

Planning Commission Minutes*

***These are unofficial Minutes subject to approval at the next regular meeting.**

January 13, 2014

Meeting was called to order at 7:19 p.m. and was electronically recorded.

Present: Ann Tiplady (Chair), Jill Burkett, Derek Farmer, Jeff Biasuzzi (Recorder). Ed Bove, Senior Planner of Rutland Regional Planning Commission (RRPC) was guest consultant.

Meeting opened with review of PC minutes for December 9, 2013. Jill B. moved to accept, Derek F. seconded, all approved.

Next, Ed B. congratulated town on its award of an \$8,000 Vermont Municipal Planning Grant. He informed the PC that entering into an agreement with a consultant was the next step, reminding the PC that there were other consultants besides RRPC available. Ed provided copies of Title 24V.S.A., Chapter 117, Sections 4345, 4345a, 4302, as information on powers, duties, and goals assigned to regional planning commissions. If approved by Wallingford, the RRPC would serve as a private consultant in completing the Scope of Work assigned in the grant.

An initial part of the project was to review and update existing land use by-laws to conform with Act 115 (2004) requirements. PC members discussed the unsuccessful attempt in 2007 to rewrite a comprehensive set of new zoning rules. It was apparent that a much simpler review and update would be necessary, if to have any chance to be adopted. Per the grants' Scope of Work, the focus would be on maintaining and improving the (historic) main village, by addressing:

- a. Exterior signs and lighting;
- b. Street appeal and promoting increased business with improved parking and "walk-ability" design;
- c. Updating definitions to clarify use.

To insure that the recommendations were in the publics' interest and be well received, and the grant's objectives achieved, the PC would:

- a. Gather public input through past (2007) and current opinion polls (to be distributed via Wallingford News, inclusion in the Annual Town Report, at Town Meeting, and on-line).
- b. Schedule a spring "Community Walk" and/or Forum, encouraging public participation and collecting input.

- c. Use the opinion results to identify greatest issues of concern, “tweeking” existing rules rather than rewriting entirely new regulations whenever possible.
- d. Submitting regular progress reports to the Select Board, to seek its “feedback.” It was suggested that the Select Board send a representative (perhaps its chairperson) to the February 10, 2014 PC meeting for an initial orientation and planning outline.

Terms of a formal contract for services with RRPC were then discussed. The maximum payment to RRPC would be the available grant funding (\$8,000). The RRPC would serve as a private consultant, on a “product-based approach”, completing the Scope of Work outlined in the grant (without any overrun costs to the town). Derek F. moved to approve RRPC as consultant in working through the grant, Jill B. seconded, all approved.

The PC was to receive (via email) a final version of the Contract for Planning Services from RRPC by January 15, 2014. Planning Commission was to review and recommend to the Select Board its acceptance on or before the Boards’ January 20, 2014 meeting (the Board has already approved the resolution to apply for the grant). The Grant Administrator (Sandi Switzer) will then receive invoices from RRPC; 50 percent of grant to be initial installment at signing of contract, 30 +/- percent invoiced midway through the project, and the balance paid upon completion.

The meeting went on to review Ann T.’s draft of Planning Commission’s article for the Annual Town Report.

Ed Bove will plan to bring to the next PC meeting, scheduled for February 10, 2014, at 7:00 p.m., initial drafts of suggested improvements to existing land use by-laws.

Motion to adjourn was made, seconded, and meeting concluded at 8:50 p.m.

Respectfully Submitted,

Jeff Biasuzzi, Zoning Administrator

Reviewed and Approved: