

**DRAFT**  
**Brandon Planning Commission**  
**March 16, 2015**

**Planning Commission Members Present:** Jeff Guevin, Marty Feldman, Anne Bransfield, Tracy Wyman

**Others Present:** Phyllis Aitchison, Ed Bove, Anna Scheck

**Call to Order:**

Jeff Guevin called the meeting to order at 7:05PM.

**Approval of Agenda:**

A motion was made by Jeff Guevin and seconded Anne Bransfield to approve the agenda as amended. **The motion passed unanimously.**

Addition of an executive session at end of meeting to consider the Broadreach proposal.

Under Old Business, discuss billing for the MPG grant.

**Committee Reorganization:**

A motion was made by Jeff Guevin and seconded by Tracy Wyman to elect Jeff Guevin as the Chair and Anne Bransfield as the Vice-Chair of the Planning Commission. **The motion passed unanimously.**

Jeff Guevin will follow-up on Committee appointments.

**Approval of Minutes:**

*. February 16, 2015 Planning Commission Meeting Minutes*

A motion was made by Anne Bransfield and seconded by Tracy Wyman to approve the minutes of the February 16<sup>th</sup> meeting. **The motion passed unanimously.**

*. February 24, 2015 Planning Commission Meeting Minutes*

A motion was made by Mary Feldman and seconded by Anne Bransfield to approve the minutes of the February 24, 2015 meeting. **The motion passed unanimously.**

**Old Business:**

*. Town Plan – (Discussion with Ed Bove regarding maps, data, formatting, photos, etc. and incorporation of Healthy Designs)*

Ed Bove of the Rutland Region Planning Commission reported he has updated numbers throughout the current Town Plan. There was discussion that part of the scope of work is the review and editing of the document and to do mapping. There is a mid-May deadline for the MPG grant for the Town Plan update. Anne Bransfield stated there was discussion of updating the census and transportation data. Mr. Bove advised that the Transportation section could include information about the road lengths in town and the Route 7 Project. He stated some of the road network and the high accident locations could be updated. There are different types of data that can be displayed that would help with future decisions on such items as stop lights. If there are areas with higher accidents the data could potentially be used for the Safe Routes to School program. Jeff Guevin suggested a sidewalk assessment could also be included. It was suggested the local

Planning Commission could target a part of the town to do a transportation assessment. The Safe Routes to Schools information could also be included in the Transportation section and there may be maps associated with this information. Marty Feldman is working on a Pathways program. The Planning Commission is trying to tie all ideas concerning Safe Routes to Schools, walking paths and bike paths together in one section. Mr. Bove stated the Planning Commission needs to determine what they would like on the maps. There are currently maps of the downtown with the central business district, historic district and the designated downtown. Jeff Guevin stated it is the intent to have more maps that will include the sectors, a transect map and a future land use map. Mr. Bove stated the future land use map will become the transect map and the downtown designation could be outlined in that map. Due to Act 59, the designated downtown does have to be outlined on a map in the Town Plan. Mr. Guevin noted the designated downtown does not line up with the transects, as it is in both the T4 and T5. Mr. Bove suggested having a separate meeting with Steve Schild to find out what information he has. Mr. Bove will check out the existing maps and discuss with Mr. Schild what other information he has for Brandon. Mr. Guevin stated that photos would also be helpful, if the Regional Planning Commission has them. Mr. Guevin suggested Mr. Bove review the Housing chapter and the Planning and Property Rights. Mr. Guevin will also provide Mr. Bove the information on the other sections that the Planning Commission has worked on. Mr. Bove stated there is now a requirement that town plans include information on flood resiliency and with Act 59, the municipal plan has to be linked to the downtown designation. H367 is proposing town plans go to a 10 year cycle rather than a 5 year cycle. Mr. Bove noted that much of the Regional Planning Commissions work comes at the end in doing the printing and compiling the final document.

Mr. Guevin questioned who is doing the proposing of the flood control projects. Mr. Bove has not heard of any specific projects and perhaps it should be projects that arise from the VERI meeting discussions. Mr. Bove noted it is a state program and there is a draft report that will be coming out soon and he will forward a copy to the Planning Commission for their review. The focus of the meeting will be discussing the steps that businesses can take regarding flood resiliency. Anne Bransfield will be doing a draft on Healthy Designs. Mr. Bove advised the Regional Planning Commission has done some work with other towns on healthy designs for such things as walkability. This would include information on street connectivity, mixed use in subdivision and commercial centers. Ms. Bransfield advised the Planning Commission will also be working with Jim Donovan of Broadreach, who has done a lot of work with Safe Routes to Schools.

- ***Incorporation of Working Landscapes Information***

Jeff Guevin stated the Planning Commission should do something around Natural Resources and Economic Development. He has looked at the legislative findings for Act 142 and the act relating to Vermont Working Landscape (H496). It was questioned what would be useful to include. Mr. Bove stated that forestry, sugar maples and farming could be included. The Agency of Agriculture is putting out a report that talks about the Agriculture statutes, but Mr. Bove is uncertain if any of the information will be done in time for this update. He noted there could be a basic inventorying of forest and farm lands and future trends included. Mr. Bove advised there is an Agriculture/Tourism conference scheduled for April 7<sup>th</sup> and 8<sup>th</sup> that will include some farm tours associated with it. Drafts of other town plans that include data on this subject can be sent to the Planning Commission.

In summary, Mr. Bove will review what is available for maps and he will focus on the Transportation section for now. He will also look into the Water, Sewer and Fire districts, review the downtown map and determine if the RRPC has any photos. There is potential for including Agriculture and Forestry into a Working Landscape section. Mr. Bove will also review the sections that Mr. Guevin will be sending to him and he will plan to attend the April 20<sup>th</sup> meeting for further discussion.

- ***Report on "Barn Raising" – Town-wide Business Meeting of February 24<sup>th</sup>***

Jeff Guevin stated there was a suggestion to hold a follow-on meeting that has been scheduled for March 26<sup>th</sup>. Carol Bertrand has recommended the Town do the Orton Family Foundation "Heart and Soul" program. Mr. Guevin has discussed this program with Ms. Bertrand and Leanne Tingay. He stated the Planning Commission is basically already doing the program. He noted that Bernie Carr has been very helpful in getting more people involved and the goal is to have everyone feel they are a part of the town and that they are being heard. Tracy Wyman stated he is trying to stress to people that they need to attend the hearings and meetings and voice their opinions. Mr. Guevin hopes that the outcome of these meetings is that more people will become involved.

- ***Contracts Update***

. ***Linda Devereux (JobDocs)***

The contract for marketing flyers has been signed by the Town.

. ***Robert Black***

Robert Black is in agreement with the contract that was drafted and Mr. Guevin will forward to the Select Board for signature.

. ***Jim Donovan (Broadreach)***

This item will be discussed during the executive session.

**New Business:**

. ***Zoning Administrator Update***

Anna Scheck advised that until her current position is filled, she has been able to work only about two hours per week on zoning. There is a bigger push to get the position filled and Ms. Scheck hopes that she can move over quickly to the zoning position. Her current position has been advertised in the Reporter and it will be advertised through the VLCT. Ms. Scheck will be working on the permits that have been submitted. There is a conditional use permit for a building that has a change in the building size, an add-on and an outdoor boiler. There is also a conditional use permit to include a store in the old Nexus building. This will go to the DRB for a hearing that will be warned for April. There are a few smaller permits that have also been submitted. Ms. Scheck will email the permits to the Planning Commission Chair for distribution to the Planning Commission members. Ms. Scheck is now authorized to work on the grants management website. Jeff Guevin advised the Planning Commission cannot be the authorizing body for invoices. Mr. Guevin will request the vendors submit their invoices to the Planning Commission, with the payment authorization to be done during the approval of warrants at the Select Board meetings. Mr. Guevin will send the Select Board a draft resolution to adopt naming an administrative person.

. ***Discuss Natural Resources Section (Date, Advertising, Forest Grant Outreach, Incorporating Act 142/Working Lands)***

Jeff Guevin stated the Planning Commission will need to schedule a day and time, in conjunction with Jim Donovan. This item was tabled for discussion at a future meeting.

. ***Historic & Cultural Resources Section Discussion***

It was noted that Kevin Thornton's historic submission for the Town Plan has a lot of detail. There was a suggestion that it could potentially be condensed. Phyllis Aitchison volunteered to review and edit the document.

. ***Dedications/Acknowledgements Discussion***

Anne Bransfield suggested including acknowledgements in the Town Plan of people that have assisted with the update of the Plan.

**Other Business as Needed:**

There was no other business to discuss.

A motion was made by Tracy Wyman and seconded by Anne Bransfield to enter into executive session at 8:18PM to discuss a contact. **The motion passed unanimously.**

**Executive Session – 1V.S.A. 313(a)(1) (If Required):**

A motion was made by Jeff Guevin to come out of executive session at 8:30PM. **The motion passed unanimously.**

There was no action required.

**Next Meetings:**

Thursday, March 26<sup>th</sup> – Town-wide Business Meeting – Part II

Monday, April 6<sup>th</sup> – VERI Meeting @ Town Hall – 7:00PM

Monday, April 13<sup>th</sup> – Planning Commission Work Session

Monday, April 20<sup>th</sup> – Regular Planning Commission Meeting

**Adjournment:**

A motion was made by Jeff Guevin to adjourn the Planning Commission meeting at 8:31PM. **The motion passed unanimously.**

Respectfully Submitted,

Charlene Bryant  
Recording Secretary