

**CITY OF VERGENNES
PLANNING COMMISSION
MINUTES
REGULAR MEETING
MONDAY, JANUARY 27, 2014**

Members Present: Shannon Haggett-Chair, Tim Cook, Jason Farrell, Morgan Kittredge, Alexandria McGuire, Mike Winslow, Stacy Raphael

Members Absent: Rebecca Duffy

Also Present: Mel Hawley, Zoning Administrator

Shannon called the meeting to order at 7:00 p.m.

The minutes to the regular meeting and annual meeting of December 16, 2013 were reviewed. Mike moved to approve the minutes. The motion was seconded by Tim with all voting in favor except for Jason who was not present at the December meeting.

The group reviewed the draft letter to Mr. Dan Pflaster regarding the Planning Commission's position on development and redevelopment in the Northern Gateway District. The group authorized Shannon to send the letter as written.

Shannon and Mel updated the group on the status of the VCRD Community Visit Program. Vergennes has been selected for the spring session of the program. There will be a meeting of the Steering Committee on Thursday, February 6, 2014 at 6:30 PM. After that meeting, everyone will have a better sense of the overall process.

The group then continued a review of chapters three, four and five of the municipal development plan. Below is a chart outlining the status of various sections in chapters three and four:

Section	Contact	PC Initiator	Status
City Hall	Mel	Mel	Complete
Opera House	Gerianne Smart	Mel	Complete
Police	George Merkel	Mel	Stacy will edit
Fire	Jim Breuer	Mel	Complete
Health - VARS	Tony Korda	Mel	Complete
Health - other	Little City Practice	Alex	Not needed - complete
Public Works	Jim Larrow	Mel	Complete
Water	VPWD	Alex & Mel	Mel will follow up
Wastewater	Mel	Mel	Complete
Storm Drainage	Mike	Mike	Complete

Solid Waste	ACSWD	Mel	Mel will follow up
Parks & Rec.	Recreation Committee	Alex & Mel	Alex/Mel will follow up
Boys & Girls Club	Mike Reiderer	Shannon	Complete
Bixby Library	Jane Spencer	Stacy	Stacy will follow up
Education	ANWSU	Shannon	Rebecca will edit
Energy	Mike	Mike	Complete

Stacy said she had completed her edits of the police information and would forward those for February's meeting. She also reported that she had asked for an update of the Bixby information but had not received it yet.

Shannon stated that Mel had obtained an update of the VARS information earlier in the day and shared the update with the group. There was some discussion regarding including information on Little City Medical Practice. While they are the only family practice in Vergennes it was determined that information specific to the practice was not necessary in our update.

Mel stated that he had requested an update from the Vergennes-Panton Water District and would forward the information once it becomes available. He then asked if we had received any update from the Addison County Solid Waste District. Shannon responded that we hadn't received an update of the current article. Mel recalled that in December, Teresa Kuczynski from the Addison County Solid Waste District had provided information about Act 148 the new Universal Recycling Law. At the time, the districts were waiting for implementation policy guidelines from the Agency of Natural Resources. Mel said that he would invite Teresa to the Planning Commission's February meeting to provide additional insight.

Alex said that she had not yet received an update on parks and recreation, but was planning to follow up soon.

Shannon noted that Rebecca, who was unable to attend the January meeting, was in the process of editing the education submission.

The group reviewed and accepted the paragraphs submitted by Mike pertaining to energy and to wetlands.

Jason answered the question regarding the inclusion of the table on page 61 in chapter 4.2 title "Critical Resource Inventory". Jason said that it was developed through a community survey conducted for the 2009 plan. The group agreed to retain the table.

The group started to review chapter five. We agreed to delete the second paragraph on page 64. Mel updated the miles information on page 65 and said he would provide the annual State Aid information for 2013-2014.

We agreed to include information on page 66 about pedestrian-oriented grants that the City had applied for since 2009, and to highlight sidewalk improvements in redeveloped parcels in the Northern Gateway District. Jason volunteered to write a paragraph for page 67 featuring progress for access to passenger rail service to Burlington and updates on the rail station.

The group decided to reorganize the placement of policies to ensure that they are located in the most appropriate chapters. Mel also suggested that he and Shannon should go through the entire plan to make sure that all goals and policies have corresponding narrative and that all significant narrative sections have appropriate goals and policies.

Stacy asked if the text boxes throughout the plan could be formatted to make them easier to read. Shannon said he would reformat them. He will also make sure that formatting is consistent throughout the entire document in regard to fonts, size of text and spacing.

Alex asked if it made sense to review the pending change items that the group has collected since the adoption of the current Zoning and Subdivision Regulations. Everyone agreed that it would be helpful to do so. Shannon said he will differentiate the list between plan items and regulation items and will bring it to a future meeting for review.

Mike asked if we should consider renaming the Agricultural and Rural Residential Overlay PUD District. After a bit of discussion, the group renamed the district the Rural Residential PUD District.

The group agreed to update the bullet point on page 78 regarding conditional uses in the High Density Residential District. The update will list out the uses, similar to how they are listed in the Residential/Limited Business District section.

The project calendar for the municipal development plan update was reviewed and updated to revisit outstanding sections of chapter three and resume our review of chapter five, beginning with the Central Business District at the February meeting.

Committee Updates:

Transportation: No update at this time.

Education: No update at this time.

Tree/Urban Forestry: No update at this time.

New Business: No new business was brought up

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Mel Hawley, Clerk