

**CITY OF VERGENNES
PLANNING COMMISSION
MINUTES
REGULAR MEETING
MONDAY, JULY 21, 2014**

Members Present: Mike Winslow-Vice Chair, Tim Cook, Stacy Raphael,
Morgan Kittredge, Rebecca Rey

Members Absent: Jason Farrell, Shannon Haggett, Alexandria McGuire

Guests: Elise Schadler (UVM Extension) and Claire Tebbs (ACRPC)

Also Present: Mel Hawley, Zoning Administrator

Mike Winslow called the meeting to order at 7:10.

Elise Schadler from UVM Extension provided an overview of the upcoming visit from UVM LANDS program students to complete a tree inventory for Vergennes. The LANDS program has 15 students, juniors at UVM, who will be conducting inventories in Addison County on September 16, 17, and 18. The students will be divided into three teams, one of which will visit Vergennes. Following the inventory they will prepare a plan for the management of the City's trees and present the plan to the Planning Commission perhaps at the October meeting. Elise requested the City supply the following: an introduction and welcome on the first morning of the work, a posting on Front Porch Forum in advance of the work to let residents know what is going on (Elise will supply a template), and a place to charge their iPads over lunch. Mel offered to schedule the Fire Department meeting room as a staging area for the team. The team will be creating a publicly accessible map layer on the Agency of Natural Resources Natural Resources Atlas (<http://anrmaps.vermont.gov/websites/anra/>).

Elise will put together a memorandum of understanding for review by Friday. Edits can take place over the next few weeks so that the document is ready for signing before the work begins. The final step is a technical training for any interested parties, probably in the spring.

The Planning Commission discussed priority areas for inventorying. Mike suggested in order of priority: Central Business District/Designated Downtown Area, Historic Neighborhood District, Vergennes Falls Park, Northern Gateway District, Medium Density Residential District, Commercial District, and the so-called outdoor classroom behind located between Vergennes Union Elementary School and Vergennes Union High School. Mel will finalize a list of streets in those districts and their right-of-way widths for Elise.

Claire Tebbs introduced herself as the generalist planner from the Addison County Regional Planning Commission (ACRPC). She has been on staff there for four and a half years. She

explained that she was meeting with the Planning Commission for two purposes; to discuss stormwater specific to low impact development options and to ask what services the ACRPC can provide.

Claire noted that the ACRPC had reviewed Vergennes stormwater regulations in 2010 and that their comprehensiveness stood out in comparison to other communities in the region. Mike reviewed the steps Vergennes has taken to respond to the stormwater infrastructure mapping project conducted by the Vermont Department of Environment Conservation.

With regard to services the ACRPC could provide, Mel offered some suggestions. He stated that ACRPC should be the repository and “go-to” place for mapping needs for all municipalities in the region. He noted that classes on how to write quality Development Review Board decisions would be useful. And he asked that the ACRPC keep local planning commissions up-to-date on any legislative changes that will affect them.

Claire discussed regional approval of our soon to be re-adopted municipal development plan. She indicated such approval would increase the potential grant funding for which the City might apply. Claire will send a list of on-line planning resources including an introductory letter for newer planning commission members.

Approval of the minutes to previous meetings was deferred due to the lack of a quorum that had been at the June meetings.

Stacey Raphael has indicated that she is not seeking reappointment to the Planning Commission. Members offered their appreciation for all her hard work during her five-year tenure.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Mel Hawley, Clerk