

**CITY OF VERGENNES
PLANNING COMMISSION
MINUTES
SPECIAL MEETING
MONDAY, NOVEMBER 28, 2011**

Members Present: Shannon Haggett-Chair, Jason Farrell, Morgan Kittredge, Mike Winslow

Members Absent: Stacy Raphael, Alexandria McGuire, Ex-Officio Member David Austin

Also Present: Mel Hawley, Zoning Administrator

Shannon Haggett called the special meeting to order at 7 p.m. The purpose of the special meeting was to review Articles IV-VIII of the zoning regulations.

Section 402, Subsection 1 – “waste water” was changed to “wastewater”.

Section 403 – in the last sentence “*multi-family*” was changed to “*multiple-family*”.

Section 404 – Morgan Kittredge is going to work on this section which pertains to child care facilities to make sure it aligns with State licensing regulations. In the meantime, in both Subsections 3 and 4 the phrase “six full-time and four part-time children” should read “six children full-time and four children part-time”.

Section 405, Subsection 1 will read “Home occupations are a permitted use in all dwelling units within the city.” The rest of the sentence will be removed. Subsection 10 – will read “Home occupations shall include but not be limited to: dressmaking, home cooking, teaching up to two students at a time, studio, bicycle repair, barber shop, beauty parlor, office, print shop, shoe making or repair. Home occupation shall not include: retail sales unless as a minor part of the home occupation, commercial stable or kennel, restaurant, or uses similar to the foregoing.

Section 502, Subsection A – To make the subsection flow better it will read “Land development applications requiring review by the Development Review Board shall come before the Board by referral from the Zoning Administrator after submission by the applicant of a complete application packet as described in sections 302 and 303. The following development functions shall be performed by the Development Review Board:”

Section 502, Subsection B – will read “Notice of appeal shall be filed with the Secretary of the Development Review Board as described in section 602. The Development Review Board shall hear the following appeals:”

Section 503, Subsection 1 – will read “Before a public hearing notice shall be published or posted, the applicant must submit an application deemed complete by the Development Review Board. All information in the packet shall be available to the public upon request.”

Section 503, Subsection 2 – in the last sentence, an error was found. It says “...not less *that* 15 days” should read “...not less *than* 15 days”.

Section 508 – will read “For any proposed development the Development Review Board may hire independent...”.

Section 601 – in the second sentence “according the regulations” should read “according *to* the regulations”.

There were no changes required in Articles VII and VIII

The Planning Commission will hold another special meeting on December 5, 2011 at 6:15 p.m. The meeting is before the regular meeting of the Development Review Board which will start at 7 p.m. The agenda for the special meeting will indicate review of Articles X, XI, XIII, and XIV of the zoning regulations.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Mel Hawley, Clerk