



PLANNING COMMISSION

Meeting Type: **Regular**
Date: **Tuesday, July 19, 2016**
Time: **7:00 p.m.**
Place: **Planning Department Office**
Address: **43 Bombardier Road Milton, VT 05468**
Contact: **(802) 893-1186**
Website: **www.miltonvt.org**

MEETING MINUTES

1 **1. CALL TO ORDER**

2 The Chair called the meeting to order at 7:03 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna, Chair; Julie Rutz, Vice-Chair; Tony Micklus, Clerk; Henry Bonges.

6 **Members Absent:** John Lindsay.

7 **Staff Present:** Jacob Hemmerick, Planning Director; Brandy Saxton, PlaceSense consultant.

8 **Public Present:** None.
9

10 **3. AGENDA REVIEW**

11 The Chair mentioned that Item of Business 6(A), Annual Election of Officers, might need to be tabled in light of
12 Lindsay's absence. The group agreed.

13 **Additions:** None.

14 **Deletions:** None.

15 **Corrections:** None.
16

17 **4. PUBLIC FORUM**

18 None.
19

20 **5. STAFF UPDATE**

21 **5(A-C). General News/Updates; Statutory Notices from Other Agencies; Development Review Report**

22 Staff gave a brief overview of the Memo that had been distributed last week. Housing trends and statistics were
23 discussed, as were opportunities for professional development. The Clean Water Fund public comment period
24 was also reviewed so that the Commissioners can provide comment if desired. Staff shared that the new Zoning
25 Permit application form is now active, and **thanked Commissioners** for their feedback. Hemmerick also noted
26 that the Commission should decide if there is enough time to proceed with the outreach planned for August
27 second's National Night Out. The Commission [later in the meeting] decided that they would have an
28 information table from 5:30 to 7:00 p.m., followed by a 7:00 p.m. meeting.
29

30 The Commission also decided that regular meetings could return to 6:00 p.m., by unanimous consent.
31

32 **6. BUSINESS**

33 **6(A). Annual Election of Officers and FY Goal Identification**

34 The group agreed to table the Annual Election of Officers, in order for Lindsay to participate once present.
35

36 Goal Identification was the next topic discussed. The following goals were identified:

- 37 • Lifting Interim Zoning/ Adoption of the Unified Bylaw
- 38 • Defining a process for the Comprehensive Plan update, and beginning implementation of that process.
- 39 • Re-prioritization of lingering issues that have been brought up ("backyard" chicken coops, dog uses, etc.)
40

41 **6(B). Annual Planning Commission Procedural Bylaws / Open Meeting Law Refresher**

1 The group agreed to table the annual review of Planning Commission Procedural Bylaws until Lindsay is present.
2 The Chair suggested looping back to this in September after everyone has had an opportunity to look it over more
3 closely.

4
5 Staff gave a brief refresher on Open Meeting Law and recent changes to it.
6

7 **6(C). I-1 to R-1 Zoning Map Amendment Decision for Tax Map 36, Parcel 5, SPAN 10898**

8 The Vice-Chair gave a brief recap of activities leading to this point, and the group discussed their options. The
9 Chair stressed that she was not involving herself in any discussion of the issue (she had previously recused
10 herself from the discussion and vote). The Vice-Chair advised that the Applicant has expressed desire to be
11 present at the vote, and could not be present tonight. The Commission tabled the item by unanimous consent.
12 Hemmerick said that he would notify Peg prior to the meeting.
13

14 **6(D). Debrief from Joint Meeting of July 16, 2016 with the Selectboard**

15 The Commission reviewed the meeting board notes from the meeting, and agreed that the meeting was very
16 productive. The Commission is favorable to staff arranging a second meeting with the final documents before
17 warning it for official hearings.
18

19 **6(E). Unified Bylaws "General Provisions" Section 1, Review of Second Draft**

20 The Commission reviewed revisions to Section 1, discussing exemptions for short-term rentals, HVAC, solar, and
21 short-term road side vehicle sales.
22

23 **6(F). Unified Bylaws "Administrative Procedures" Section 4, Review of First Draft**

24 The Commission ran out of time for this item.
25

26 **7. MINUTES**

27 **7(A). Approval of Minutes of June 21, 2016**

28 MOTION by Bonges to APPROVE the Minutes of June 21, 2016 as written; SECOND by Micklus. Discussion:
29 none. Unanimously APPROVED.
30

31 **9. ADJOURNED**

32 MOTION by Rutz to ADJOURN at 8:50 p.m.; SECOND by Micklus. Unanimously APPROVED.
33

34 Minutes approved by the Commission this _____ day of _____, 2016.
35
36
37

38 _____
39 Lori Donna, Chair

/kt

40 Draft filed with the Town Clerk this 21st day of July, 2016.
41

42 Filed with the Town Clerk this _____ day of _____, 2016.