

**Brandon Planning Commission Meeting**  
**August 6, 2018**

**Board Members Present:** Stephanie Jerome, Ethan Nelson, Michael Shank, Lisa Rovi, Bill Mills

**Also in Attendance:** Jeff Biasuzzi – Zoning Administrator, Brent Buehler

**1. Call to order**

Stephanie Jerome, Commission Chair, called the meeting to order at 6:10PM.

**2. Agenda Approval**

A motion was made by Bill Mills to approve the agenda. **The motion passed unanimously.**

**3. Consent Agenda**

**a. Approve Planning Commission Meeting Minutes – July 16, 2018**

A motion was made by Ethan Nelson to approve the Planning Commission meeting minutes of June 4, 2018. **The motion passed unanimously.**

**4. Zoning Administrator's Report**

Jeff Biasuzzi will be starting full-time tomorrow. He has started issuing permits and is organizing his office, but has not had a chance to research past reports. Stephanie Jerome advised the previous Zoning Administrator was keeper of all documents and questioned who will be doing the future changes to the documents, as the Planning Commission has some changes to the BLUO as a result of the last meeting. It is hoped to obtain Select Board approval of the draft BLUO at their next meeting. Mr. Biasuzzi will discuss this with the Town Manager. Mr. Biasuzzi requested a listing of the Planning Commission members' emails and advised the new Zoning email for Brandon is [zoning@townofbrandon.com](mailto:zoning@townofbrandon.com). Mr. Biasuzzi will provide the Town Manager the update to the BLUO prior to Friday for the next Select Board meeting. Ms. Jerome asked the Zoning Administrator to advise the Planning Commission of any areas that need updating in the BLUO. Mr. Biasuzzi suggested that two issues that he has encountered and suggested adding some verbiage to the definitions. He noted some of the definitions are vague and could require more clarification. Mr. Biasuzzi suggested providing the Planning Commission a list of definitions that they could choose from. Mr. Biasuzzi also noted the Town does not offer extensions to permits. Under certain circumstances, there could be projects that are held up for various reasons and the applicant, through no fault of their own, would have to delay the project. Mr. Biasuzzi suggested a provision be added, based on a hardship action. He stated it could be left to the DRB or the Zoning Administrator in terms of approving extensions. Mr. Biasuzzi reported he is scheduled to meet with the project manager for the Mobil Station, which is an example of a business that has to reapply for a permit due to no fault of their own. Stephanie Jerome suggested definitions could be pulled out of each section and added to the end of document.

**5. BLUO Changes**

Stephanie Jerome advised there has been suggestions to rewrite the off-street parking and accessory structures sections. Jeff Biasuzzi asked if there is a Town ordinance regarding off-street parking, unrelated to the BLUO, as he would not want to write something in the zoning that might already be a town ordinance. Mr. Biasuzzi also questioned if there is a definition for the size of a parking space. He

noted off-street parking should take into consideration snow in the winter and other specifications for parking. Lisa Rovi volunteered to review the off-street parking ordinance for discussion at the next meeting. Mr. Biasuzzi suggested she also review Pittsford and Castleton's ordinance regarding off-street parking as examples. Ms. Jerome suggested a review of the accessory structure section to determine what needs to be updated. Bill Mills volunteered to review the accessory structures section for discussion at the next meeting. Mr. Biasuzzi will also review the accessory structures and off-street parking sections.

## **6. Energy Plan Update**

Michael Shank reported the Energy Committee met just prior to this meeting. They will be moving towards a September finalization for a criteria list for solar projects, which will then be presented to the Planning Commission for approval to be included into the Town Plan. There was discussion of scheduling two workshops this fall; one regarding winter prep and the other on transferring from fossil fuels. Members of the Committee will be having discussions with people who are familiar with the Town with regard to potential preferred solar sites. Larry Rowe of the Sudbury Planning Commission provided information on Sudbury's energy plan.

## **7. Old/New Business**

Brent Buehler asked if the energy criteria affected the BLUO or whether it was separate. Stephanie Jerome stated there is a small solar section in the current Town Plan and the Energy Plan will replace this section. The Plan will also need to be consistent with the BLUO. The criteria list needs to be relevant to not just solar, but other aspects of development. Mr. Buehler asked if off-street parking addresses boats, trailers, etc. Jeff Biasuzzi advised this could be clarified in the definitions. Mr. Biasuzzi noted RV's could be addressed in the parking ordinance, unless there is a separate section for RV's. Mr. Biasuzzi advised the State has no enforcement value with regard to RV's and there is room for improvement. Ms. Jerome stated there is an ordinance that one cannot live in an RV for more than 3 weeks. Mr. Biasuzzi noted the State indicates 90 days total in the year and not more than 21 consecutive days. He also noted outdoor wood boilers is another item that should be considered. Ms. Jerome reiterated she would like the definitions pulled out of each section and placed at the end of the document. Mr. Biasuzzi will provide a compilation of definitions of two or three definitions for some of the same items. Ethan Nelson volunteered to assist with the definitions work for the BLUO. Mr. Nelson noted the current Planning Commission has been working on the rewrite of the BLUO. Brent Buehler suggested the Mobil Station might have a conflict with the current use being different from the permitted use. Mr. Biasuzzi stated VTrans may have included this use in their project plan, and they override all municipal plans. Mr. Buehler asked who updates the website for the Town. Mr. Biasuzzi thought that Bill Moore does the majority of the changes to the website. Mr. Buehler asked if the Planning Commission was aware of anything holding up the Smith building project as he thought it was going to be developed during the Segment 6 project. No one was aware of anything holding up the Smith building project. There was a discussion of form base codes. Mr. Biasuzzi stated for some communities that are not large enough for form base codes, there have been amendments to the zoning regulations to allow for greater use of land within the buildings by minimizing setbacks and parking changes. Mr. Nelson noted the application process for signs was still cumbersome, though the sign ordinance has been simplified, and asked if this could be reviewed. Mr. Biasuzzi stated an application requires the State information, contact information, a good site plan and a fee structure. He noted the Zoning Administrator usually develops the forms. Mr. Nelson suggested the Zoning Administrator consider making the applications easier for businesses who want to move into Town. Ms. Jerome noted the Planning Commission's intent is to provide clarity and simplification for the applicants.

## **8. Date of Next Meeting**

Monday, September 17, 2018 at 6:00PM – Brandon Town Hall – Planning Commission Meeting

## **9. Adjournment**

The Committee Chair adjourned the meeting at 7:12PM.

Respectfully submitted,

Charlene Bryant  
Recording Secretary