

**CITY OF VERGENNES  
PLANNING COMMISSION  
MINUTES  
REGULAR MEETING  
MONDAY, OCTOBER 24, 2016**

Members Present: Shannon Haggett-Chair, Mike Winslow-Vice Chair, Cheryl Brinkman, Tim Cook, Jason Farrell, Morgan Kittredge, John Coburn

Also Present: Mel Hawley, Zoning Administrator; Renny Perry, Vergennes Partnership

Shannon called the regular meeting to order at 7:00 p.m. He asked if there were any amendments to the agenda. No amendments were proposed.

Shannon introduced Renny Perry representing the Vergennes Partnership. Renny reported the Vergennes Partnership is in the process of renewing the City's Designated Downtown status with the State of Vermont. The process includes a pre-application due in November 2016 and the final application due in February 2017. The final application will include a five-year capital improvement plan. Shannon offered assistance from himself and the Planning Commission for the application process and asked that the application and capital improvement plan be sent to the Planning Commission for inclusion in the proposed update of the City's Municipal Development Plan. Renny responded he would forward the items in early November.

Cheryl asked whether or not electric car charging stations were included in the capital improvement plan. Renny said they are included. Jason asked about the process for public input for priorities/projects on the capital improvement plan. Renny responded there was limited public input for the November pre-application filing. Public input to date would include priorities established through the regular Vergennes Partnership meetings and priorities outlined in the Downtown- Basin Master Plan developed through the Strong Communities, Better Connections project. He added there may be time for a public forum for the final application in February.

The minutes to the regular meeting of September 26, 2016 were reviewed. Mike suggested a minor edit. Cheryl moved to approve the minutes as amended. The motion was seconded by Mike with all voting in favor.

Mel reported he had been in contact with Claire Tebbs at the Addison County Regional Planning Commission who was incorporating the changes to the Downtown-Basin Master Plan developed through the Strong Communities, Better Connections project he and Shannon had provided. These changes are non-substantive changes relating to spelling and grammar. Mel said Claire planned to have the document finished this week.

The Planning Commission reviewed proposed changes to the plan agreed upon in the September meeting in a version of the document with changes being tracked. No additional changes were proposed for the document at this time.

Next the Planning Commission discussed the timeline for the plan update. Shannon stated he still thought they were on track to have a deliverable product ready for public hearing by the end of 2016. He said we should have the work from Claire and Renny within the next two weeks and these items

could be included in the track changes document for everyone's review at the November meeting.

Next the Planning Commission reviewed items for their Annual Meeting scheduled for November. Shannon said he wanted to provide the current Rules of Procedure so everyone would have time to review and submit any proposed amendments prior to the Annual Meeting. He added he had asked the current slate of officers: Shannon Haggett, Chair, Mike Winslow, Vice Chair and Mel Hawley, Clerk, if they were willing to continue in their respective positions for another year. All had responded yes. Shannon noted anyone else willing to seek any of these positions was welcome to make their intention known prior to the Annual Meeting.

Next the Planning Commission heard items of interest updates:

Transportation items update – Shannon provided a recap of the public forum held on October 17, 2016 at the Bixby Library by the Vermont Transportation Board. The forum's goal was to elicit public comment on rail priorities and truck traffic. Shannon reported he had spoken to John Zicconi, Executive Secretary of the Vermont Transportation Board after the meeting. He added Mr. Zicconi encouraged Shannon to have the Planning Commission write a letter to the Board so their commentary could be added to the Board's report which is scheduled for completion in early 2017. Shannon asked the Planning Commission if they wanted to write the letter as a group or empower him to write the letter. Everyone agreed Shannon should write the letter and asked it address the following six priorities:

- 1) Truck traffic in Vergennes.
- 2) Multi-modal connectivity to the Ferrisburgh Park & Ride.
- 3) Passenger rail in Vergennes is welcomed by the Planning Commission
- 4) The vision for the train station at the Ferrisburgh Park & Ride.
- 5) Pedestrian signalization of key intersections in Vergennes
- 6) Communication with municipalities surrounding rail lines.

Shannon said he would write and send the letter to Mr. Zicconi this week.

Education items update – No update.

Stormwater items update – No update.

Tree/Urban Forestry items update – No update.

Materials Management items update – Cheryl reported she is in the process of setting up a meeting with Mel, Public Work Supervisor Jim Larrow, and Teri Kuczynski, Executive Director of Addison County Solid Waste Management District, to review changes and deadlines in Act 148 and their possible impact to the Vergennes program.

No new business was proposed.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Mel Hawley, Clerk