

Planning Commission
Martin Memorial Hall
5259 Route 5, Ascutney VT
Planning Commission Meeting Minutes
Monday October 12, 2020 7:00 PM

Planning Commission Members Present:

Paul Tillman
Fred Kowalik
Howard Beach
Michael Todd
Tyler Harwell
Chris Whidden, Zoning Administrator

Online Attendees: None

Attendees: Gary Brown, Mrs. Brown, Rick Davis

1.) Call to Order by Chair, Paul Tillman at 7:00 pm

2.) Agenda Review – October 12, 2020

*Fred Kowalik noted the following:

#6 – Hearing for Zoning Bylaws Update – scheduled for 7:15 pm

#7 – Hearing for Drumlin Road Subdivision – Gary Brown – scheduled for 7:30 pm

No changes

3.) Comments from Chair and Land Use Administrator

Chris Whidden discussed a boundary adjustment application that came in to the office. He asked the Planning Commission for clarification about taking 2 parcels and merging them into 1.

Chris Whidden has looked at 2 sound meters for purchasing and will narrow it down.

4.) Comments from Citizens regarding items not on agenda.

No comments from Citizens.

5.) Approval of Meeting Minutes 9-28-20

Motion to approve made by Michael Todd

Howard Beach -2nd

No Discussion

Vote – unanimous

6.) Hearing for Zoning Bylaws Update –

NOTICE OF PUBLIC HEARING

In accordance with the provisions of 24 V.S.A. §§ 4441(d) and 4444, the Planning Commission for the Town of Weathersfield, Vermont, will hold a public hearing on Monday, October 12, 2020, at 7:15 P.M., in the Weathersfield Town Office, at 5259 Route 5 in Ascutney, Vermont, to hear public comments on the adoption of the following bylaws:

- (1) Removal of “Contractor’s Storage” use
- (2) Signs – Sec 3.8
- (3) Outdoor Lighting – Sec 3.6
- (4) Waivers – Sec 6.9
- (5) Small Enterprise
- (6) Formula Business
- (7) Off Street Parking – Sec 3.5
- (8) Home-Based Occupation and Home-Based Business – Sec. 4.5
- (9) Definitions – Article 7, including but not limited to:
 - a.) Motel
 - b.) Inn/Small Motel
 - c.) Boarding House
 - d.) Building Height
 - e.) Community Non-Profit
- (10) Groundwater Protection Ordinance
- (11) Section 6.10.1- Application

Statement of Purpose

The Planning Commission is proposing the above listed bylaws in order to better achieve the objectives in the 2017 Weathersfield Town Plan, and revitalize the village centers in Ascutney and Perkinsville, areas that have been identified in the Plan as growth centers.

Geographic Areas Affected

The entire Town of Weathersfield is affected by this amendment.

Sections Headings

Amendment and adoption of the foregoing Bylaws. See Sections listed above.

Persons wishing to be heard may do so in person, be represented by an agent, or may file written comments with the Planning Commission prior to the hearing.

Dated at Town of Weathersfield, Windsor County, State of Vermont, this 14th day of September 2020.

Paul Tillman, Chair
Weathersfield Planning Commission

Michael Todd made a motion to accept the list of 11 items listed in the notice of Public Hearing dated 10/1/2/20 and to move forward with submission to the Select Board.

Howard Beach – 2nd

Discussion –

Michael Todd asked if there was any priority to the list to present to the Select Board. The Planning Commission determined the following in order of priority:

- 1.) Home-Based Occupation and Home-Based Business – Sec. 4.5
- 2.) Definitions – Article 7, including but not limited to:
 - a.) Motel
 - b.) Inn/Small Motel
 - c.) Boarding House
 - d.) Building Height
 - e.) Community Non-Profit
- 3.) Small Enterprise
- 4.) Formula Business
- 5.) Off Street Parking – Sec 3.5
- 6.) Groundwater Protection Ordinance
- 7.) Removal of “Contractor’s Storage” use
- 8.) Signs – Sec 3.8
- 9.) Outdoor Lighting – Sec 3.6
- 10.) Waivers – Sec 6.9
- 11.) Section 6.10.1- Application

Vote – unanimous

7.) Hearing for Drumlin Road Subdivision – Gary Brown

Paul Tillman opened the hearing for Gary Brown subdivision @ 7:31 pm.

Chris Whidden reached out to Chris Peyton, the surveyor for the property and did not receive a response until Monday October 12, 2020. Due to the Columbus Day holiday, Chris Whidden was not able to do anything with the email.

Chris Whidden did review the final plat checklist – Check Mark = Conditions Met, X = Missing Condition.

Michael Todd explained to Mr. Brown that the missing conditions needed to be on the Sketch Plan. The Planning Commission went over the check list as well as the map with Mr. Brown.

Paul Tillman stated the hearing would remain open for Mr. Brown’s subdivision.

- 8.) Discussion and consider a vote re: Zoning Fee Schedule update for Select Board consideration and review.

Chris Whidden gave the Planning Commission the current Zoning Fee Schedule and the Proposed Zoning Fee Schedule. *Please see attachment for both current and proposed fee schedules*

Michael Todd made a motion to accept the Zoning Fee Schedule update.

Howard Beach – 2nd

Discussion –

Howard Beach suggested changing “Certificate of Occupancy” to “Certificate of Conformance”.

Chris Whidden will review the definition of each.

Vote- unanimous

- 9.) Discuss timeline for “Town Plan” review and update.

The Planning Commission discussed where they would like to start with the Town Plan. The top 3 topics they would like to start working on:

- 1.) Maps – continuing to review zoning.
- 2.) Energy Chapter – will invite Julia Lloyd Wright to participate.
- 3.) Economic Development

- 10.) Changes to the Zoning Map

- a. Review designations and boundaries for – tabled for another meeting
 - i. Hamlets
 - ii. Highway Commercial
 - iii. Industrial

- 11.) Discussion of Items for Future Agendas

Items discussed above for hearings and Town Plan review.

Chris Whidden would also like to draft up a memo for the Land Use Administrator position to go full time and present it to the Planning Commission.

- 12.) Any other business that can be legally discussed –

Paul Tillman handed out and updated meeting calendar through March of 2021 to all members of the Planning Commission.

- 13.) Adjourn

Howard Beach made a motion to adjourn the meeting.

Michael Todd– 2nd

No discussion

Vote - unanimous

Meeting adjourned at 9:02 PM

Next Planning Commission Meeting is scheduled for Monday October 26, 2020 at 7:00 pm at Martin Memorial Hall.

Respectfully,
Chauncie Tillman
Recording Secretary