Planning Commission

Martin Memorial Hall

5259 Route 5, Ascutney VT

Planning Commission Meeting Minutes

Monday, June 28, 2021 6:30 PM

Planning Commission Members Present:

Paul Tillman

Michael Todd

Howard Beach

Joe Bublat

Chris Whidden, Zoning Administrator (Online)

Planning Commission Members not present: Tyler Harwell

1. Call to Order by Chair Howard Beach at 6:37 pm
2. Agenda Review – June 28, 2021

Chauncie Tillman, Recording Secretary requested that the Approval of Meeting Minutes from June 14, 2021 be moved to the next Planning Commission Meeting on July 12, 2021due to the incorrect attachment being sent to Chris Whidden and Olivia Savage for tonight’s meeting.

Michael Todd made a motion to move the approval of the meeting minutes from 6-14-21 to the next Planning Commission meeting on 7-12-21.

Paul Tillman – 2nd

No Discussion

Vote – unanimous

Update Agenda as follows:

1. Call to Order/Introductions
2. Agenda Review – June 14, 2021
3. Comments from the Chair and Land Use Administrator
4. Comment from Citizens regarding items not on the agenda
5. Presentation of approved by laws for Commission’s final approval and dispatch to Selectboard.
6. Review of remaining Definitions
7. Discussion of Airport Zone
8. Discussion of Items for Future Agenda Items
9. Any other business of Items for Future Agendas
10. Adjourn
11. Comments from the Chair and Land Use Administrator

Chris Whidden is working on a way to share the information digitally as the file is very large. This packet will be provided to Select Board for review at their July 19, 2021 meeting.

Michael Todd wanted to verify that Chris Whidden provided the Current Bylaws and Proposed Bylaws with the highlights that were changed. Chris Whidden confirmed.

Most of the updates Chris found were a reorganization of the files and adding the section numbers and citations to correspond with each other.

Michael Todd wanted to know if it would be redundant to provide both copies to the Select Board versus a copy with the changes in it be sufficient if the old language is included with noted changes to be made.

Howard Beach asked about the Introduction says the Planning Commission and the Select Board have passed the enclosed bylaws and now they are up for a final publication approval. He just wants to make sure that is true and that the bylaws have been approved by the Select Board and all we are asking for really is for this to be read for publication.

Michael Todd does not think that is correct. If that is true then he would change it to “many of the included bylaws have already been adopted.” He suggested that the Planning Commission provide the list that they had been reviewing with the color codes for updates.

Chris Whidden provided the updated color-coded copy in Exhibit 6 of the packet.

Michael Todd noted that this should be included in the packet provided to the Select Board so that they can see which ones have been adopted.

1. Comment from Citizens regarding items not on the agenda

None

1. Presentation of approved by laws for Commission’s final approval and dispatch to the Selectboard.

Chris Whidden provided a draft of a memo to the Selectboard “Bylaws for Selectboard approval and publication.”

He provided the following attachments to the Planning Commission for review:

* Current Bylaws (Please see Exhibit 1 – Current Bylaws)
* Updated list of the Proposed Bylaws (Please see Exhibit 2 – Proposed Bylaws)
* Bylaws approved by the Selectboard 4-5-21 (Please see Exhibit 3 – Approved by the Selectboard 4-5-21)
* Bylaws approved by the Selectboard 11-16-20 (Please see Exhibit 4 – Approved by the Selectboard 11-16-20 continued to 11-30-20)
* Bylaw Tracker (Please see exhibit 5 – Bylaw Tracker)
* Zoning Maps (Please see exhibit 6 – Zoning Maps)

1. Review of the remaining Definitions

Chris Whidden wanted to know if the Planning Commission would like a fully updated list of definitions for approval at the next meeting, July 12, 2021 prior to sending to the Select Board for their meeting on July 19, 2021.

Yes, the Planning Commission would like a copy for review at the next meeting for approval. This will also allow the Planning Commission time to review the packet that Chris Whidden provided for review and to make any changes needed. Chris Whidden requested that any change requests be emailed to him so that he can put the changes in the packet.

Paul Tillman, Howard Beach and Michael Todd did a brief overview of the Zoning Map, definitions, Town Plan, and Zoning changes for the newest member, Joe Bublat.

Chris Whidden asked “If a certain parcel is too small in the zone that it’s in and there is a bylaw that allows for existing lots to be developed within certain parameters, my question is does that existing small lot is that in terms of small lots does that mean that the zone is zoned for small lots or does that mean that the lot is too small for the zone?”

Michael Todd “Let’s say we are taking about a 3-5 acre zone and we’re talking about a 2 ½ acre lot, you wouldn’t want to say that they can’t use the lot because there is plenty of room for them to work within the setbacks. When we go to do a subdivision, the envelope is with the setbacks, which would indicate where they can build. “

Review of the Bylaw Update Status as of 7-25-2019 still in “Maybe done” and “Not done”

\*Please see “Exhibit 5: Bylaw Update Status as of 7-25-2019” Spreadsheet in the packet.\*

1. Discussion of Airport Zone – tabled for future agenda.
2. Discussion of Items for Future Agenda
   1. Last page of definitions
   2. Further discussion on the Airport Zone
   3. Town Plan
3. Any other business that can be legally discussed

None

1. Adjourn

Michael Todd made a motion to adjourn at 8:36 pm

Paul Tillman – 2nd

Discussion – none

Vote – unanimous

Next Planning Commission Meeting is scheduled for Monday, July 12, 2021 at 6:30 pm at Martin Memorial Hall.

Respectfully,

Chauncie Tillman

Recording Secretary

**Planning Commission**

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Howard Beach, Chair Joseph Bublat, Chairperson

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Tyler Harwell, Chairperson Paul Tillman, Vice Chair

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Michael Todd, Chairperson