

**Planning Commission Agenda
Martin Memorial Hall
5259 Route 5
Monday, March 26th, 2018
7:00 P.M.
PUBLIC HEARING**

1. Call to Order
2. Atilio and Rina Barreda, 150 North Runway Road (Sketch Plan for 2-lot Residential Subdivision) (7:15)
3. George Sargent, Route 106, Perkinsville (Final Plat Review – 2-lot Residential Subdivision) (7:30)
4. Approval of DRAFT Minutes of February 26, 2018 and March 12, 2018
5. Agenda Review for April 9th, 2018
6. Executive Session as per 1 V.S.A. § 313 (3) (Review Applications)
7. Adjourn

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CHECKLIST FOR PREPARATION OF FINAL SUBDIVISION PLAT

Check each item as completed

(B) Plat/Mapping Requirements -

- ☐ Subdivision name/Title
- ☐ Municipality name
- ☐ Name and address of record owner
- ☐ Name and address of applicant
- ☐ Date, north arrow, legend
- ☐ Preparer information
- ☐ Revision Dates
- ☐ Certifications
- ☐ Scale (not greater than 1 inch = 200 feet unless waived for large parcels)
- ☐ Surveyed Project boundaries
- ☐ Surveyed Property lines
- ☐ Surveyed Existing
 - ☐ lot lines
 - ☐ dimensions
 - ☐ parcel numbers
 - ☐ lot numbers
- ☐ Surveyed Proposed
 - ☐ lot lines
 - ☐ dimensions
 - ☐ parcel numbers
 - ☐ lot numbers
- ☐ Adjoining
 - ☐ land uses
 - ☐ subdivisions
 - ☐ roads
 - ☐ drainage and utilities(including location and size of culverts and water and sewer mains)
- ☐ Zoning district designations and boundaries
- ☐ Specific boundaries of the following development limitations (based on the locations of significant natural features as identified in the Town Plan*), including but not limited to (unless waived because of limited potential impact):
 - ☐ slopes with a gradient of 25% or greater
 - ☐ critical wildlife habitat, including:
 - ☐ deer wintering area
 - ☐ rare plant and animal communities
 - ☐ historic sites and features including:
 - ☐ cellar holes
 - ☐ stone walls
 - ☐ flood hazard areas
 - ☐ surface waters
 - ☐ wetlands and associated buffers
 - ☐ scenic vistas
 - ☐ agricultural soils
 - ☐ prime
 - ☐ statewide significant
- ☐ Existing elevations (contour lines at 5-ft. intervals within 100 feet of any development)
- ☐ Proposed elevations (contour lines at 5-ft. intervals within 100 feet of any development)

- ☐ Surveyed locations of existing:
 - ☐ driveways
 - ☐ roads
 - ☐ paths
 - ☐ parking areas
 - ☐ associated rights-of-way
 - ☐ easements
- ☐ Surveyed locations of proposed:
 - ☐ driveways
 - ☐ roads
 - ☐ paths
 - ☐ parking areas
 - ☐ associated rights-of-way
 - ☐ easements
- ☐ Exact monument locations shown on the plat and set as required in the regulations
- ☐ Site location map showing proposed subdivision in relation to major roads, drainage ways, and adjoining properties
- ☐ Notation prepared in accordance with Section 460
- ☐ 6 copies of proposed plan at 11" x 17"
- ☐ 2 paper plats and any other required construction drawings or plans, all at 18" x 24"
- ☐ 1 mylar plat at 18" x 24" to be submitted after hearing is closed and written decision has been received

* Upon written request may be waived by the Planning Commission on accordance with Section 210(E)

(C) Supporting Information and Documentation

- ☐ Statement of compliance with the Town Plan and applicable local regulations
- ☐ Copy of all other local permits or pending applications
- ☐ VTrans access permit letter of intent
- ☐ VT ANR Project Review Sheet
- ☐ Written request to the Select Board for a preliminary determination of the Town's willingness to accept any streets, utilities, or other community facilities for the subdivision

(D) Additional requirements for subdivisions involving new roads, road extensions, creation of 10 or more lots, or for other reasons as determined by the Planning Commission at the completion of sketch plan review. The applicant may request a waiver for any of these requirements per section 470 of the subdivision regulations.

- ☐ Proposed:
 - ☐ utilities
 - ☐ water
 - ☐ wastewater system
 - ☐ associated rights-of-way
 - ☐ easements
- ☐ Proposed restriction lines or development envelope
- ☐ Proposed conservation buffer and/or easement areas

- ☐ Supplemental drawings: road profiles, road, intersection, and parking area geometry and construction schematics
- ☐ Supplemental drawings: proposed landscaping and screening
- ☐ Engineering reports (water and wastewater systems)
- ☐ Existing and proposed traffic generation rates and volumes
- ☐ (Final) Off-site easements (for water, wastewater, access, etc.)
- ☐ (Final) phasing schedule
- ☐ (Final) deed restrictions
- ☐ (Final) homeowner or tenant association or agreements
- ☐ Performance bond or surety

(E) The Planning Commission may require this additional information depending upon the scope and location of the proposed project, including but not limited to the following:

- ☐ Stormwater management plans
- ☐ Erosion control plans
- ☐ Grading plans (showing proposed areas of cut and fill)
- ☐ Building footprints
- ☐ Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements)
- ☐ Open space management plan
- ☐ Visual impact analysis and mitigation plan
- ☐ Master plan for large subdivisions or subdivisions of large parcels
- ☐ Fiscal impact analysis (analysis of financial costs and benefits to the Town)
- ☐ Other information or studies necessary for the Commission to conduct a comprehensive review.

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TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

Weathersfield Planning Commission Notice of Subdivision Application Review Public Meeting – Sketch Plan Review

Monday, 26 March 2018 - 7:15 PM

Atilio and Rina Barreda propose to subdivide their 2.60 acre property (Weathersfield Property # 11-02-21) at 150 North Runway Road, Perkinsville, Vermont into two lots of 1.50 and 1.10 acres.

In accordance with Title 24, Vermont Statutes Revised, Chapter 117, Sections 4464(a)(1) and 4463 and the Town of Weathersfield Subdivision Regulation, adopted 2 March 2010, the Weathersfield Planning Commission will hold a public meeting to consider the subdivision application and sketch plan review for this project.

Additional information concerning this application is available at the town office / Martin Memorial Hall, 5259 Route 5, Ascutney, Vermont between the hours of 7:30 AM and 5:30 PM, Monday through Thursday or by calling 802.674.2626.

Table 2.2 - Subdivision Review Process Summary

Action	Responsibility
Boundary Adjustment (Administrative Review; see Section 210(C))	
(1) Submission of boundary adjustment application and plat for administrative review by Land Use Administrator	Applicant; at any time
(2) Application Review meeting	Applicant (or authorized agent) meeting with the Land Use Administrator required; by appointment within 30 days of receipt of complete application
(3) Boundary adjustment and plat approval by administrative review (or by Final Subdivision and Plat Review if required by Land Use Administrator per Section 210(C))	Land Use Administrator; within 30 days of application review meeting
(4) Final plat recording	Applicant; within 90 days of boundary adjustment approval date
Sketch Plan Review (all subdivisions; see Section 230)	
(1) Submission of sketch plan application and supporting information	Applicant; at least 21 days prior to a regularly scheduled meeting of the Planning Commission
(2) Development Review meeting	Applicant (or authorized agent) attendance at Planning Commission meeting required
(3) Written sketch plan recommendations & design changes	Planning Commission; within 30 days of completion of sketch plan review
Preliminary Review (if required by Planning Commission; see Section 240)	
(1) Submission of final subdivision plan, including any waiver requests; documentation of design changes and/or strategies to address Planning Commission issues raised during sketch plan review; supporting documentation	Applicant; within 1 year of the date of sketch plan approval; at least 21 days prior to a regularly scheduled meeting of the Planning Commission
(2) Planning Commission public hearing	Planning Commission; within 30 days of receipt of a complete final subdivision plan
(3) Preliminary subdivision and plat approval	Planning Commission; within 45 days of the hearing adjournment date
Final Subdivision and Plat Review (all subdivisions; see Section 250)	
(1) Submission of final subdivision plan, including the final plat, documentation of compliance with preliminary plan approval and other supporting documentation	Applicant; within 6 months of the date of preliminary plan approval; 21 days before regularly scheduled Planning Commission Meeting
(2) Notice Public Hearing in accordance with Section 430	Land Use Administrator; not less than 15 days prior to hearing date

(3) Final Planning Commission public hearing	Planning Commission; within 30 days of receipt of a complete final subdivision plan
(4) Final subdivision and plat approval	Planning Commission; within 45 days of the hearing adjournment date
(5a) Post Permit, including delivery of written decision to town listers and posting written decision in a public place	Land Use Administrator; within 3 days following issuance of the written decision; post until appeals period is over
(5b) Post Permit Notice ("P" Poster) within view of public right-of-way	Applicant; within 3 days following issuance of the written decision; post until appeals period is over
(6) Record written decision with Town Clerk	Land Use Administrator; within 30 days of issuing written decision
(7) Final plat recording	Applicant; within 180 days of the final subdivision and plat approval date

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Table 2.1 - Application Requirements

Required Elements	Boundary Adjustment	Sketch Plan	Preliminary Plan **	Final Plan
(A) Application Information				
Application Form (Number of Copies)	1	✓	1	1
Application Fee	X	X	X	X
Name of project	X	X	X	X
Name, address of applicant (landowners and subdivider, if different)	X	X	X	X
Tax Map/Parcel number	X	X	X	X
Written description of proposed development plans, including number and size of lots, and the general timing of development		X	X	X
Waiver requests, in writing (optional)		N/A	X	X
(B) Plan/Plat Mapping Requirements				
Plat & any other required construction drawings or plans	2 Paper Plats; 1 Mylar (18"x24")	9 Paper Sketch Plans ✓	2 Paper Plats (18"x24")	2 Paper Plats; 1 Mylar (18"x24")
Subdivision Name/Title, Municipality, Name & Address of Record Owner(s)/Applicant(s)	X	✓	X	X
Date, North Arrow, Legend	X	✓	X	X
Preparer Information, Revision Dates, Certifications	X	✓	X	X
Scale (not greater than 1 inch = 200' unless waived for large parcels)	X	✓	X	X
Project boundaries and property lines	X	Sketch ✓	Approximate	Surveyed
Existing and proposed lot lines, Dimensions, Parcel & lot numbers	X	Sketch ✓	Approximate	Surveyed
Adjoining land uses, subdivisions, roads, drainage and utilities (including location and size of culverts and water and sewer mains)	X	ON SURVEY	X	X
Zoning district designations and boundaries	X	✓	X	X
Development limitations based on the locations of significant natural features as identified in the Town Plan*, including but not limited to: - slopes with a gradient of 25% or greater; - critical wildlife habitat, including deer wintering areas, rare plant & animal communities; - historic sites and features, including stone walls & cellar holes; - flood hazard areas, surface waters, wetlands and associated buffer areas; - Scenic vistas; and, - Agricultural soils, including prime and soils of statewide significance.	Specific boundaries	N/A	Specific boundaries, unless waived because of limited potential impact	Specific boundaries, unless waived because of limited potential impact

Existing and proposed elevations, contour lines within 100 feet of any site development (e.g. driveway)	Surveyed		5' intervals	5' intervals
Existing and proposed driveways, roads, paths, parking areas, associated rights-of-way or easements		Sketch	Approximate	Surveyed
Monument locations shown on plat & set as required in the regulations	X	ON SURVEY	Approximate	X
Site location map showing proposed subdivision in relation to major roads, drainage ways and adjoining properties	X	✓	X	X
Notation prepared in accordance with Section 460	X	TO FOLLOW		X
Reduced (11" x 17") copies of proposed plan [number of copies]	2	9	6	6
(C) Supporting Information and Documentation				
Statement of compliance with the Town Plan and applicable local regulations	X	✓	X	X
Copy of all other local permits or pending applications	X	N/A	X	X
VTans access permit letter of intent	X	N/A	X	X
VT ANR Project Review Sheet	X	N/A	X	X
Written request to the Select Board for a preliminary determination of the Town's willingness to accept any streets, utilities or other community facilities for the subdivision		N/A	Draft	X
(D) Additional plat requirements and supporting information required for subdivisions involving new roads, road extensions, creation of 10 or more lots, or for other reasons as determined by the Planning Commission at the completion of sketch plan review. The applicant may request a waiver for any of these requirements per Section 470.				
Proposed utilities, water and wastewater systems and associated rights-of-way or easements on the plat		N/A	X	X
Proposed restriction lines or development envelopes on the plat		N/A	X	X
Proposed conservation buffer and/or easement areas on the plat		N/A	X	X
Supplemental drawings: road profiles; road, intersection and parking area geometry and construction schematics		N/A	X	X
Supplemental drawings: proposed landscaping and screening		N/A	X	X
Engineering reports (water and wastewater systems)		N/A	X	X
Existing and proposed traffic generation rates and volumes		N/A	Estimated	X
Off-site easements (for water, wastewater, access, etc.)		N/A	Draft	Final
Proposed phasing schedule		N/A	Draft	Final
Proposed deed restrictions		N/A	Draft	Final
Proposed homeowner or tenant association or agreements		N/A	Draft	Final
Proposed performance bond or surety		N/A	Description	X

Subdivision Application

Use this common application form
for all subdivision applications

Weathersfield Planning and Zoning
PO Box 550, Ascutney, VT 05030
landuse@weathersfield.org 802-674-2626
www.weathersfield.org

Project Location Address: 150 N. Runway Rd Perkinsville VT 05151

Owners of record: ATILIO AND RINA BARRERA

Postal address: 150 N. Runway Rd.

City, St, Zip: Perkinsville VT 05151

Total lot size (acres): 2.6

Day or cell phone: 401 603 0049

Last recorded deed: Page: _____ Book: _____

Email: osatikam@gmail.com

Signature: [Signature]

General description (sketch plan attached): _____

Two lot residential subdivision

Existing and proposed uses of property: Residential

Have property abutters been contacted? Yes ☒ No ☐

Within 30 days of submission, the application will be reviewed for completeness, and, if complete, will be processed by the Land Use Administrator and referred to the Planning Commission. As the application goes through the steps of sketch plan, preliminary plan, and final plan approval, additional information will be required and you will be contacted to work with the Land Use Administrator. Please ask for assistance if you have any questions or desire assistance in filling out this application. Applicants are always encouraged to visit the Planning and Zoning Office at Martin Memorial Hall, 5259 US Route 5, Ascutney, VT. All decisions are subjected to a 15-day or 30-day public appeal period (the Land Use Administrator will advise you on which appeal period applies). Following those appeal periods, the subdivision becomes official.

Office use only:

Date received: 10 JANUARY 2019

Zoning district: RR 1

Parcel ID#: 11-02-21

Public notice date: 8 MARCH 2019

VALLEY NEWS

Type of review required:

☐ Boundary Adjustment (Administrator) Final decision:

☒ Subdivision (Planning Commission) Subdivision fee: \$ 100

☐ Advisory (Conservation Commission) Recording fee: \$ 10

Decision #: TO PL

see attached Planning Commission decision

Appeal by date: 1

From: Hal Wilkins
To: Nancy Heatley@hotmail.com; mike.todd; Paul Tillman
Cc: Ed Morris; JULIA LLOYD WRIGHT
Subject: Subdivision Applications
Date: Tuesday, March 20, 2018 1:53:17 PM

Weathersfield Planning Commission:

Both properties that will be considered on Monday, 26 March are fully visible from the town road.....thus making an organized site visit unnecessary.

Some additional specific information for your reference.... should you want to do a drive-by inspection:

Barreda, 15 North Runway Road

I've attached 3 photos of the Barreda property.

Their house - blue with white trim - is on Lot A.

The double gate in the 4-board fence leads to the barn that's shown on their sketch plan; at some future time, their son proposes to construct a residence on Lot B, just uphill from this barn.....and will use the barn access road as his driveway







Sargent, 1162 VT RT 106

As was previously discussed, no changes since the sketch plan meeting.

Wes Hazeltine and Josh Dauphin have inspected both properties and report that they have "no problems" with the proposed subdivisions.

Hal

Hal Wilkins

Ramsey, McLaren - Planning + Engineering

7038 Windham Hill Road

Windham, VT 05359

802.254.0808 (cell)

802.875.7578

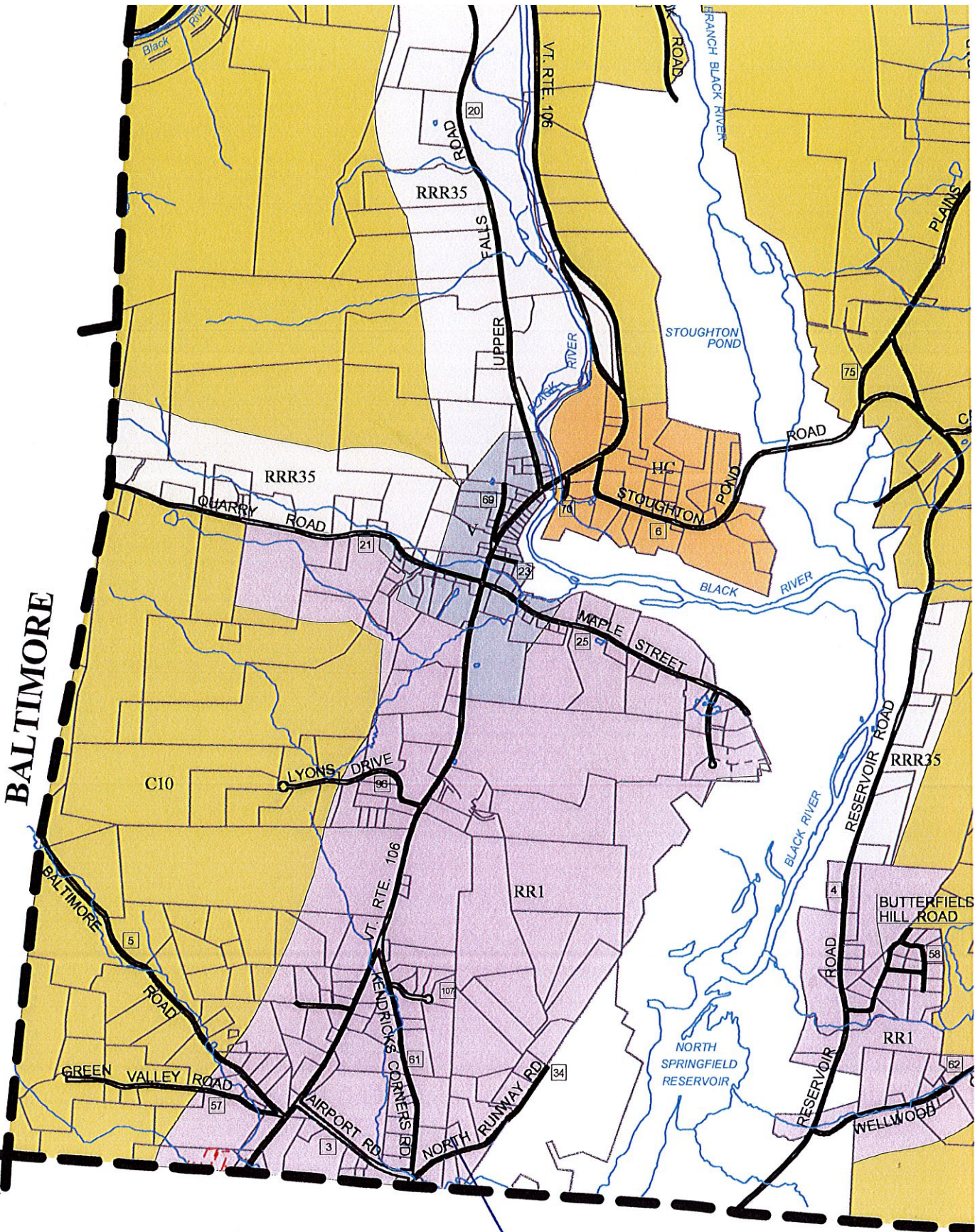
wilkins2200@gmail.com

BALTIMORE

ESTER

SF

BARTLETT
PROPERTY

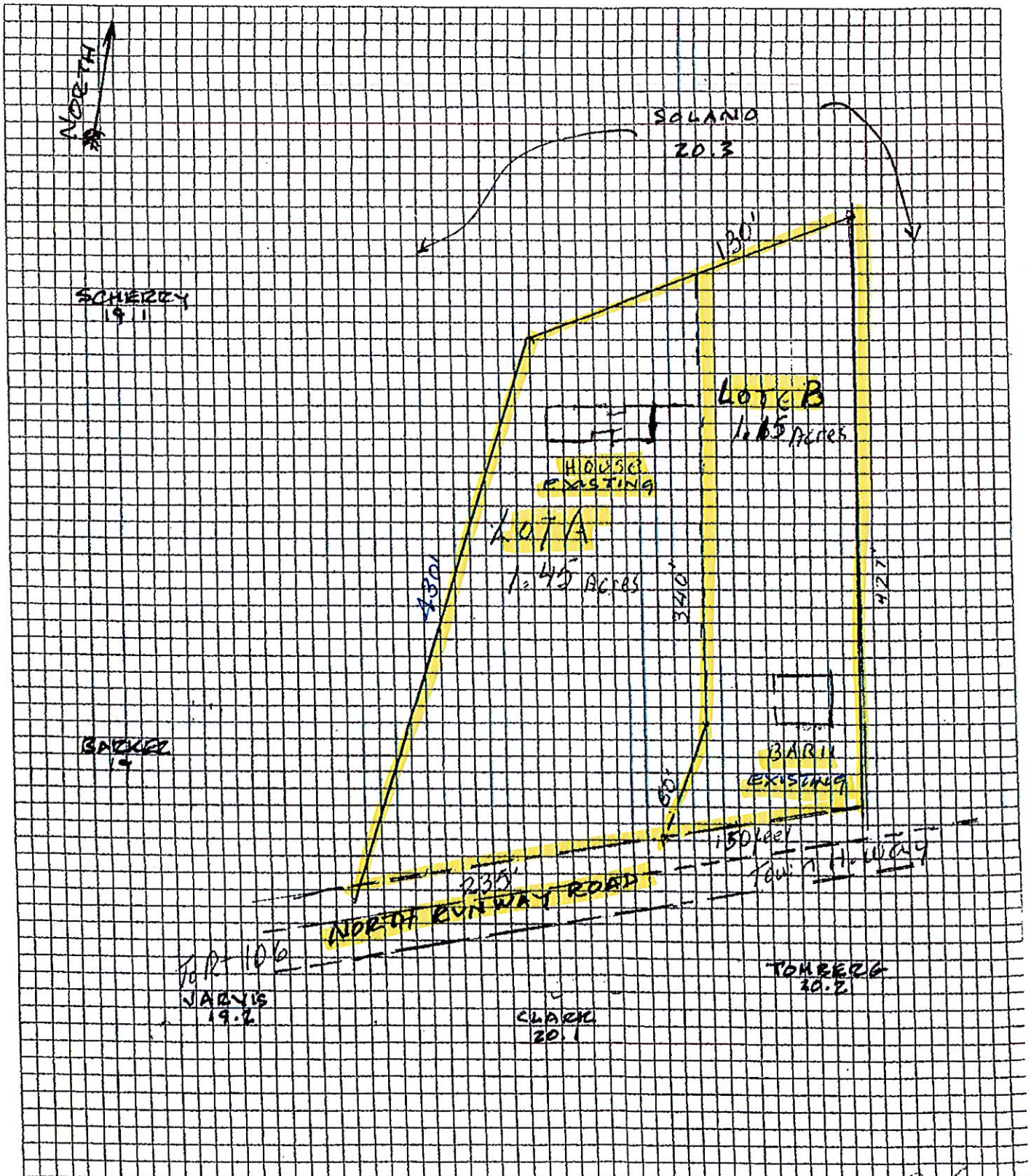


Subdivision Sketch Plan **A+R. BAREDDA**

Use this page to prepare a sketch **150 N. RUNWAY ROAD**

Weathersfield Planning and Zoning
PO Box 550, Ascutney, VT 05030
landuse@weathersfield.org | 802-674-2626
www.weathersfield.org

A sketch plan shows existing and proposed property lines. There is information on the built environment which includes houses, barns, and driveways. There is information on the natural environment such as deer wintering areas, wetlands, and streams. A sketch plan is a conceptual layout for how you intend to subdivide your property.



022 | ZONING DISTRICT

Signature: _____



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY VT 05030

landuse@weathersfield.org

From: Hal Wilkins
Date: 30 February 2018
Re: Affidavit of Mailing

The following abutting property owners have been notified via regular mail of the Public Meeting scheduled for Monday, 26 March 2018 for Planning Commission consideration of the subdivision request by Mr. and Mrs. Atilio Baredda.

Mr & Mrs John Clark
Ms. Amanda Tomberg
Ms. Patty Jo Solano
Mr & Mrs. Bruce Scherry
Mr & Mrs Martin Barker
Mr. Jeff Jarvis

A handwritten signature in cursive script, reading "Flo-Ann Dango, Town Clerk".

Flo-Ann Dango
Weathersfield Town Clerk

Section 230. Sketch Plan Review (all subdivisions) - Discussion sheet

Sketch Plan # _____

Subdivider's Name ATILIO + RINA BARRERA

Date of Sketch Plan Review MONDAY, 26 MARCH 2018

NOTE: The purpose of this sketch plan review is to have a preliminary discussion with the subdivider about the proposed project.

1. Ask the subdivider to present the project to the Commission. Focus the discussion on:
 - the overall project concept
 - the project's context with the surrounding neighborhood and related resources.
2. Is there anyone from the general public here with input on this project? () Yes () No
Have any written comments from the general public on this project been received?
() Yes () No
3. Is there anyone from the municipality here with input on this project? () Yes () No
Have any written comments from the municipality regarding this project been received?
(☒) Yes () No HWW → PLANNING COMMISSION
4. Review the project taking into consideration the requirements of:
 - the subdivision regulations
 - the zoning bylaws
 - other ordinances and policies in effectDoes the proposed project conform to the subdivision regulations? (☒) Yes () No
Does the proposed project conform to the zoning bylaws? (☒) Yes () No
Does this project conform to all other ordinances and policies in effect? (☒) Yes () No
Are waivers being sought to resolve conflicts? () Yes (☒) No
5. Does the sketch plan conform to the Town Plan? (☒) Yes () No
6. Will the project be in conflict with developments proposed by any public agency, existing private and public development, facilities and services? () Yes (☒) No
7. Are there any special problems with the project? () Yes (☒) No
8. Is this the best possible design for both the applicant and the Town? (☒) Yes () No

Planning Commission Recommendations

Within thirty (30) days of the final meeting with the applicant, the Planning Commission, **based on the information provided in the application**, shall issue recommendations in writing:

- (1) A preliminary determination that the proposed subdivision generally

() conforms () does not conform

to applicable planning and design standards pursuant to Article 3 of these regulations, and with the goals, objectives and policies of the Town Plan, and other municipal regulations currently in effect.

(2) Recommendations for changes in the design of this project include:

(3) The following additional information is requested for the final subdivision application for this project (see Table 2.1).

(4) The following additional studies or supporting documentation is required for this project:

(5) A preliminary plan review () is. () is not required for this project in accordance with Section 240.

(6) A master plan () is () is not required for this project because the land may support subsequent subdivisions or public facilities are planned for the vicinity in the Capital Budget and Program and/or Town Plan. The master plan is intended to plan for all possible future subdivisions in accordance with these Regulations and the Zoning Bylaws in effect, to achieve the most efficient subdivision infrastructure plan, and not preclude the potential for future subdivisions. The master plan is to help guide the subdivider and Planning Commission in any subsequent subdivision applications for the affected lands.

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TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

Weathersfield Planning Commission Notice of Subdivision Application Review Public Hearing – Final Plat Review

Monday, 26 March 2018 - 7:30 PM

George and Michele Sargent propose to subdivide their 2.70 acre property (Weathersfield Property #11-01-13) at 1162 Route 106 in Perkinsville, Vermont into two lots of 1.50 and 1.20 acres.

In accordance with Title 24, Vermont Statutes Revised, Chapter 117, Sections 4464(a)(1) and 4463 and the Town of Weathersfield Subdivision Regulation, adopted 2 March 2010, the Weathersfield Planning Commission will hold a public hearing to consider the subdivision application and final plat plan for this project.

Additional information concerning this application is available at the town office / Martin Memorial Hall, 5259 Route 5, Ascutney, Vermont between the hours of 7:30 AM and 5:30 PM, Monday through Thursday or by calling 802.674.2626.

CHECKLIST FOR PREPARATION OF FINAL SUBDIVISION PLAT

Check each item as completed

(B) Plat/Mapping Requirements -

- ☒ Subdivision name/Title
- ☒ Municipality name
- ☒ Name and address of record owner
- ☒ Name and address of applicant
- ☒ Date, north arrow, legend
- ☒ Preparer information
- ☐ Revision Dates
- ☒ Certifications
- ☒ Scale (not greater than 1 inch = 200 feet unless waived for large parcels)
- ☐ Surveyed Project boundaries *N/A*
- ☒ Surveyed Property lines
- ☒ Surveyed Existing
 - ☒ lot lines
 - ☒ dimensions
 - ☒ parcel numbers
 - ☒ lot numbers
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 - ☒ lot lines
 - ☒ dimensions
 - ☒ parcel numbers
 - ☒ lot numbers
- ☐ Adjoining
 - ☐ land uses
 - ☐ subdivisions
 - ☐ roads
 - ☐ drainage and utilities (including location and size of culverts and water and sewer mains)
- ☒ Zoning district designations and boundaries *ALL IN RE 1*
- ☐ Specific boundaries of the following development limitations (based on the locations of significant natural features as identified in the Town Plan*), including but not limited to (unless waived because of limited potential impact):
 - ☒ slopes with a gradient of 25% or greater *N/A*
 - ☐ critical wildlife habitat, including: *N/A*
 - ☐ deer wintering area
 - ☐ rare plant and animal communities
 - ☐ historic sites and features including: *NONE*
 - ☐ cellar holes
 - ☐ stone walls
 - ☐ flood hazard areas *NONE*
 - ☐ surface waters *NONE*
 - ☐ wetlands and associated buffers *NONE*
 - ☐ scenic vistas *NONE*
 - ☐ agricultural soils *NONE*
 - ☐ prime
 - ☐ statewide significant
- ☐ Existing elevations (contour lines at 5-ft. intervals within 100 feet of any development) *ON SURVEY*
- ☐ Proposed elevations (contour lines at 5-ft. intervals within 100 feet of any development) *NO CHANGE*

- ☐ Supplemental drawings: road profiles, road, intersection, and parking area geometry and construction schematics *N/A*
- ☐ Supplemental drawings: proposed landscaping and screening *N/A*
- ☐ Engineering reports (water and wastewater systems) *N/A*
- ☐ Existing and proposed traffic generation rates and volumes *N/A*
- ☐ (Final) Off-site easements (for water, wastewater, access, etc.) *N/A*
- ☐ (Final) phasing schedule *N/A*
- ☐ (Final) deed restrictions *NARRATIVE ON FILE*
- ☐ (Final) homeowner or tenant association or agreements *N/A*
- ☐ Performance bond or surety *N/A*

(E) The Planning Commission may require this additional information depending upon the scope and location of the proposed project, including but not limited to the following:

- ☐ Stormwater management plans
- ☐ Erosion control plans
- ☐ Grading plans (showing proposed areas of cut and fill)
- ☐ Building footprints
- ☐ Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements)
- ☐ Open space management plan
- ☐ Visual impact analysis and mitigation plan
- ☐ Master plan for large subdivisions or subdivisions of large parcels
- ☐ Fiscal impact analysis (analysis of financial costs and benefits to the Town)
- ☐ Other information or studies necessary for the Commission to conduct a comprehensive review.

- a) **Application Form:** Supplied by the Administrative Officer; signed by the owner of record and, in the case of a non-owner applicant, by the applicant;
- b) **Site Plan:** Consisting of one or more sheets, clearly and legibly drawn. Sheets shall be at a minimum 18 inches by 24 inches, or larger at the request of the Zoning Board of Adjustment, and must illustrate the following: (The degree of detail to be determined by the Zoning Board of Adjustment.)

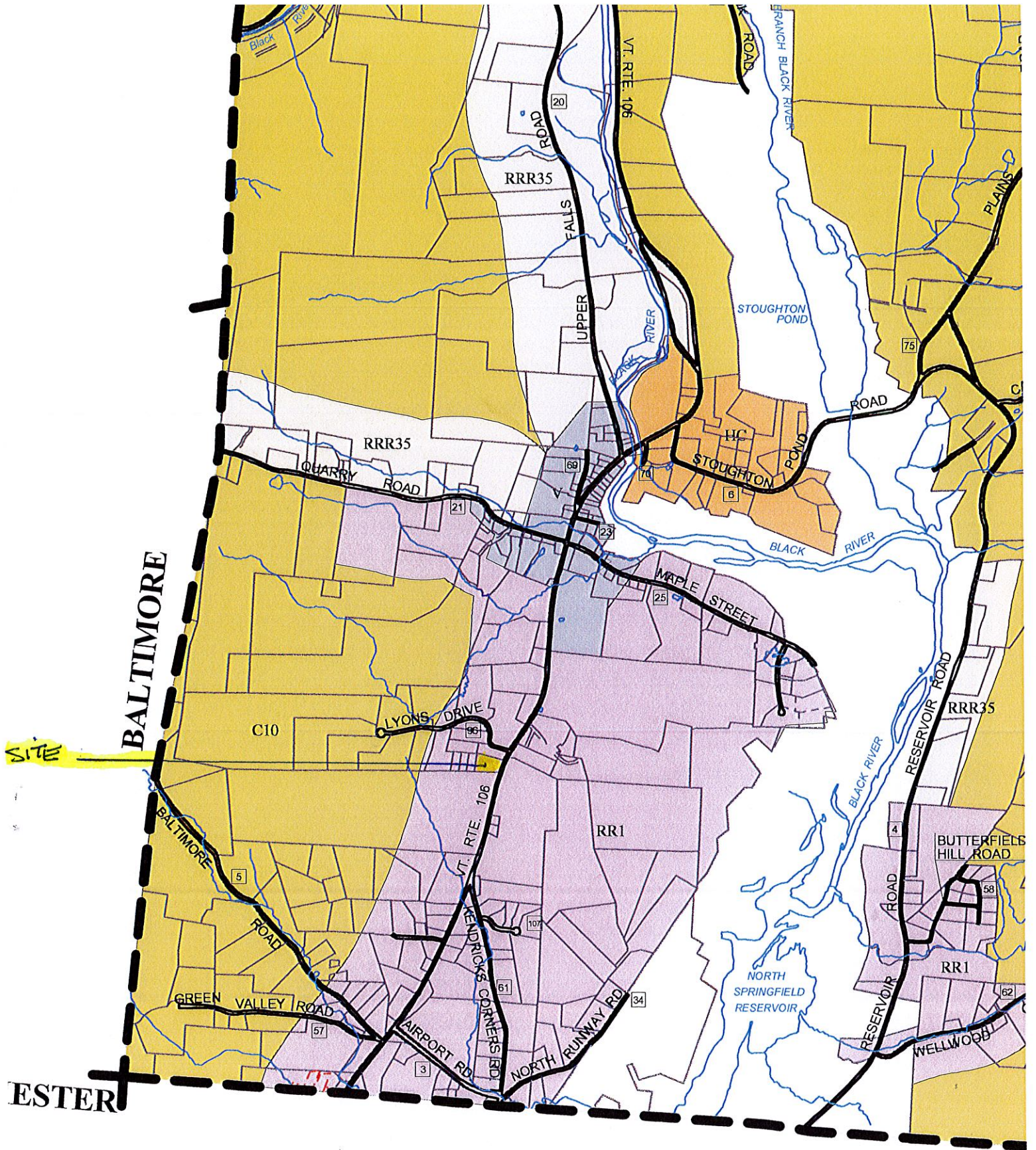
- ✓ 1) Name of project;
- ✓ 2) Name and address of applicant and property owner;
- ✓ 3) Name and address of person or firm who prepared Site Plan (if other than applicant);
- ✓ 4) Date drawn and date of latest version (if any);
- ✓ 5) North arrow and scale;
- ✓ 6) Vicinity map showing the site within the Town and Zoning District;
- ✓ 7) Boundaries, dimensions, and total area of the lot drawn to appropriate scale;
- ✓ 8) Existing buildings, wells, highways, and publicly owned property, all within 1/8 mile of the property boundary;
- ✓ 9) Existing and proposed contour lines (two foot minimum), existing wetlands, bodies of water, and other prominent physical section and elevation; *ON SURVEY*
- ✓ 10) Existing and proposed building footprints (with setbacks) located on the lot showing the location of all entrances and loading docks and building heights; *ON SURVEY*
- ✓ 11) Proposed vehicular and pedestrian circulation, parking, off street parking, and points of access to the public right-of-way; *ROADS / DRIVEWAYS*
- 12) Landscaping plan showing quantity and type of plants to be used to provide screening and integration with the adjacent property and/or to enhance the appearance of the proposed development; *N/A*
- ✓ 13) Existing and proposed location of wells and septic systems, including connection to public facilities;
- 14) Location of existing and proposed utility system; *N/A*
- 15) Location and type of all outside lighting; *N/A*
- 16) Where applicable, the location and size of water storage to be used for firefighting; *N/A*
- 17) Drainage and runoff plan; *N/A*
- 18) Location of critical wildlife habitat; *N/A - NONE*
- 19) Evidence of review of the 1992 Biological Natural Areas of Weathersfield, Vermont survey and map(prepared by Elizabeth H. Thompson) to identify any potential disturbances or threats; and *N/A*
- 20) Any other items as identified by the Zoning Board of Adjustment, including a traffic impact study in accordance with the Weathersfield Traffic Impact Study Guidelines (Refer to Appendix #2). *N/A*

5.1.3 Conditional Use Review

5.1.4 PUD Review

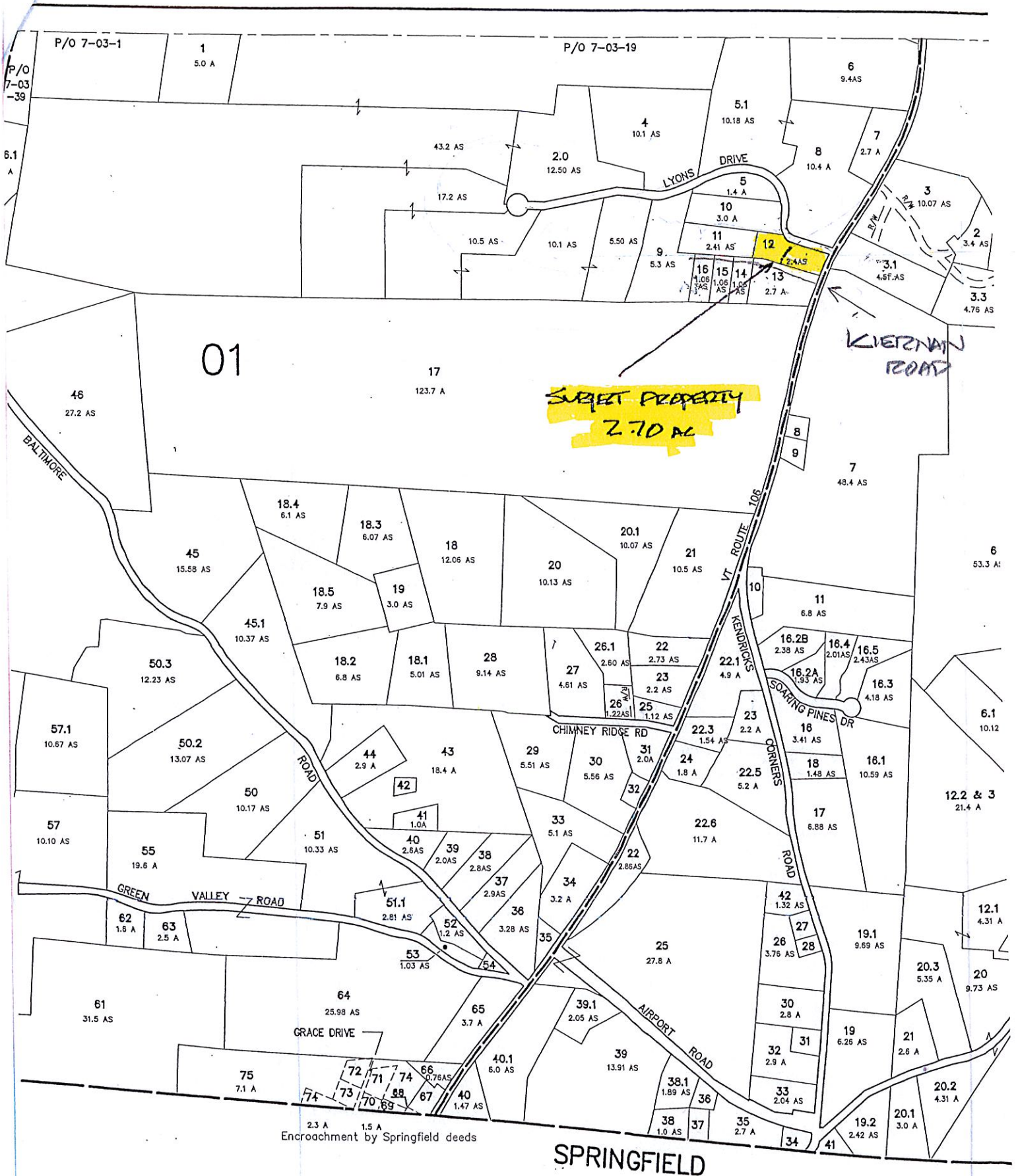
Applications for PUDs must include the following, in addition to the information required for subdivisions:

- a) A brief summary of the project and how it meets the PUD standards in this section;



SF

SARGENT
SURDIVISION



- Boundary Line
- Right of Way Line
- Setback Line
- Utility Line

1-01-11

& Margaret E. Geyer
142/3

11-01-12

Susan R. & Howard G. Papineau
110/166

11-01-13

George A. Jr. & Michele Sargent
102/450
127,806 SF
2.93 Acres

11-01-14

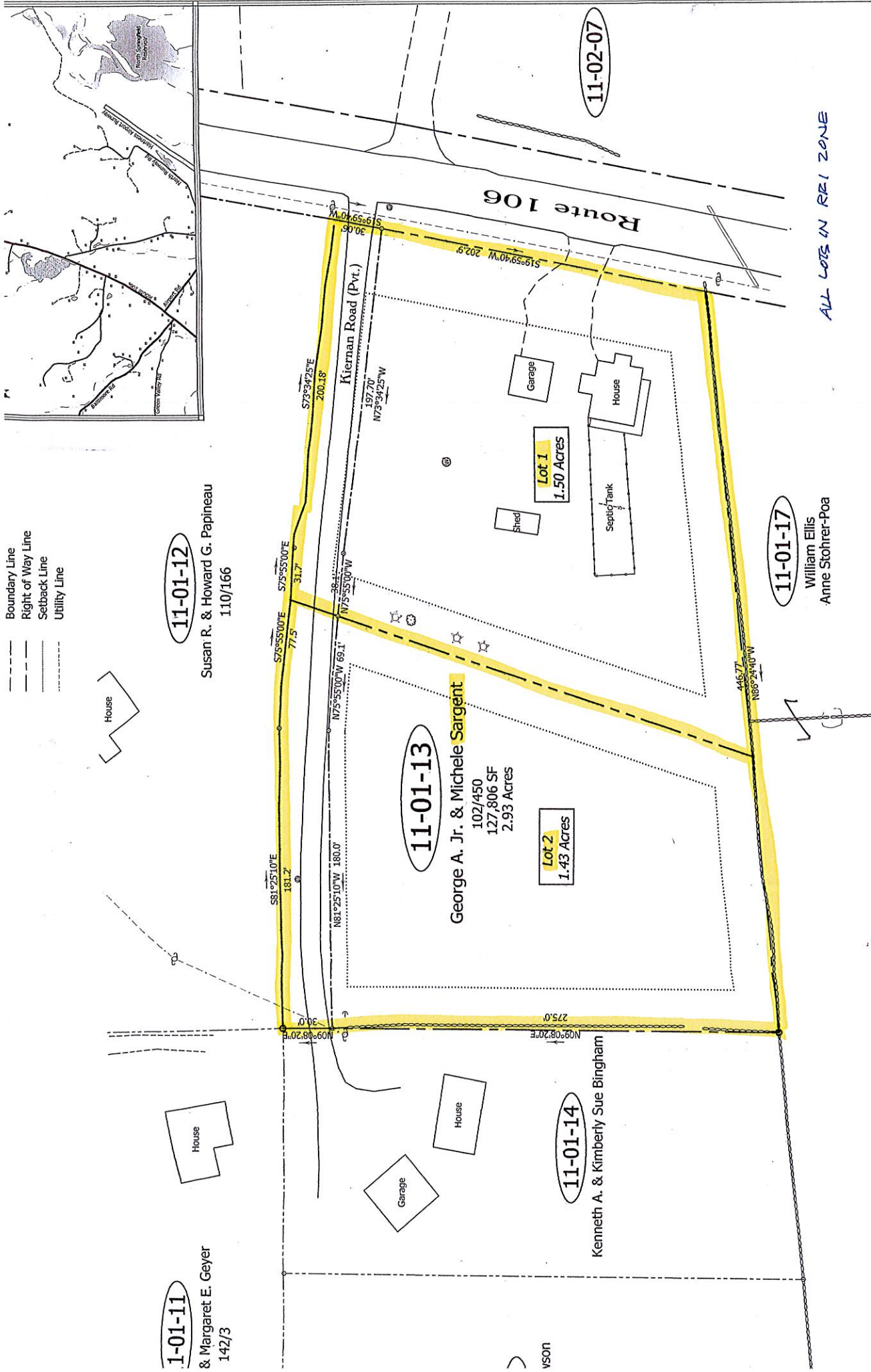
Kenneth A. & Kimberly Sue Bingham

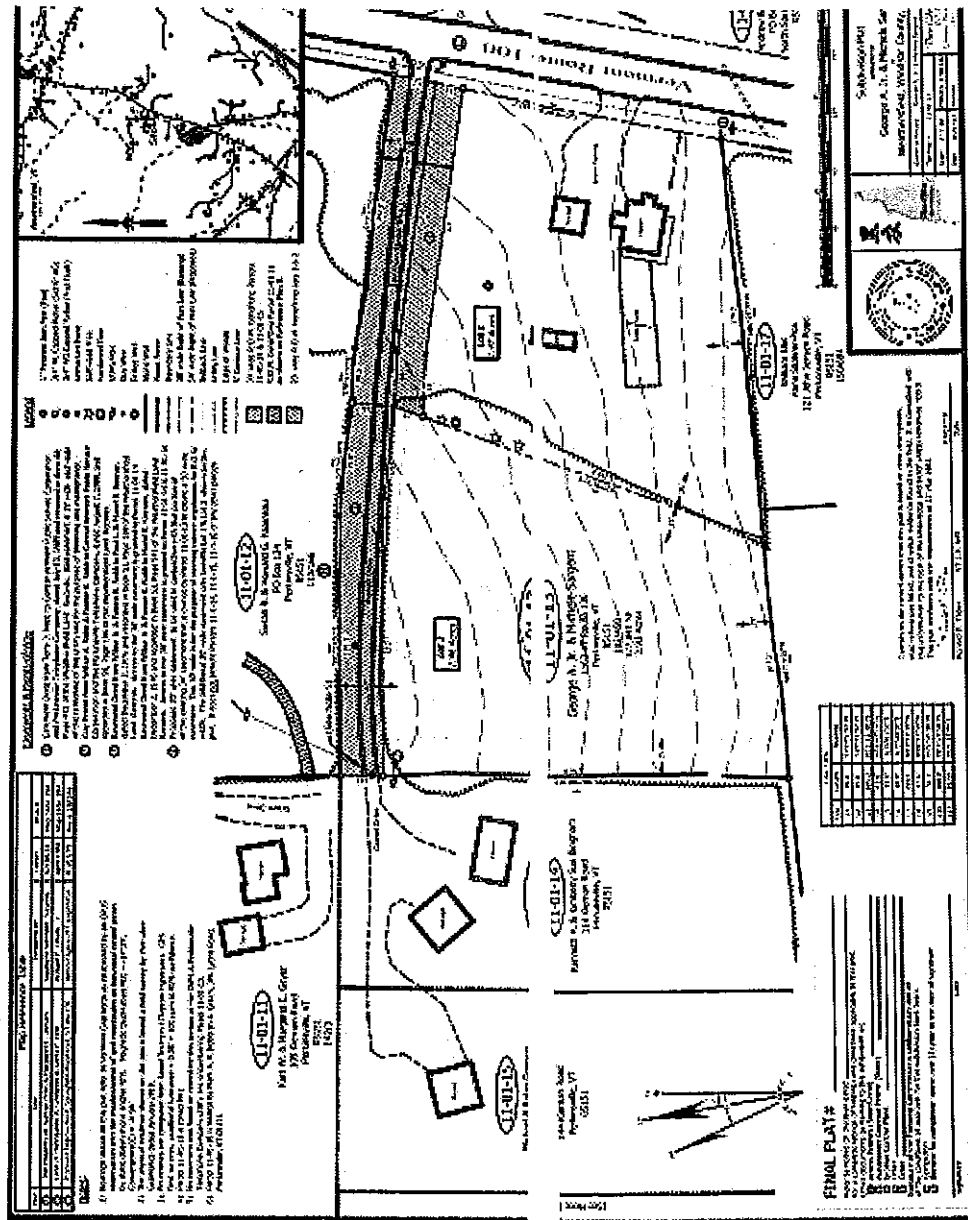
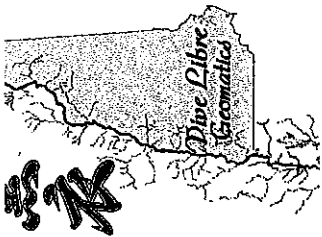
11-01-17

William Ellis
Anne Stohrer-Poa

11-02-07

ALL LOTS IN REI ZONE





January 21, 2018



To whom it May Concern:

This letter is to inform you that when we complete the build of our house. I, George Sargent Jr. will be responsible for the plowing and maintenance of the right of way road from Route 106 to the driveway of the new dwelling.

cc Town of Weathersfield Planning Commission
Ken and Kimberly Sue Bingham 114 Kiernan Road parcel
Id# 110114

Mike and Robin Dawson 144 Kiernan Road Parcel Id#
110115

Town of Weathersfield

Public Hearing Notice

A public hearing is hereby called for the following application:

Address: 1162 VEST T 106
Applicant: M/M G. & M. SARGENT
Project Description: 2 LOT RESIDENTIAL SUBDIVISION

Public Hearing scheduled for
Date 26 MARCH 2018 7:00 PM

Location: Weathersfield Town Office, 5259 Route 5, Ascutney

Purpose of Hearing: SUBDIVISION FINAL
PLAT HEARING
Municipal Panel: PLANNING COMMISSION

Site Visit scheduled for: -

Date: - Time: -



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802)674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

From: Hal Wilkins
Date: 30 February 2018
Re: Affidavit of Mailing

The following abutting property owners have been notified via regular mail of the Public Hearing scheduled for Monday, 26 March 2018 for Planning Commission consideration of the subdivision request by George Sargent:

Howard and Susan Papineau
Mr & Mrs Kenneth Bingham
Mr & Mrs Kurt Geyer
Mr. William Ellis
Mr & Mrs. Andrew Cook

A handwritten signature in cursive script that reads "Flo-Ann Dango, Town Clerk".

Flo-Ann Dango
Weathersfield Town Clerk

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DRAFT
TOWN OF WEATHERSFIELD, VERMONT
MINUTES OF PLANNING COMMISSION MEETING
Monday, February 26, 2018

I. Call to Order

Chair, Julie Schmitz called the meeting to order at 6:50pm.

V. Executive Session - as per 1 VSA 313.(3) - Land Use Administrator Discussion and Evaluation

A Motion was made by Michael Todd to go into Executive Session at 6:53pm, seconded by Nancy Heatley. Voted unanimously.

Planning Commission came out of Executive Session at 7:25pm

III. Introductions: Nancy Heatley, Julie Schmitz, Chair); Paul Tillman, Michael Todd, Hal Wilkins, (Land Use Administrator); Julia Lloyd Wright, (Energy Coordinator, ex-officio)

Visitors: Ed Morris, (Town Manager); Howard Beach (Conservation Commission)

Jordana Jusidman, Allen Tate, groSolar; Diane Hodgdon, Dusty Hodgdon, groSolar project.

II. Agenda Review

Chair Julie Schmitz recognized the groSolar project group (not on the agenda)

Jordana Jusidman said the group would like to speak informally and clarify the new requirement for the proposed solar array on the Route 5 Hodgdon, Inc. property in Ascutney. Changes have been made to the former proposed solar site. Previous plans for the area called for Green Mountain Power to operate a 5MGW array. This was determined to be too large for the grid and the project has now been scaled back to 500KW. Allen Tate requested that a draft letter from the Planning Commission be written stating that this new scaled-down site is the preferred site for new net metering, that the Planning Commission have looked at the site and it qualifies. A copy of the letter needs to be filed with the Certificate of Public Good by April 23, 2018 confirming the preferred or designated site.

A visit to the site and a subsequent letter will be drafted for signature at the next Planing Commission Meeting on Monday, March 12, 2018.

IV. Approval of Meeting Minutes - 12 February, 2018

A motion was made by Paul Tillman to approve the Minutes of February 12, 2018, seconded by Nancy Heatley. Voted: Unanimously.

VI. Review of Changes to Town Plan Chapter 3 - Transportation

The chapter was reviewed for minor changes. On Page 3 the missing figures received from the Police Chief recording the number of crashes on Weathersfield highways is now included in the graph. Traffic volume was discussed and recommendations for road repair and upgrade priorities. Hal Wilkins will contact Highway Crew Chief Westley Hazeltine for a new list of future road repairs. These will be added to the chapter. Recommendations will be on the agenda for discussion at the next meeting, March 12, 2018.

VII. Review of minor changes to other Town Plan Chapters

These will be on the agenda for the next meeting

There was a discussion on handling and identifying edited documents so that each commissioner has the latest updated revisions available at each meeting (in electronic or hard copy form).

VIII. Zoning Bylaw Sections - Final Review

a. Accessory Dwelling Units

Under 4.11 Definitions. Notes were removed and the definition of "appurtenant" corrected to read: "...attached or detached Accessory Dwelling..."

b. Fragmentation/Subdivision of Agricultural Lands

There was a discussion on the subdivision of 10 acres of agricultural soils - five acres were exempt but contiguous prime ag. soils could not be subdivided. The bylaws should be written to evaluate the status for the protection of the soil.

c. Small-Scale and Large-Scale Renewable Energy Systems

Under 4.4.2.3 "generally" was removed and "greater than 15KW" added.

More information is still needed for these bylaws.

IX. Land Use Administrator Notes

Howard Beach, a current member of the Conservation Commission, is interested in filling one of the two vacant seats on the Planning Commission and dropped off a copy of his resume.

In order to receive the Village Center Designation for Perkinsville and Ascutney a map of the confirmed boundaries is required. Hal Wilkins will check to see if these already exist.

Chair Julie Schmitz stepped down from the Planning Commission as of February 26, 2018. Her future recommendations included a focus on fixing the process for the completion of the Zoning bylaws.

X. Adjourn

A motion to adjourn at 9pm was made by Paul Tillman, seconded by Nancy Heatley. Voted: Unanimously.

DRAFT
TOWN OF WEATHERSFIELD, VERMONT
MINUTES OF PLANNING COMMISSION MEETING
Monday, March 12, 2018

I. Call to Order

Vice-Chair, Nancy Heatley called the meeting to order at 7:10pm.

II. Reorganization of Planning Commission

Michael Todd nominated Nancy Heatley as Chair, seconded by Paul Tillman. Voted: Unanimously. Nancy Heatley nominated Michael Todd as Vice-Chair, seconded by Paul Tillman. Voted: Unanimously. Nancy Heatley nominated Paul Tillman Board Clerk, seconded by Michael Todd. Voted: Unanimously. Julia Lloyd Wright was reappointed as Secretary.

Michael Todd moved to set Commission meetings on the second and fourth Mondays of the month at 7pm to be held at the Town Offices in Martin Memorial Hall, seconded by Paul Tillman. Voted: Unanimously.

III. Agenda Review

Michael Todd made a motion to move the request for a letter of support for groSolar under VIII. to the first item of business., seconded by Paul Tillman. Voted: Unanimously.

IV. Introductions: Nancy Heatley, Chair; Paul Tillman, Michael Todd, Julia Lloyd Wright, (Energy Coordinator, ex-officio)

Visitors: Ed Morris, (Town Manager); Jason Rasmussen, Senior Planner (SWCRPC)

Jordana Jusidman, Allen Tate, groSolar; Diane Hodgdon, Dusty Hodgdon, groSolar project 'Weathersfield Solar Partners'.

VIII. Land Use Administrator Notes

At the February 26, 2018 meeting a draft letter of support, signed by the Planning Commission, was requested by groSolar on behalf of Weathersfield Solar Partners.

Allen Tate, Director of Planning for groSolar the contractor, said that the project at the Hodgdon salvage facility on Route 5 in Ascutney has been scaled back to a smaller size of 500KW. The letter in question needs to be filed with the PUC by April 23, 2018 for a Certificate of Public Good so the project can move forward. It confirms that the new site is the preferred or designated one approved by the Planning Commission. The Selectboard and the Southern Windsor County Regional Planning Commission members will add their signatures of approval.

A motion was made by Paul Tillman to sign the letter for Weathersfield Solar Partners, seconded by Michael Todd. Voted: Unanimously.

Allen Tate said the project plans to sell the power it produces which will result in a substantial savings for customers. The site comprises five acres with a minimum of tree clearing. It also avoids the wetlands and has a 300ft setback with Route 5. Screening prevents it being seen by the neighbors, and there are no batteries or noise. Ed Morris said he will contact Ascutney Fire Department Chief Darrin Spaulding to check out the access.

IV. Approval of Meeting Minutes - February 26, 2018

These were tabled until the next meeting on March 26, 2018.

VI. Discussion of changes to Town Plan Chapter 3 Transportation and Chapter 6 Education

These will be on the agenda for the next meeting

VII. Zoning Bylaw Sections Review

- a. Accessory Dwelling Units
- b. Fragmentation/Subdivision of Agricultural Lands
- c. Solar Renewable Energy Systems

These were tabled until the next meeting on March 26, 2018

VIII. Continued - Land Use Administrator Notes

Public Hearing - Final Plan Review Sargent 2-Lot subdivision

Sketch Plan Review Barreda 2-lot subdivision

(These two items are on the agenda for March 26, 2018)

Howard Beach, candidate for Planning Commission open seat.

The selectboard will review his application at their meeting on March 19, 2018.

Village Center Designation for Perkinsville and Ascutney

A map of the confirmed boundaries is required before the Town's application can be approved. Jason Rasmussen (SWCRPC) said he will follow up on the maps.

Job Description for Part/Time position of Land Use Administrator

The Commission reviewed and discussed a revised job description. Ed Morris proposed a change to include 'preferred BA, plus enforcement and municipal government experience'. A Part Time vs. a Full Time position was also discussed with more hours for enforcement. The budget does not include extra hours for the Land Use Administrator. Paul Tillman said if there is not enough time to work on it then we need a full Time person. Ed Morris will speak to the selectboard.

A motion was made by Paul Tillman to accept the revised Job Description for the position of Land Use Administrator, seconded by Michael Todd. Voted: Unanimously.

Ed Morris will go ahead and post the Ad for the position and possibly hold an executive session at the next meeting to review candidates.

Ethics Policy

Copies of the revised Policy were reviewed and signed by Commission members.

Assistance from Southern Windsor County Regional Planning Commission (Jason Rasmussen)

Jason Rasmussen has been enlisted to help with the transition from the current Land Use Administrator's duties working on the Town Plan Chapter revisions and the Zoning Bylaws. He will attend meetings and prepare documents.

Ed Morris will handle the current violations that are in the process.

There was a discussion on computer control for the Planning Commission and how to handle electronic document control.

IX. Agenda for the next meeting on March 26, 2018

Approval of Minutes of February 26, 2018 and March 12, 2018

Public Hearing Final Plan Review Sargent 2-lot subdivision

Sketch Plan Review Barreda 2-lot subdivision

Zoning Bylaw Sections Review

- a. Accessory Dwelling Units
- b. Fragmentation/Subdivision of Agricultural Soils
- c. Solar Renewable Energy Systems

X. Adjourn

A motion to adjourn at 8:45pm was made by Paul Tillman, seconded by Michael Todd. Voted: Unanimously.

TOWN OF WEATHERSFIELD, VERMONT
PLANNING COMMISSION

**Planning Commission Agenda
Martin Memorial Hall
5259 Route 5
Monday, April 9th, 2018
7:00 P.M.
REGULAR MEETING**

1. Call to Order
2. Review minutes from previous meeting(s)
3. Transportation and Education
 - Review of Minor changes to other Town Plan Chapters
4. Zoning Bylaw Sections – Final Review
 - a. Fragmentation / Subdivision of Agricultural Lands
 - b. Small-Scale and Large-Scale Renewable Energy Systems
 - c. Off Street Parking
5. Village Designation Mapping Proposal
6. Agenda Review for April 23rd, 2018
7. Adjourn

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TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

townmanager@weathersfield.org

March 20, 2018

To: Planning Commission

From: Ed Morris

Subject: Executive session

In executive session we will review resumes for the Land Use Administrator position. I will make copies of the resumes I feel are qualified and have the others there for review. We currently have 9 resumes, of which I feel four are qualified.

Ed Morris

Town Manager

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