

**DRAFT**  
**Brandon Planning Commission Meeting**  
**September 19, 2016**

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

**Also in Attendance:** Anna Scheck – Zoning Administrator, Doug Bailey

**1. Call to order**

The meeting was called to order at 7:08PM by Maria Ammatuna - Chair.

**2. Agenda Approval**

A motion was made by Phyllis Aitchison and seconded by Stephanie Jerome to approve the agenda. **The motion passed unanimously.**

**2. Welcome New Planning Commission Member**

Maria Ammatuna welcomed Stephanie Jerome as the newest Planning Commission member.

**3. Approval of Minutes**

Maria Ammatuna clarified that the current Committee could approve the June 6<sup>th</sup> minutes, according to VLCT, since there are all new members except one member. Ms. Ammatuna stated there should be bylaws that the Planning Commission operates under. The Rules and Procedures for the Planning Commission that are posted on the Town's website will be reviewed by Ms. Ammatuna.

***a. Planning Commission Minutes – August 17, 2016***

A motion was made by Phyllis Aitchison and seconded by Mike Lufkin to approve the minutes of the June 6, 2016 Planning Commission meeting. **The motion passed unanimously.**

***b. Planning Commission Minutes – June 6, 2016***

A motion was made by Phyllis Aitchison and seconded by Stephanie Jerome to approve the minutes of the August 29, 2016 Planning Commission meeting. **The motion passed unanimously.**

**4. Preparation for October 6, 2016 Public Hearing**

Maria Ammatuna stated there is a designated downtown map that needs updating and is required for renewal of the downtown designation. This will be presented by the Planning Commission at a hearing on October 7, 2016 @ 8:00AM at the Brandon Town Hall. Ms. Ammatuna has invited the Select Board, Jeff Stewart from the Downtown Group and Bill Moore to attend the hearing to answer potential questions. The Select Board will then hold two public hearings after which it will go to the Rutland Regional Planning Commission for approval. Anna Scheck stated the Regional Planning Commission will be reviewing the map at their meeting tomorrow evening for possible suggestions or clarification.

The Commission reviewed the proposed designated downtown map and several errors were noted. Mike Lufkin stated the Episcopal Church and Kennedy Park are not designated correctly. A number should be added for the Town Hall and the property next to the Town Hall should be designated in a different color as it is residential. Central Park is not designated in the proper color. The Brandon Inn Annex and the Skip Davis property should also be designated as commercial. The description for Item 19 should be changed to the Ayrshire Building. The color designation for Item 21 should be reduced and the commercial designation for the adjoining Whittaker building should be increased. Maria Ammatuna will request clarification of the designation for the Brandon Library and will discuss the definitions of the designations with the Economic Development Manager.

Anna Scheck was not sure if the changes to the map would require a re-warning of the hearing and advised she will call Ed Bove at the Rutland Regional Planning Commission to confirm.

## **5. Discussion of Brandon Land Use Ordinance (BLUO) and Brandon Based Code**

Maria Ammatuna advised that she had received the information concerning the Brandon Based Code from the former Planning Commission Chair. Ms. Ammatuna also requested information from the Town Manager concerning the original renderings about the Form Base Code that were originally done. Ms. Ammatuna advised that the BLUO was under review and would eventually be replaced by the Brandon Based Code. Doug Bailey noted that the Planning Commission is at a start-over point, as the Brandon Based Code did not seem to advance. Mr. Bailey noted the important current issue is the designated downtown, as well as signage being an important topic. Ms. Ammatuna noted there is a lot of overlap in the BLUO and it is not positioned with the Town Plan. There also needs to be an Agriculture section incorporated into the document. Ms. Ammatuna noted the document provides rules and regulations, but it could be reduced.

Doug Bailey stated from a Select Board viewpoint, the Town is struggling with the budget and it is important to be business friendly and encourage businesses to come to town. Anna Scheck advised that there is a May 2014 version of the ordinance that was thought to have passed that has setback waivers, but it was never approved and recorded by the Select Board. Maria Ammatuna stated the BLUO is outdated, from a standpoint that the Town lives differently. Ms. Ammatuna requested the Zoning Administrator bring all overlay maps to the next Planning Commission meeting for review with the BLUO and the Town Plan. The Planning Commission will go through the BLUO and the Town Plan together and start the process of matching the BLUO to the Town Plan and making it a workable document. It was noted the glossary terms also need to be clearer. Mr. Bailey agreed an update of both the BLUO and Town Plan are needed, as it can affect the Town's ability to obtain grants. Ms. Ammatuna suggested a timeline for the BLUO would be to complete the annotated updates in conjunction with the Town Plan over the winter and schedule hearings in the spring. The work will be done in collaboration with the Select Board. Mr. Bailey stated the Select Board would like to be involved and suggested the Planning Commission advise members of the Select Board when they would like them to attend a meeting.

A motion was made by Phyllis Aitchison and seconded by Stephanie Jerome to table the discussion of a Brandon Based Code. **The motion passed unanimously.**

### ***b. Request Violation Report from Zoning***

The Zoning Administrator provided a written report.

## **7. Discussion of Town Plan as Living Document**

It was noted that the Town Plan always has to be looked at in conjunction with the BLUO to stay in sync.

## **8. Old Business**

### *a. Review of Previous Minutes*

This item was previously discussed in the meeting.

### *b. Previous Planning Commission Projects*

It was suggested to remove the Planning Commission blog from the Town's website. Anna Scheck will request Bill Moore remove the blog.

Stephanie Jerome noted the April 2016 meeting minutes are missing from the website.

## **7. New Business**

Maria Ammatuna reported Sue Scribner from the Regional Planning Commission will attend a future Planning Commission meeting to discuss capital budgeting.

Anna Scheck will provide the Planning Commission information regarding agriculture and advised there is a local person who will be available to provide additional information to the Planning Commission when reviewing that section of the BLUO.

Ms. Scheck stated with regard to solar, if the BLUO is being carried forward from the Town Plan, there are new regulations.

Doug Bailey expressed concern that the signage regulations are hurting the businesses and suggested providing some leeway on signage.

Maria Ammatuna recapped that the Planning Commission members will review both the Town Plan and BLUO to begin discussion of a rewrite at the next meeting.

## **8. Date for Next Meeting**

October 3, 2016 – 7PM @ Brandon Town Hall

## **9. Adjournment**

A motion was made by Phyllis Aitchison and seconded by Stephanie Jerome to adjourn the Planning Commission meeting at 8:23PM. **The motion passed unanimously.**

Respectfully submitted,  
Charlene Bryant  
Recording Secretary