

Unofficial Minutes
Planning Commission Meeting June 16, 2015

Attendees: Betsy Parah, John McCullough, Jack Russell, Jan Ohlsson, Gary Root,
Paul Rose

Visitor: Peg Bowen, Chair DRB

Thank you, Peg, for your visit, and candid sharing of information.
Conditional Use increased the workload of the DRB.

Discussion on how Planning Commission can help DRB centered on 4 main topics:

1. Abilities of Zoning Administrator
2. The State of VT approves sewer and water permits, creates a large "shield" zone around the septic and water systems, and if the shield goes on to a neighbors abutting property the state does not notify the abutting neighbor of that encroachment. Who notifies abutting neighbor? Let neighbors negotiate before it even gets to DRB. If ZA were the gatekeeper, it would lighten the load on the DRB.
3. Steep slope language in our zoning regulations – Have the applicant get a project engineer to determine the feasibility for building a slope and how to mitigate storm water drainage. Take the DRB out of the process.
4. The permitting process – most applicants have limited knowledge of the process.

Action items related to these issues:

1. ZA – proposed job description will be shared with DRB chair. Suggest that DRB chair also interview ZA applicant since the ZA must also work with the DRB.
2. Change language in zoning regulations and on permit applications that there will be NO approval for development until the ZA receives the approval for the water and septic system from the state, and in the case of slope development until a state approved engineer has designed and approved the slope development with proper mitigation for water runoff and erosion prevention. Some discussion as to if this should also affect curb cuts ordinance. Once ZA receives the documentation from the State and state approved engineer, the application to develop can be approved and need not go to DRB. Discussed if there is any need to check the engineer?
3. Shared our plans for the new permit applications – if maps are used are they kept up to date. The one item for sure is to make clear to the applicant what the process is.

Make sure it is clear to all – the Selectboard, Planning, DRB, permit applicant, and ZA that the zoning administrator is the gatekeeper of all permit applications, whether it is curb cuts, driveways, and other development.

Other business:

Motion was made by Paul Rose, seconded, and passed to request CVRPC **remove** from the proposed regional plan amendments, land use section, all language regarding a proposed New Town Center in Calais "of similar scale and density to the Town's other villages" at the corner of Lightening Ridge Rd. and Vt. Rt. 14. Paul will take that action and notify CVRPC.

Reviewed and edited the proposed Zoning Procedures Manual. Jack has changes and will give to Dot.

Discussed status of Town Plan.

Motion made, seconded and passed to approve minutes of June 2, 2015.

Submitted;

Janice Ohlsson