

**Town of Wallingford, VT
Planning Commission (P.C.)
Meeting Minutes
13 January 2021**

Members Participating: Erika Berner (Chair), Tony Masuck, William Brooks III, Kevin Mullin and Jill Burkett

Public: Jay White

Note: Meeting was conducted via Zoom with Town Administrator Sandi Switzer acting as Zoom host.

Call to Order: Meeting was opened by E. Berner at 7:01 p.m.

Review of Agenda

E. Berner requested approval of the draft Meeting Agenda. K. Mullin MOVED to accept Agenda; T. Masuck seconded; all approved and MOTION Passed.

Review of Minutes

E. Berner asked if approval of the November minutes could be tabled as they were not sent out. K. Mullin made a motion and T. Masuck seconded. Motion passed.

Zoning Administrator report

E. Berner read the January Zoning Administrator's report (attached to these minutes)

Request for consideration of Certification from Energy Committee (Jay White)

Jay White from the Wallingford Energy Committee discussed with the Planning Commission several issues concerning. Specifically the *Residential Building Energy Standards (RBES) and Commercial Building Energy Standards (CBES)* that were enacted per 30 VSA §51 and §53, and the fact that Wallingford through its current Building Permitting process did not seem to have a way to ensure that construction is up to Vermont State standards. (These codes have been in effect for 20 years.)

Discussion followed concerning issuing some type of Certification in order to ensure that all construction/renovations are up to State Codes. A Certificate of Occupancy was discussed as was a Certificate of Completion, or a Certificate of Compliance and the process by which the Zoning Administrator and/or Town Clerk/Listener would receive the required paperwork/certifications from the owner or General Contractors. No decision was made at this time.

J. White was asked about the progress of the proposed Wallingford Energy Plan and was told that the Energy Committee is still working on it.

Discussion/ Updates of Zoning Regulations

E. Berner reported to the Commission that the Select Board asked the Planning Commission to wait until in-person meetings could be held before Warning for Public Meeting of the Proposed Zoning Regulations. With this in mind, E. Berner proposed that the Commission continue to refine and review the proposed Zoning Regulations. The Commission members agreed (no vote was taken).

Public Input: None received.

Other Business:

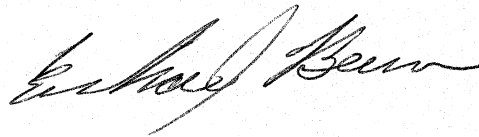
None

Adjournment:

K. Mullin moved to adjourn, J. Burkett seconded, and meeting was adjourned 8:30PM

Next meeting, 10 February 2020 via Zoom

Respectfully Submitted by: Erika J. Berner

A handwritten signature in cursive script, appearing to read "Erika J. Berner".

Zoning Admin Report 13 January 2021

Two permits issued this month/year so far.

The proposed budget for next year was submitted to the Select Board. Based on last year's expenses, there was little dollar amount change, except to request another fire-proof filing cabinet since the current two are very full. The Select Board instead voted to take it out of other funds and Sandi ordered the new filing cabinet which should have been delivered yesterday.

Two drive/inspections happened based on comments received from neighbors and other interested parties. Violation letters were sent out.

SUGGESTED ADDITIONS MODIFICATIONS TO ORDANCES:

- Spell out in greater detail what a "change of use" permit requirement is.
- Put time limit on "discontinuation use".
- Permit required when a change of building permit or change of height.
- The different between a roof porch/open porch and winterized porch and which one(s) need a permit and which one(s) do not.