, Pittsford and Randolph were recommended for review
- . Maria Ammatuna will call the RRPC to request a copy of the Regional Plan and request information on town plans that the RRPC would recommend review of
- . Stephanie Jerome will call VLCT to request information on land use ordinances

## **6. Old Business**

### ***a. Designated Downtown Map Updates***

The Town received assurance from the Regional Planning Commission that the designated downtown maps will be formalized after the second Select Board hearing, as there will likely be updates from those meetings.

## **6. Date for Next Meeting**

October 17, 2016 – 7PM @ Town Hall  
Brandon Planning Commission Meeting  
October 3, 2016

## **9. Adjournment**

A motion was made by Mike Lufkin and seconded by Stephanie Jerome to adjourn the Planning Commission meeting at 8:42PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary