

**CITY OF VERGENNES  
PLANNING COMMISSION  
MINUTES  
REGULAR MEETING  
MONDAY, JUNE 27, 2016**

Members Present: Shannon Haggett-Chair, Mike Winslow-Vice Chair, Jason Farrell (at 7:08 p.m.), Cheryl Brinkman, Tim Cook, Morgan Kittredge, John Coburn

Also Present: Mel Hawley, Zoning Administrator

Shannon called the regular meeting to order at 7:00 p.m. He asked if there were any amendments to the agenda. Tim asked to discuss a recent Development Review Board question. Shannon responded that it could be brought up under new business. Tim agreed.

The minutes to the regular meeting of May 23, 2016 were reviewed. Cheryl moved to approve the minutes as written. The motion was seconded by Morgan with all voting in favor.

The Planning Commission next began to discuss items that should be considered as updates to the Municipal Development Plan.

- 1) Solar survey: The Planning Commission reviewed the draft survey that John prepared to determine public opinion on solar siting. There were several suggested changes to the questions to make the survey more user-friendly and clear. John said he would make the changes and would bring the revised survey to the next meeting for further review.
- 2) Strong Communities, Better Connections Grant Project: Mel provided copies of the draft final report for everyone to review. Shannon noted that the steering committee was scheduled to meet the next morning to review the report. He asked if anyone had any comments they wanted to convey to the steering committee to please let him know. He also said he would send everyone a link to the plan and appendices.

The Planning Commission discussed the status of a city sidewalk survey and inventory. Mike shared the updated Google Map. Shannon said he had looked at the map online earlier in the day and noted some individual locations had been marked and asked if those were the “hot spots” discussed in May and when Mike and John expected to complete the map. John responded he still had two or three streets to assess and he needed to finish entering the data points on the map. Shannon asked if there was anything he could provide to the City Council at their next meeting. John said he had all the data in a spreadsheet and he could send that information. Shannon thanked Mike and John and said he would present the map and spreadsheet to the City Council.

The Planning Commission discussed the 2016 VTrans Bicycle and Pedestrian Program. This year’s grant application deadline is July 15. During May’s meeting the group talked about possibly applying for a scoping grant to study the proposed rail trail project. Shannon stated that

he had been communicating with Claire Tebbs from Addison County Regional Planning Commission. Claire had informed him that this type of study would typically cost \$25K - \$40K and the City match would be 50%. Given the projected cost and the relatively short time frame to submit an application, Shannon said he thought we should not submit an application. He polled the rest of the Planning Commission and everyone agreed that this project is not a high priority for the Planning Commission and the application should not be pursued at this time. Shannon said he would inform Claire.

Transportation items update – No update.

Education items update – No update.

Stormwater items update – No update

Tree/Urban Forestry items update – Mike reported that Elise Schadler, Urban and Community Outreach Professional with UVM Extension wants to work with the City to write an urban forestry plan for Vergennes. This will entail two meetings prior to the end of the calendar year and Mike asked if Mel would be willing to attend. Mel agreed.

Materials Management items update – Cheryl noted Teresa Kuczynski, the Executive Director of the Addison County Solid Waste Management District asked her what Vergennes was planning to do regarding accepting leaf and yard waste at the recycling drop off area – specifically if the current trash hauler is prepared to accept leaf and yard waste. Mel responded the City of Vergennes does not have a contract with the hauler. Additionally he noted that as a mobile drop off area, the City is regulated by the state of Vermont, but is not required to have a permit for the area. He asked if Teresa Kuczynski is a more appropriate person to communicate with the hauler regarding the question. Cheryl said she would check with her.

Under new business, Tim reported that at a recent Development Review Board meeting a question arose surrounding whether or not there should be specific regulations pertaining to safety. For example, if a landowner wanted to develop a property at the edge of a steep cliff or embankment, should we have regulations requiring adequate fencing. Jason stated while he appreciated Tim raising the question, he felt there is already appropriate regulation contained in Article VII: Site Plan Review, to provide guidance to the Development Review Board. He thought additional regulations to cover every specific potential hazard would be onerous.

Shannon stated the terms of three Planning Commission members were scheduled to expire on August 1, 2016: John Coburn, Cheryl Brinkman and Shannon Haggett. He asked if they were willing to continue with another term. All agreed. Shannon said he would inform the Mayor of their desire to continue to serve.

The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Mel Hawley, Clerk