

Approved  
**Town of Wallingford, VT**  
Planning Commission (P.C.) Special Meeting Minutes  
November 12, 2019 Town Offices, 75 School St.

**Members Present:** Erika Berner (Chair), Tony Masuck, Jill Burkett, William Brooks III

**Members Absent:** Kevin Mullin **Others Present:** J. Biasuzzi (Zoning Administrator, Recorder); J. Ryan

The Meeting was called to order by E. Berner at 7:15 p.m. and audio was electronically recorded.

**Review of Agenda**

E. Berner requested for any changes the draft Meeting Agenda. No changes were proposed.

**Review of Minutes**

E. Berner then asked for a review of the September 16, 2019 Minutes. The October Meeting was cancelled due to lack of a quorum.

**Approval of Agenda & Past Minutes**

T. Masuck made a Motion to accept the Meeting's Agenda, and approve the Minutes of the 9/16/2019 Meeting. J. Burkett seconded the Motions. W. Brooks abstained from voting on September Minutes as he was absent. All others approved the combined Motions, and both passed.

**Discussion/ Updates of Zoning Regulations to comply with Town Plan**

E. Berner provided copies of the (draft) Definitions that had been discussed and approved to date. She recommended that Definitions be included in an Appendix, versus as Article II; which met the consensus of Members. She also re-distributed copies of the (corrective) setback language proposed by J. Biasuzzi for each of the Zoning districts. The proposed language is intended to clarify the errors or confusion associated with the setbacks, especially in the Ag. RR District. All proposed Zoning District setbacks were reviewed by Members.

J. Biasuzzi noted that the proposed setbacks for the Ag RR & Forest Districts, which require a minimum lot area of one acre; do not allow for adjustments for owners of existing smaller (non-conforming or pre-zoning) lots; especially for (popular) smaller detached accessory structures. The Owner is now required to go through time consuming & costly DRB Variance reviews. He recommended a separate provision to address this situation; especially for accessory structures under 120 sq. ft. in area, that otherwise qualify as exempt from a permit requirement; proposing a minimum setback of 10 feet from property lines (as in other Zoning Districts with smaller lot requirements). T. Masuck identified a potential issue with an exempt Accessory Structure then being too close to an adjacent Primary Structure (house) across the adjacent property line (especially if an industrial/commercial use). He offered to draft resolution language for Accessory Structure setbacks for PC consideration.

E. Berner reviewed assignments to Members, for updated language for specific sections the Zoning Regulations; to submit for discussion by the December meeting:

- a. W. Brooks offered to now review Article VII (Mobile Homes & M.H. Parks) and Section VIII (Trailers, Recreation Campground, & Recreational Equipment Storage/Use).
- b. J. Burkett still assigned to review Article IX Signs, including rules specific for individual Zoning Districts, and temporary signs (feather & other type soft/banner types; sandwich signs, inflated advertising, etc.).

- c. T. Masuck to review General Regulations (V), proposing new language to address setbacks of Accessory Structures (both exempt and subject to permit requirements).
- d. J. Biasuzzi has submitted suggestions to setbacks for each Zoning District, will review and Permitted & Conditional Uses for the Specific Zoning Districts (IV), and suggest changes to other Sections.

He also recommended the following publication format changes:

- 1) Separate Items within an Article should be assigned a paragraph # (example: 4-1 for Application of Regulations) to allow easy reference to a specific sections of the Regulation, and eliminating the need for page numeration.
  - 2) Each Zoning District, as described in Article V, be printed so to be confined to an individual page (for ease of reading and distribution).
  - 3) Each page of the entire document include a footnote identifying the document & year (*Wallingford VT Zoning Regulations – effective 3/25/2020*).
- e. K. Mullin will continue efforts to amend to Industrial District in South Wallingford.

J. Burkett proposed that all new internally illuminated signs be prohibited. E. Berner requested a Motion that all new internally illuminated signage be prohibited, and included in Article IX. J. Burkett so Moved, T. Masuck seconded, all approved and Motion passed.

**Public Input**

No new input was presented.

**Other Business**

No new business presented.

**Schedule for next Meeting:**

The next regular Meeting of the PC was set for 7:00 pm, Monday, December 9, 2019, at Town Offices, 75 School St., Wallingford Village.

**Adjournment:**

E. Berner requested a Motion to Adjourn. J. Burkett made a Motion to conclude the Meeting, T. Masuck seconded, all approved, and the Meeting Adjourned at 8:58pm.

Respectfully Submitted by Jeffrey Biasuzzi

Approved *E. Berner*, 12/9/2019