

**Brandon Planning Commission Meeting
January 7, 2019**

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

Board Members Absent: Lisa Rovi

1. Call to order

Stephanie Jerome, Commission Chair, called the meeting to order at 6:16PM.

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 – December 3, 2018

A motion was made by Ethan Nelson to approve the Planning Commission meeting minutes of December 3, 2018. **The motion passed unanimously.**

4. Zoning Administrator's Report

The Zoning Administrator provided a written report to the Commission.

5. Energy Plan Update

Michael Shank reported he will be sending the Planning Commission a near-final Energy Plan within the next week for their review. The language is 99% complete, but there will be a couple of items forthcoming, including maps. Mr. Shank noted Barbara Noyes-Pulling of the RRPC has been a great help and the bulk of the work was done by the RRPC. A review of the Energy Plan could be discussed at the next Planning Commission meeting to obtain the Commission's input. It is hoped to have the Plan completed for the Select Board's review by early spring. Stephanie Jerome stated the Energy Committee's progress has been very good. Ms. Jerome suggested reviewing the current Town Plan to assure there is not redundancy. Mr. Shank advised there has been discussion that view sheds are not quantified anywhere in the Plan and the Town would need to begin the process of quantifying what it would like to preserve. Ms. Jerome suggested reaching out to both UVM and Middlebury College to potentially assist in this effort. It was the consensus of the Commission to contact the schools to determine their interest to present to the Select Board.

6. RRPC Update

Michael Shank will be attending this month's RRPC meeting and will provide a report at that time.

7. Town Plan Update

Stephanie Jerome noted from the last meeting, it was the Commission members' task to review the Overview prior the meeting. Ms. Jerome stated she has some suggested edits and has asked Ed Bove to review the Town Plan for the RRPC's input. Ms. Jerome advised there is repetition and editing required and suggested the Planning Commission needs to look at all of the work that has been done in Brandon to assure that it is included. Ms. Jerome stated the Town Plan is required and noted that she has seen other town plans that are used as a marketing documents in providing photos and interesting items about the

towns. Ms. Jerome would like to see specific information and visuals that would provide a marketing document. Michael Shank suggested migrating the document to a virtual space with more design. Ms. Jerome advised that the Planning Commission needs to determine what is mandated for the Regional Plan and suggested possibly creating a fresh document. Ms. Jerome will talk with Ed Bove concerning what the Planning Commission would need to do to create a new Town Plan. It was suggested finding a sample of a town plan that the Town would like to mirror and discussing this concept with the Brandon Chamber and Town Manager. Ms. Jerome advised the census data will need to be updated, with the Plan due for renewal in 2024. Ms. Jerome recommended reviewing the document section by section.

8. BLUO Definitions Update

Ethan Nelson suggested the Committee divert to the State-level definitions when available and advised that for the most part, much of the work can be done with content from the State. Mr. Nelson suggested the formatting could be done more like a glossary. The time-consuming part of the project will be going through the BLUO section by section to assure the terms are included, it is comprehensive enough and eliminate terms that are unneeded. The Committee agreed the terms should be universal with the State.

9. BLUO Accessory Structures Update

Jeff Biasuzzi to provide the Committee information about accessory structures.

10. Old/New Business

Stephanie Jerome will continue to serve on the Planning Commission, as time allows, but stepped down as the Committee Chair for her work in the Legislature. Michael Shank offered to be Interim Chair.

A motion was made by Bill Mills to appoint Michael Shank as Interim Chair of the Planning Commission. **The motion passed unanimously.**

Michael Shank will contact the Town Manager to determine how many people can be on the Planning Commission and whether there can be an Alternate appointed for the Commission.

Stephanie Jerome advised the Committee was unable to apply for the planning grant for multi-mode transportation, as the required webinar was not attended. Michael Shank advised this is an annual grant and the Commission will have other opportunities to apply for this grant.

11. Date of Next Meeting

Monday, February 4, 2019 at 6:00PM – Brandon Town Office – Planning Commission Meeting

13. Adjournment

The Committee Chair adjourned the meeting at 7:20PM.

Respectfully submitted,

Charlene Bryant
Recording Secretary