

**CITY OF VERGENNES
PLANNING COMMISSION
MINUTES
SPECIAL MEETING
MONDAY, DECEMBER 5, 2011**

Members Present: Shannon Haggett-Chair, Stacy Raphael, Jason Farrell, Morgan Kittredge

Members Absent: Alexandria McGuire, Mike Winslow, Ex-Officio Member David Austin

Also Present: Mel Hawley, Zoning Administrator

Shannon Haggett called the special meeting to order at 6:15 p.m.

At the last meeting Morgan agreed to do some more research regarding family child care homes and family child care facilities. She shared her findings. Members agreed that child care uses will be put in two distinct tiers. Family child care homes must be in a dwelling and the number of children must not exceed twelve and no zoning permit is required. A child care facility is one with more than twelve children and will be allowed in any zoning district by conditional use.

The purpose of the special meeting was to review Articles X, XI, XIII, and XIV of the zoning regulations.

There were no changes needed Article X

Article XI – will be renamed “PARKING, LOADING, AND DRIVEWAYS” as screened service areas will be moved to another Article.

Section 1102 – The second sentence is about driveways and will be moved to Section 1106. The opening paragraph will now read “For all land developments hereafter approved, there shall be provided improved off-street parking spaces as set forth below. Exceptions may be made by the Development Review Board as outlined in Section 1104, subsection 1. The requirements for off-street parking are:”

Section 1102, subsection 4 – “portion of a” will be inserted between “every” and “structure” in the first line.

Section 1102, subsection 4 – The last sentence will read, “One parking space shall be provided for every four patrons or every three hundred (300) square feet of floor space, whichever is more.”

Section 1102, subsection 5 – change “two hundred (200)” to “three hundred (300)”.

Section 1102, subsection 6 – change “customers” to “patrons”.

Section 1102, subsection 9 – change “two hundred fifty (250)” to “three hundred (300)”.

Section 1104, subsection 3 - “of day” will be inserted just before the semi-colon.

Section 1106 – add the following sentence after the first sentence, “A required driveway shall be at least 20 feet clear in width except for one-family and two-family uses.”

Sections 1107 and 1108 seemed out of place. Members discussed whether they should remain in Article XI, or if they should be moved to either Article XIII or Article XIV with references to their final destination in Article XI. Natalie will be requested to give guidance.

Section 1301, subsection 4c – move subsection 4c to 4b and 4b to 4c.

Section 1301, subsection 4b (now 4c) – Natalie will be requested to write language that will clarify/capture an owner’s intent to either cease or continue using the property for permitted uses. An example brought up was a non-conforming two-family residential use. If the owner no longer has tenants in the second unit for an extended period, but continues to pay for two sewer units, it might be construed that the owner wishes to continue that non-conforming use.

Section 1303 – the second sentence was restructured to read, “The Development Review Board shall decide whether proposed uses meet the standards. The Zoning Administrator shall decide whether existing uses meet the standards.”

Section 1303, subsections 2, 4, and 6 – these three subsections are vague, where others in the sections provide measurable thresholds for conformity. Natalie will be asked to provide guidance from other communities that give measurable standards for dust, dirt, gases, odors, light and glare.

Section 1304 – in the first sentence, “well kept” should be changed to “well-kept”.

In light of the time, the special meeting had to adjourn so the Development Review Board could start their meeting. Because two of the Planning Commission members are also members of the Development Review Board (Jason Farrell and Alex McGuire) the meeting could not be recessed to another location as there would no longer be a quorum.

The next meeting will be as regularly scheduled on Monday, December 19, 2011. The remainder of Article XIII and all of XIV will be reviewed at that time. Natalie will be asked to compile a draft “final product” incorporation all changes to date into a single document for hopeful distribution by December 19, 2011.

The meeting adjourned at 7 p.m.

Respectfully submitted,

Mel Hawley, Clerk