

**CITY OF VERGENNES
PLANNING COMMISSION
MINUTES
SPECIAL MEETING
MONDAY, DECEMBER 5, 2016**

Members Present: Shannon Haggett-Chair, Cheryl Brinkman, Tim Cook, Jason Farrell,
Morgan Kittredge

Members Absent: Mike Winslow-Vice Chair, John Coburn

Also Present: Mel Hawley, Zoning Administrator;

Shannon called the special meeting to order at 6:00 p.m. He asked if there were any amendments to the agenda. No amendments were proposed.

Shannon informed everyone the pre-application for renewal of the City's designation as a downtown development district was submitted to the Vermont Department of Housing and Community Development by November 15, 2016 as required. The complete application is due by February 6, 2017. The Department has notified the City that because the Municipal Development Plan does not include a boundary map of the district the renewal application will be deemed incomplete. Mel relayed there had been communication between Gary Holloway, the Downtown Program Coordinator, Renny Perry, President of the Vergennes Partnership, and himself regarding amending the related section of the Municipal Development Plan so the renewal application will be deemed complete. He suggested the Planning Commission hold its public hearing on a proposed amendment in January and the City Council hold their required two public hearings in February. He explained that an incomplete renewal application triggers an automatic 90-day suspension of benefits under the program. The suspension will be lifted following adoption of the amendment by the City Council.

Shannon presented a proposed amendment to Section 4.2 of the Municipal Development Plan which included the boundary map, a list of capital improvement projects endorsed by the Vergennes Partnership Board of Directors, and language stating the importance of the designated downtown development district for achieving the goals of the Municipal Development Plan.

Tim moved the Planning Commission approve the proposed amendment of Section 4.2 of the Municipal Development Plan as presented and that a public hearing to be held on Monday, January 9, 2017 at 7:00 p.m. at City Hall. The motion was seconded by Cheryl with all voting in favor.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Mel Hawley, Clerk