

**Brandon Planning Commission Meeting  
October 5, 2015**

**Planning Commission Members Present:** Anne Bransfield, Jeff Guevin, Phyllis Aitchison, Marty Feldman

**Planning Commission Members Absent:** Linda Stewart, Frank Bump

**Others present:** Anna Scheck

**Call to Order:**

The meeting was called to order at 7:06PM by Jeff Guevin, Planning Commission Chair.

**Agenda Approval:**

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

Addition of item under New Business to discuss municipal plan language for solar

**Approval of Prior Meeting and Hearing Minutes:**

A motion was made by Marty Feldman and seconded by Anne Bransfield to approve the minutes of the August 17, 2015 Planning Commission Re-adoption of the Brandon Town Plan Hearing. **The motion passed unanimously.**

**Old Business:**

*. Zoning Administrator Report*

There was a discussion regarding a permit request by Markowski's relating to the sand pit on Country Club Road. Anna Scheck advised that Markowski's attorney has asked if the permit could be extended. She noted this was a conditional use permit that had been approved by a prior Planning Commission that had expired quite a while ago. The request is for an extension, with no changes to be made. An Act 250 application was also submitted to the state and an extension has been granted. It was not thought that action would be required by the Planning Commission. The Zoning Administrator will research and advise the Planning Commission Chair if action is required.

Ms. Scheck advised that the Select Board hearings regarding the Town Plan update are scheduled for Tuesday and Wednesday, October 13<sup>th</sup> and 14<sup>th</sup> @ 6:30PM at the Brandon Town Hall.

*. MPG Grant Status & Contracts*

Jeff Guevin reported he has signed a letter of intent for an MPG grant that the Town Manager is submitting on behalf of the Planning Commission.

. *Review post-hearing revisions to Town Plan and adoption schedule*

Jeff Guevin reported that the Town Manager and he reviewed the recommended changes submitted by Ethan Swift for the Town Plan. There were additional revisions made to the Plan and the removal of extraneous language. The revised Town Plan was forwarded to the Regional Planning Commission and the Community Affairs Committee for review. Mr. Guevin advised that he received positive comments from the Regional Planning Commission.

The Planning Commission will continue to revise the Plan in the future. Additional maps were added to the current revision of the Plan that is available on the Town's website. The Planning Commission Chair advised he will attend the Select Board hearings next week.

**New Business:**

. *Sign Ordinance*

Jeff Guevin advised that the Sign Ordinance amendments have not been adopted at this point. Mr. Guevin noted concern with approval of the amendments, prior to review and possible adjustments, as a result of a recent Arizona Supreme Court case – Reed vs. Town of Gilbert. There are concerns with parts of the ordinance and it was suggested that either the town's attorney or the VLCT attorney review the ordinance to assure that it aligns with the constitution prior to moving forward with its adoption. It was noted that the point of the Sign Ordinance is regulation of time, place and manner, but not content. There was a discussion with regard to lighted signs, which the ordinance currently only allows lighted "open" signs. It was noted that time and size of lighted signs could be regulated.

A motion was made by Marty Feldman and seconded by Anne Bransfield to forward the Brandon Sign Ordinance to the town's attorney for review. **The motion passed unanimously.**

. *Timeline for BLUO Amendments*

Jeff Guevin stated assuming the Town Plan is approved; the Planning Commission may want to do a timeline for the Brandon Based Code rather than for BLUO amendments. Mr. Guevin reiterated the Regional Planning Commission and the Community Affairs people indicated they are satisfied with the rewrite of the Plan.

. *Timeline for Brandon-Based Code adoption*

Jeff Guevin suggested moving forward with a timeline for the Brandon Based Code adoption. He advised that Brandi Saxton of PlaceSense has provided information for the process. Anne Bransfield was in agreement with moving forward with the adoption. Mr. Guevin stated there was prior discussion of completing the Brandon-Based Code prior to the holidays. The Commission has the maps completed and a detailed Zoning document has been received from Ms. Saxton. The Planning Commission will need to review the BLUO and incorporate portions of the document, such as the performance standards, into the Brandon-Based Code document. Mr. Guevin stated the information included from the BLUO should be relative to time, place and manner; similar to the discussion regarding the Sign Ordinance. It was noted there are some very useful parts of the BLUO that should be included in the Brandon Based Code. It was a consensus of the Committee to review the BLUO and the information received from Ms. Saxton at the October 19<sup>th</sup> meeting and move forward with completion of the Brandon Based Code for adoption by year-end.

*. Municipal Plan for Municipal Solar*

Jeff Guevin advised that information regarding municipal solar was not included in the current Town Plan, but there is interest in including this information in the Plan. After the current proposed Town Plan is approved, a recommendation was made to add an amendment to the Plan to include municipal solar. It was noted that there is limited availability based on the three phased power. The Planning Commission Chair stated the Town Plan, as well as the Land Use Ordinance, have wording indicating there has to be screening for projects. It was also noted that as far as municipal sites in Brandon, there are not a lot of options.

*. Other Business as Needed*

There was no other business discussed.

**Next Meeting:**

October 19, 2015 @ 7:00PM at the Brandon Library

**Adjournment:**

A motion was made by Mary Feldman and seconded by Phyllis Aitchison to adjourn the meeting at 8:13PM.

**The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary