

DRAFT
Brandon Planning Commission Meeting
November 21, 2016

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

Board Members Absent: Phyllis Aitchison

Also in Attendance: Anna Scheck – Zoning Administrator

1. Call to order

The meeting was called to order at 7:04PM by Maria Ammatuna – Chair.

2. Agenda Approval

A motion was made by Mike Lufkin and seconded by Stephanie Jerome to approve the agenda as amended. **The motion passed unanimously.**

Under Consent Agenda: October 7, 2016 Hearing Minutes Approval

Under New Business: Norris Brothers Solar Project

Under New Business: Roberts Rules

3. Consent Agenda

. Planning Commission Minutes – October 3, 2016

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

. Planning Commission Hearing Minutes – October 7, 2016

A motion was made by Stephanie Jerome and seconded by Mike Lufkin to approve the minutes as amended. **The motion passed unanimously.**

A correction to the spelling of Jeff Stewart's name.

4. Zoning Administrator's Report

Anna Scheck provided a written Zoning Administrator report. Maria Ammatuna asked if a member of the Rutland Regional Planning Commission is still available to attend a meeting and requested Ms. Scheck ask if a representative could be present in early December. Ms. Ammatuna suggested there is a need to provide more education to the public about zoning permits. It was suggested that a column could be placed in The Reporter and on the Town's website. Ms. Scheck reported the State's new agricultural rules have not passed yet. Ms. Ammatuna will add this item to the next agenda for discussion and Ms. Scheck will provide information on Act 46 to the Planning Commission prior to the next meeting. Ms. Scheck stated there are currently rules, but because it is agricultural she does not have jurisdiction over those items at this time, however, issues such as chickens could potentially be handled through the nuisance ordinance. Ms. Scheck reported there has been a person who has expressed interest in the DRB's clerk position.

5. New Business

a. Roberts Rules for Small Boards

It was recommended to change the format to follow Roberts Rules for Small Boards, specifically as it relates to a single motion to move actions.

A motion was made by Mike Lufkin and seconded by Stephanie Jerome to accept Roberts Rules for Small Boards. **The motion passed unanimously.**

b. Capital Budget FY17/18

Maria Ammatuna advised she is also on the Budget Committee. Ms. Ammatuna provided a copy of the Capital Budget Improvement program that had been written 21 years ago and a copy of the current sidewalk inventory. She also provided a sample of the Town of Johnson's current capital improvement plan. It was suggested that the State may have a sample guideline for the program. Ms. Ammatuna noted she also has the Town's sidewalk plans, culvert plans and road items. Additional information on bridges, culverts and a road inventory will be requested from the Public Works Director. The Planning Commission will do a first draft of a current capital budget improvement program and will also do a five-year plan going forward. Ms. Ammatuna provided a copy of the budget accounts that are currently being used. Ms. Ammatuna stated the Town should be operating under a budget plan that is developed and noted there is one year's worth of budget and the Planning Commission will work on years 2, 3, 4 and 5 that will include the work relating to Segment 6. It is not known who has the wastewater capital budget requirement and there has not been a plan to renovate and update the wastewater system. Ms. Ammatuna noted the Planning Commission needs to meet with both the Public Works Director and the Town Manager to work on the implementation of a plan. The next budget meeting is scheduled for December 5th in the town office conference room. At that meeting, there will be discussion of Administration and Economic Development. The next meeting is scheduled for December 21st and the topics of discussion will be the Police Department and the Department of Public Works. The capital budget plan will be created for next year. Maria Ammatuna stated the auditors went to a single fund audit and she did not receive a draft. There is not a lot of money in the fund because of the budgets. The Town is heavily bonded currently and the capital plan will need bonding at some point in the future. With the large projects happening, it will require a 5% town match and the funds the Town currently has are now being drawn because the construction has started. Ms. Ammatuna noted projects such as Park Street paving, Segment 6 or the Churchill Bridge should have been included in the capital reserve funds. Ms. Ammatuna encouraged the members to attend one of all of the budget workshop meetings.

c) Review of Pertinent VT Statutes

Anna Scheck reported there are going to be a lot of state regulation changes with regard to agriculture.

d. Brandon Land Use Ordinance (BLUO) Sign Ordinance

1) Review of Construction Impact

Maria Ammatuna stated the Planning Commission has been asked to review the sign ordinance and to consider whether a moratorium on signage issues due to the construction should be placed on the ordinance. Ms. Ammatuna advised there is also a conflict with the BLUO that is being used. The Town has been using the BLUO dated May 19, 2014 that includes the waivers process. Ms. Scheck noted she has not approved any waivers. The prior Zoning Administrator had thought the BLUO dated May 19, 2014 had been approved, however, it was not approved by the Select Board and the last one that had been approved was amended on May 7, 2012. Anna Scheck stated the permits that were granted with waivers went through the DRB. Ms. Scheck advised an update of the BLUO would require going through the approval process that would include Planning Commission and Select Board hearings. A statement has to be done by the Planning Commission that indicates what the changes will be. Maria Ammatuna stated the

January 3rd agenda will include work on the BLUO statement of changes and the statement will be provided to the Zoning Administrator by January 6th. A Planning Commission hearing will be warned for January 23rd at 6PM, just prior to the Select Board meeting. Ms. Scheck noted she will also be providing this information to the adjoining towns. The BLUO changes will be submitted to the Select Board and Town Clerk. The Select Board will hold two hearings not less than 30 days nor more than 120 days after the Planning Commission's hearing. Once approved, the BLUO is sent to the RRPC for their final hearing. Ms. Scheck noted she has been working from the May 7, 2012 version and that is the version that was on the website. Ms. Ammatuna will inquire whether a statement of changes from the prior Planning Commission exists. Ms. Scheck stated the waivers were one change that she was aware of between the 2012 version and the 2014 version. It was discussed that the sign ordinance as it relates to the construction projects required a temporary suspension.

A motion was made by Mike Lufkin to temporarily exempt Section: 407(c) Permit Required on page 26 of the BLUO dated 5/7/12 as it relates to signage due to the entire construction period for Segment 6, Overflow Culvert and Bridge 114 projects to include all sign types as defined in Section 407(b) (1 through 41, inclusive). **The motion passed unanimously.**

Anna Scheck noted there are other sign permits outstanding that are not related to construction projects and there are some violations that she is working on. It was suggested the Planning Commission needs to make changes to the Temporary Sign and Removal of Sign sections and that some of the regulations could be changed to be at the discretion of the code enforcement person. It was also suggested that a packet that provides information about regulations for new businesses would be an asset to them. Ms. Scheck currently sends new businesses a letter that provides information about the sign permits that are required. She advised that she has received a permit request for new signage at Otter Valley. Maria Ammatuna suggested the Planning Commission review Morristown's zoning and subdivision bylaws, as they just completed a change to their bylaws by simplifying them and the town plan to increase economic development.

e. New Planning Manual Discussion

A planning manual had been received from the Vermont Agency of Commerce and Community Development. Stephanie Jerome had also requested examples of plans from other small towns in the state with small business districts and had received them for the towns of Waitsfield and Essex. She noted that Morristown is also a very good example. It was also suggested that Randolph and Bristol be reviewed as they are similar in size and the Zoning Administrator will obtain copies of those plans. It was also suggested that South Royalton could be one to consider reviewing.

f. Review of Current and Anticipated Grants

A motion was made by Mike Lufkin to table this item to a subsequent meeting. **The motion passed unanimously.**

Anna Scheck advised that grants are generally available in the fall and the spring. Ms. Scheck will advise the Planning Commission when there will be another round of grants for them to consider.

g. Norris Solar Development Project

Anna Scheck reported the site of this project is at the new location of Olivia's Croutons. This project has been submitted to the Town Manager and the Planning Commission. If party status is requested, a letter has to be submitted to the State. Ms. Scheck advised that the Town Plan does have a section on solar which the State will review in the process. It was noted the Rutland Regional Planning Commission is developing information on suggested solar sites. Ms. Ammatuna advised the Planning Commission has received from the Vermont Public Service Board unabridged and abridged documents regarding Municipal Energy Planning Standards.

A motion was made by Stephanie Jerome to include the Planning Commission on a party status letter for the Norris Solar Project. **The motion passed unanimously.**

Ms. Ammatuna reported members of the Planning Commission are invited to attend a municipal energy planning training that is being sponsored by the Regional Planning Commission on December 12th.

6. Old Business

a. Review of Town Plan and BLUO for Update

Maria Ammatuna asked if there is any information in the Town Plan that overlaps the Flood Plan. Anna Scheck stated there is a section that deals with fluvial erosion, but nothing for the river corridor. Ms. Scheck stated when she deals with flood hazard she uses ANR information and FEMA maps. Ms. Scheck stated the information needs to be updated in the BLUO and because the overflow culvert is going to change the hazard area again. She suggested the Planning Commission contact the Public Works Director do discuss. Ms. Scheck confirmed the Town Plan does meet the flood hazard regulations. Anna Scheck is currently the administrator for providing the rules for flood hazard information. It was noted there needs to be action steps for flood resilience in the Town Plan and there is a section on flood hazard in the BLUO.

b. Update from Select Board on Hearings for Designated Downtown Map

Anna Scheck reported the Rutland Regional Planning Commission (RRPC) approved Brandon's Town Plan at their last meeting. In review of the components, it was noted they are still wrong, however, the RRPC had indicated they were only responsible for the outline and in order to change the components, it would require the Town to go through the hearing process again. The RRPC had noted that all parcels did not have to be listed. Mike Lufkin suggested having only the outline noted, as the map would be outdated when businesses change within the designated downtown. It was suggested to invite the RRPC staff to discuss the town plan map, information on services provided to new planning commission members and to discuss how the Brandon Planning Commission relates to the Regional Planning Commission.

6. Date for Next Meeting

December 8, 2016 – 6:30PM @ Town Hall

9. Adjournment

A motion was made by Stephanie Jerome to adjourn the Planning Commission meeting at 9:29PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary