

**CITY OF VERGENNES  
PLANNING COMMISSION  
MINUTES  
SPECIAL MEETING  
MONDAY, MAY 5, 2014**

Members Present: Shannon Haggett-Chair, Mike Winslow-Vice Chair, Tim Cook, Rebecca Duffy, Jason Farrell, Morgan Kittredge, Alexandria McGuire,

Members Absent: Stacy Raphael

Also Present: Mel Hawley, Zoning Administrator

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

The minutes to the regular meeting of April 21, 2014 were reviewed. Mike noted that the second sentence of the fifth paragraph on page two should be amended to read, “Mel responded that it is not since it has dissolved.” Alex moved to approve the minutes as amended. The motion was seconded by Rebecca with all voting in favor.

The group reviewed Shannon’s draft entries covering the Community Visit program, Fire Protection, the solar array in the Public District and updated bullet points for the Otter Creek Basin District. There were a few suggested edits which were accepted.

The group reviewed Rebecca’s draft conclusion paragraph to chapter six. There were a few suggested edits which were accepted.

The group began the final review of the first half of the updated plan. Jason noted that the plan should be dated “2014-2019” instead of “2009-2014”. The group also reworded the acknowledgement of the technical assistance provided by LandWorks on the 2009 plan.

The Planning Commission then discussed renaming the “Agricultural and Rural Residential Overlay District” to more accurately reflect the vision of the district. Ultimately the consensus was to rename the district “Low Density Residential District”.

Alex asked about formatting within the document and how it is currently inconsistent. Shannon stated that he would ensure that the final version had consistent fonts, point sizes and formatting throughout. Mel and Shannon also said that they would work together to correctly use “City” versus “city” throughout the document. There were several grammar/word changes in chapter one and inclusion of the Community Visit entry.

Changes to chapter two included dropping several photos, captions and text boxes as well as eliminating several charts. There were also two wording changes for chapter 2.2.

Changes to chapter three included adding the new text to the Fire Protection entry, eliminating several charts, and curtailing the time covered in other charts to the last ten years. The Parks and Recreation entry was more closely reviewed as the group had not fully updated this section in earlier meetings. The entry was updated to reflect the dissolution of the Vergennes Graded School District and to include information surrounding a toddler playground and the \$21,000 grant awarded to the City by the State of Vermont for the construction of such a park in proximity to the Sam Fishman Memorial Pool.

The group also updated several of the goals and policies in chapter three to reflect changes since 2009.

Shannon stated that Leslie Hendricks was planning to attend the Planning Commission's Regular Meeting scheduled for May 21, 2014 to discuss and develop a Memorandum of Understanding between the City and the Urban & Community Forestry Program. He asked if the Planning Commission would consider allowing that discussion to be held outside of the Regular Meeting and without the involvement of the full Planning Commission. The purpose would be to allow the group as much time as needed to complete the final review of the plan update. Alex moved that Mike act as liaison with Leslie to complete the Memorandum of Understanding on behalf of the Planning Commission, with the proviso that Mel and Shannon review the document prior to any commitment is made. Rebecca seconded the motion with all voting in favor.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Mel Hawley, Clerk