

DRAFT
Brandon Planning Commission Meeting
January 5, 2017

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

Board Members Absent: Phyllis Aitchison

Also in Attendance: Anna Scheck – Zoning Administrator

1. Call to order

The meeting was called to order at 7:11PM by Maria Ammatuna – Chair.

2. Agenda Approval

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

3. Consent Agenda

. Planning Commission Minutes – November 21, 2016

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

4. Zoning Administrator's Report

Anna Scheck provided a Zoning Administrator report that included pending permits and violations that she had issued. She noted there have been two notices of violation concerning the sign ordinance for the new businesses located on the properties of Louis Pattis and David Howell. There have been three letters sent regarding the application for a sign and she has received no response to the letters from either the owners of the businesses or the property owners. It was suggested the Zoning Administrator visit the businesses to offer assistance with the sign application process. The Planning Commission reviewed all violations the Zoning Administrator has issued recently. Ms. Scheck suggested with regard to the land use application that a generic application be developed and additional application requirements could be provided when applicable. Stephanie Jerome will review the application process and provide input to the Zoning Administrator and Planning Commission.

5. New Business

a. Statement of Changes – Brandon Land Use Ordinance (BLUO) Amendment

Maria Ammatuna stated the document to be considered for amending the BLUO is a statement of changes that relates to the Town Plan of February 22, 2016 and the BLUO of May 19, 2014.

The Planning Commission reviewed the statement of changes and letter that will be sent to all appropriate interested parties. The mailing will be done tomorrow, January 6th. The Zoning Administrator will submit a warning on January 18th for a Planning Commission hearing to take place on February 6th at 6:00PM. The BLUO will be submitted to the Select Board following the hearing for review at the Select Board meeting of February 27th. The Select Board will be required to set two hearings. It will be suggested the Select Board hold their first hearing on March 13th, with a second hearing date to be determined. Once the BLUO is approved by the Select Board, it will be submitted to the Rutland Regional Planning

Commission for approval. The Zoning Administrator will confirm the letter and statement of changes with the Planning Commission Chair prior to mailing. Ms. Scheck provided the Planning Commission information on the Town Plans for Bristol, Mad River, Essex and Waitsfield as examples.

b. Capital Budget Update

Maria Ammatuna reported after attending the town budget meetings, the Town Plan is far removed from the current infrastructure funding. There are monies kept in the Capital Fund for infrastructure improvements, but there are no projects tied to Fund 48 – Infrastructure. The audit report is the only place that outlines the capital expenditures. Ms. Ammatuna noted that if it is a money article, side notes should be made to build a capital plan for infrastructure. She does anticipate that the Planning Commission could be able to provide a Capital Budget plan until the FY18/19 budget season.

c. Town Plan Review

Stephanie Jerome provided information from the Waitsfield Town Plan relating to capital planning under the Facilities and Services section. Maria Ammatuna requested a copy of the excerpt concerning capital planning. It was noted the Essex Town Plan also had information under Local Government Fiscal Overview. Ms. Ammatuna stated the Brandon Town Plan provides information on Public Facilities and Services in the statute explanation. She suggested discussing a capital plan theory and using a version similar to Waitsfield's Town Plan.

Ms. Ammatuna stated there should also be information on a Capital Plan for the Sewer Department and what the Sewer Department oversees. Ms. Scheck stated Sewer the Department accounts for their monies in Fund 53. Ms. Jerome provided information from the Essex Town Plan concerning capacity for wastewater. Ms. Ammatuna stated information on water and sewer capacity is important to include in the Town Plan and suggested a capacity chart be included in the Plan.

With regard to water, Anna Scheck stated this would be the responsibility of the Fire District and is noted in Section 603. For private water, there are state requirements. It was also suggested to note information on the water quality in Brandon.

Mike Lufkin stated the Randolph Town Plan provides a descriptive overview of what the town has to offer and suggested adding this type of information to the Town Plan. Ms. Ammatuna advised many of the descriptions in the Brandon Workbook still apply and she will bring a copy of the workbook to the next Planning Commission meeting.

Ms. Ammatuna recommended the Planning Commission members review the VEDET document, as the Town Plan should mesh with the VEDET and Chamber documents. Recreational and economic development goals should also be included.

Ms. Ammatuna advised that the Town will be receiving energy mandates from the state as a result of Act 174 relating to solar, wind, biomass and hydropower. It will include sustainable and renewable goals and will affect future grant opportunities. Each town will be provided topographical maps that will indicate the locations appropriate for the various energy sources. A strong internet service and charging stations for electrical vehicles will be counted in the equation. Ms. Ammatuna has asked the Regional Planning Commission if Brandon could be considered as a pilot town. Ms. Ammatuna advised that the Public Service Board will provide pilot towns substantial deference status. Anna Scheck stressed that it is important to have a detailed Town Plan written to provide the specifics on where the town does or does not want certain energy sources. The Town Plan will be the source that will be considered by the Public Service Board.

Maria Ammatuna noted that it was suggested the appropriate language for the Plan include the wording can and cannot, rather than shall or should not, as this will assure there is not room for maneuvering. Ms. Ammatuna will discuss the Town potentially participating as a pilot town with the Select Board at their next meeting. Ms. Ammatuna stated there will also be new agricultural requirements from the state. It was a decision of the Planning Commission for each member to complete a review and rewrite of designated sections of the Town Plan for discussion at subsequent meetings. Stephanie Jerome will rewrite Community Profile, Recreation, Childcare and Historical. Mike Lukfin will rewrite Transportation, Future Land Use, Flood Resilience and Housing. Maria Ammatuna will rewrite Public Facility and Services, Energy, Economic Development and Natural Resources. It was noted that a copy of the VEDET Report and Economic Development Plan that can be obtained from Bill Moore. Ms. Ammatuna suggested using the Brandon Workbook, the Brandon Blue Book and the National Historic Registry for references. Anna Scheck noted the local Town Plan also has to comply with the Regional Plan.

d. Other Business as Needed

Maria Ammatuna reported the Preservation Trust of Vermont is interested in the Forestdale Church. They will step in to assist with keeping the building usable.

Anna Scheck reported the Public Service Board has circulated a revised site plan for Norris Brothers Solar. Ms. Ammatuna provided information of the changes to the proposed plan to comply with the town's request. Ms. Scheck stated the Planning Commission can request party status and suggested that the Planning Commission Chair speak with the Town Manager regarding this project. It was noted that according to the Town Plan, the project does not appear to have enough foliage to adhere to the Plan. Ms. Scheck stated all solar projects go to the Rutland Regional Planning Commission for review. If there is an objection that a town has for a project, it is recommended to also contact the Regional Planning Commission regarding the project. It was suggested that additional screening should be added to the south and east sides of the project.

6. Date for Next Meeting

February 6, 2017 – 6:00PM – BLUO Hearing

February 6, 2017 – 7:00PM @ Town Hall

9. Adjournment

A motion was made by Mike Lufkin to adjourn the Planning Commission meeting at 9:32PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary