

**DRAFT**  
**Brandon Planning Commission**  
**March 17, 2014**

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

**Others present:** Charlene Bryant, Tina Wiles

**Call to Order:**

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

**Approve Meeting Minutes for February 17, 2014:**

A motion was made by Linda Stewart and seconded by Marty Feldman to approve the minutes of the February 17, 2014 meeting and the hearing of March 10, 2014. **The motion passed unanimously.**

**Public Comment Period**

There was no discussion held.

**Action Items:**

***1. Review Municipal Planning Grant RFP***

Anne Bransfield reported the RFP for the Municipal Planning Grant is written. She has reviewed the guidelines and there are 21 consultants that they work with, including Brandi Saxton. She will also share this with the Regional Planning Commission. Tina Wiles volunteered to send it out on behalf of the Planning Commission.

***2. Update on Recent Work with Brandon Saxton on the Brandon Based Code***

Anne Bransfield and Jeff Guevin met with Brandi Saxton to discuss the status of the Brandon Based Code project. Jeff Guevin provided a handout outlining Community Units and provided an explanation of the concept. He also provided a review of the maps received from Brandi Saxton. It was proposed the Planning Commission go with the Community Units (aka zoning districts) for the Brandon Based Code. Examples of the types of zones were discussed and through the community process, the transects will be determined. It was to ask Brandi Saxton to use the Community Unit Concept in her work to allow for blending at the edges of the zones. It is the intent that the districts will extend to existing lot lines. Ms. Saxton will continue to work with the Planning Commission on the items outline under the contract. She will not be providing some of the Form Base Code templates; however, it was noted they are available on line. The Planning Commission will continue to refine the work that they would like to receive from Ms. Saxton. Mr. Guevin will forward the Planning Commission a copy of the draft of the Brandon Based Code that was received from Brandi Saxton.

***3. Town Plan Re-adoption***

Anne Bransfield had been advised the Town Plan expires 5/18/14. She worked with Tina Wiles and Ed Bove of the Regional Planning Commission to avert an expired Town Plan. Mr. Bove stated the Town can readopt the Brandon Planning Commission Meeting  
March 17, 2014

Town Plan as is. There are new statutory requirements effective 7/1/14 that will be required in the Flood Hazard Mitigation section and the Economic Development section. Information has been added to the Town Plan in those sections to make it statutorily compliant with the July 1<sup>st</sup> changes to enable the Regional Planning Commission to approve it. All of the changes are in the Town Plan that was sent to the Regional Planning Commission, the state and to bordering towns about 2 weeks ago. A hearing for a Town Plan re-adoption has been warned for 4/7/14. The Planning Commission is required to have one hearing and the Select Board is required to have two hearing for the re-adoption process, with the Select Board's hearings to be scheduled at least 30 days, but less than 120 days after the Planning Commission submits to the Select Board. This action will enable the Town Plan to be in place while completing the other updates to the Plan. Anne Bransfield noted there are still many areas in the Town Plan that will require rewrites. The Municipal Planning Grant will assist in this effort. It was noted that there is no actual effect to having an expired Town Plan, with the exception of being unable to enact new by-laws. Laura Keir and Ed Bove of the Regional Planning Commission have preliminary reviewed the Plan and are fine with it.

A motion was made by Jeff Guevin and seconded by Marty Feldman to ratify the actions of the Chair and Zoning Administrator relative to the changes made to the Town Plan. **The motion passed with one abstention – Linda Stewart.**

A draft of the Town Plan will be distributed to the Planning Commission members.

Tina Wiles advised when speaking with Ned Swanberg, Representative from the State Flood Plains, he has indicated there needs to be a discussion concerning the mapping error in downtown in the Town Plan. The Town will need to submit a letter regarding a map revision request to update the map and should be identified in the Town Plan for the future. In the Economic Development section, under Recommendations, the addition of: "Reapply for Downtown Designation status in 2017 and continue to actively use this designation in seeking grants and other economic development activities."

Anne Bransfield wished to thank Ed Bove, Laura Keir and Tina Wiles for the help with the changes to the Town Plan.

#### ***4. Plan April Energy Social***

This agenda item has been postponed to a future meeting. The Planning Commission needs to obtain the consultant prior to scheduling the energy social.

#### **Other Business as Needed:**

#### ***. Safe Routes to Schools Annual Meeting – March 18<sup>th</sup> in Randolph***

Tina Wiles and Anne Bransfield will be attending the Safe Routes to Schools annual meeting tomorrow in Randolph to discuss creating healthy communities. This program offers various grant opportunities.

#### **Next Meetings:**

March 31<sup>st</sup> – Regular Planning Commission Meeting

April 7<sup>th</sup> – Regular Planning Commission Meeting

April 21<sup>st</sup> – Regular Planning Commission Meeting

Brandon Planning Commission Meeting  
March 17, 2014

**Hearings:**

March 31<sup>st</sup> – 2<sup>nd</sup> Waiver Hearing and 1<sup>st</sup> Sign Ordinance Hearing

April 7<sup>th</sup> – Town Plan Adoption Hearing

April 21<sup>st</sup> – 1<sup>st</sup> Wildlife Corridor Hearing and 2<sup>nd</sup> Sign Ordinance Hearing

May 5<sup>th</sup> – 2<sup>nd</sup> Wildlife Corridor Hearing

**Adjournment:**

A motion was made by Linda Stewart and seconded by Anne Bransfield to adjourn the Planning Commission meeting at 8:11PM. **The motion passed unanimously.**

Respectfully Submitted,

Charlene Bryant  
Recording Secretary