

Planning Commission  
Town of Sunderland, Vermont

February 22, 2017

A meeting of the Planning Commission (Commission) of the Town of Sunderland (Town) was held on Wednesday, February 22, 2017, at the Sunderland Town Offices pursuant to the Warning fixing the time and place of the meeting.

The members present in person were Lily Van Haverbeke and Scott York. Ed Bove was present via telephone. A quorum was declared present for the meeting.

Also present at the meeting were Missy Bell Johnson, Zoning Administrator, Elliott Nachwalter and Dan Barber.

Mr. Bove, Chair of the Commission, called the meeting to order at 6:30 p.m. Ms. Van Haverbeke recorded the minutes of the meeting.

The first order of business to come before the Commission was reordering the agenda of the meeting to move the work session on the Zoning Bylaw update to the fourth item on the agenda. Upon motion made by Mr. Bove, seconded by Mr. York, the Commission unanimously approved to move this agenda item.

The next order of business was the approval of the draft minutes of the November 30, 2016 meeting of the Commission. Upon motion made by Mr. York, seconded by Mr. Bove, the minutes of the November 30, 2016 meeting were unanimously approved.

The Commission then addressed the draft set of Zoning Bylaws prepared and distributed by Mr. Bove. Mr. Bove explained the updates made to the draft set since the last version was distributed and asked the other members of the Commission to review the current draft and provide him with comments.

The next item of business was the Zoning Administrator's report. Ms. Bell Johnson reviewed new zoning permit activities and noted that one zoning permit was granted for property on Kelly Stand Road for a bump-out to an existing house. She also noted that one new application was received for property at 6354 Route 7A for a change of use permit and that she has had discussions with two prospective applicants. She is also in the process of following up on a potential zoning violation. Mr. Bell Johnson is also working on updating the zoning permit application template and updating the template for Certificates of Occupancy (COs) to incorporate information on documents that are required to be filed with the town prior to the issuance of COs.

The next item of business on the agenda was new business. The Commission then called upon Mr. Nachwalter who discussed the zoning application he submitted for property at 6354 Route 7A for a change of use permit for a business office and retail space. The Commission noted

that this application would require a public hearing and that the Commission will set the public hearing for its next meeting on March 22, 2017 at 6:30 p.m. The Commission then discussed the notice provisions required for the public hearing and the applicant's obligations under the notice requirements. Ms. Van Haverbeke then discussed an Act 250 Municipal Impact Questionnaire the Commission received for the Moo Canoe LLC Act 250 application for property on Route 7A and the process for completing the questionnaire.

The next item on the agenda was old business. The Commission discussed the zoning permit renewal process and the need to follow up on expired zoning permits. The Commission also discussed the impacts of short-term rentals on the town and possible courses of action.

The next meeting of the Commission will take place on Wednesday, March 22, 2017, at 6:00 p.m. at the Town offices.

There being no further business to come before the Commission, and upon motion duly made and seconded, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Lily Van Haverbeke