

040213 Planning Commission Working Session
Started 5:05 PM, adjourned at 6:50PM

Planning Commission Members Present:
Wendy Manners
Lynne Matthews
John LeBron
Vince Rice
Susan Haughwout, Selectboard liaison

Others Present:
Jake White, Selectboard

Next meeting; April 16, 2013 at 5:00

Sue will submit an agenda to be warned with the meeting.

PC Governance Follow-Up Items

Sue Haughwout reported on discussions with the Town Manager, Scott Murphy in response to PC questions:

- John Bennett will be available to assist during the development of Site Plan Review. Scott will pursue discussions with the Windham Regional Commission toward that ends.
- Scott confirmed PC members are acting as "Agents" of the town and the town does carry liability coverage for their employees and their agents. They also have attorney representation for town employees and agents acting on behalf of the town.
- Scott noted that the town has a responsibility to educate their employees and agents on public records and the handling of communications, and acknowledged their failure to do so in the recent past. There will be training provided April 24, 2013 by Jim Barlow, attorney for the VLCT.
- Scott indicated that the Planning Commission has satisfied their role in recommending this ZA. The handling of this ZA appointment is now in the Selectboard's hands. The PC would be called on in the event there are any future ZA recommendation appointments.
- Scott would like to hold a meeting between the ZA and PC. John LeBron suggests we wait until there has been an appointment.
- The availability of town email addresses will be addressed with Scott going forward.

Susie agreed to draft a list of specific questions to be submitted to Jim Barlow in advance of training on the 24th. Others on the PC who have questions to submit will provide them to Sue by Friday, April 5th.

Committee Reorganization

With PC Governance issues addressed to the Committees' satisfaction, the Planning Commission will discuss reorganization at their next meeting on the 16th. Wendy Manners indicated willingness to Chair the Committee so long as the Clerk role passed to someone else. All PC members indicated a non-willingness to assume the Clerk role. Lynne Matthews indicated she might be willing to Chair the committee provided there was guidance on rules and procedures. Reorganization nominations and voting will take place on the 16th.

Sign Ordinance Issues:

Nicki Steel provided notice that recent Sign Ordinance cases have raised issues to be reviewed for future Sign Ordinance amendments. Request is made that DRB submit their issues and suggestions in writing for consideration.

Zoning Regulations Redraft

John Bennett of the Windham Regional Commission will draft sample language for final decisions to be made on the 16th. He will cover proposed language for:

1. Existing PUD: Proposed Resort Commercial District and a Resort Residential District, to be applied to those areas of the town covered by the agreement between the town and the Haystack Planned Development dated Feb 5, 2013 and amended from time to time by the DRB and Act 250 Commission.
2. Sale of a parcel within a PUD: Property sold within a PUD is subject to the provisions of the PUD.
3. Multiple owners within a PUD: A PUD may have more than one owner.
4. Grandfathered Uses: Land Uses in effect prior to this agreement are grandfathered, to retain their prior Use, and when that land changes hands that grandfathered Use passes with the land if that Use has been exercised in the past 12 months.
5. Grandfathered densities & setback reductions: Setback reductions, density reductions, and other approved adjustments are grandfathered with the land (similar to above)

Public Hearing Follow-Up:

The next draft will also incorporate the following proposed changes:

1. Structure Height: add wording to address fence height calculation: Incorporate prior language for measuring fences in this definition. Ie: With the exception of fences or other structures having no eave or drip line, height will be determined by..."
2. Recreation Facility, Outdoor: Insert language from proposal for what constitutes "substantial alteration or maintenance". (John, refer to your research)
3. Structure Large: exempt signs "and their supporting structures".
4. Seasonal Dwelling: Composting, incinerating, or other non-plumbed toilets are allowed.
5. Frontage: expanded to include "Private Road".
6. Storage Facility: added "only as a re-use of an agricultural structure".
7. Landscaping and Screening: Change from DRB shall to "may": Section 320, Item f, Page 4
8. Amendments to Conditional Uses: Change to simply inform the DRB
9. Parking Structure & Garage: both removed as it was not referenced anywhere
10. Temporary Uses and Structures: remove as they are not currently referenced

No changes to be drafted to:

1. Steep Slope definition
2. Zero setback in the village
3. Use of the term Street
4. Calculation of the average height of Structure Height
5. % of Lot Coverage calculation

Mapping Proposal

At the meeting of the 16th the PC will consider mapping to support:

1. Returning the downtown Commercial area to the intended 600 feet from the center of the road (encompassing West End Antiques and the properties behind N Main St.)
2. Returning Medburyville properties to their prior Commercial status
3. Placing a Resort/Commercial District over the "Base Tract" area, and a Resort/Residential District over the "Golf Course" and "East Tract" areas, as currently governed by the decisions of the Feb 5, 1970 agreement with the town and any subsequent DRB and Act 250 decisions thereto. (Susie H will obtain copies of the Master Plan so those boundaries can be aligned.)

John Bennett will have a proposed draft out to PC staff as far in advance of the scheduled meeting on the 16th as possible. We will ask John to attend this meeting if possible.

To be discussed:

Airport runway Use

Commercial lot size to allow for commercial expansion downtown (from 5 to 2?)

Planning Commission Work Session

04/02/13

Respectfully Submitted
Wendy Manners, Clerk

ACCEPTED

(No Chair appointed at this time)