

Planning Commission
Town of Sunderland, Vermont

January 25, 2017

Members of the Planning Commission (Commission) of the Town of Sunderland (Town) met on Wednesday, January 25, 2017, at the Sunderland Town Offices pursuant to a Warning setting the time and place for the January meeting.

The members present in person were Lily Van Haverbeke and Scott York. Ed Bove was not present for the meeting and therefore a quorum was not present and no official business could take place. The members present decided to discuss the agenda as warned recognizing that no decisions could be made and this discussion did not constitute a meeting under the Vermont Open Meeting Law.

Also present at the discussion were Missy Bell Johnson, Zoning Administrator, and Karen Walla of Blue Heron Holdings.

Ms. Van Haverbeke, Clerk of the Commission, commenced the discussion at 6:30 p.m. The members present also decided to record the discussion and Ms. Van Haverbeke recorded the discussion.

The first item of discussion to come before the Commission was the approval of the draft minutes of the November 30, 2016 meeting of the Commission. Since a quorum was not present the minutes could not be approved and will be resubmitted for approval by a quorum at the next meeting of the Commission.

The next item was a discussion with Karen Walla on the former Basketville property. Ms. Walla presented a preliminary plan for the interior use of the first floor of the property and for proposed parking. The members present then discussed the square footage requirement for parking, flood plain issues and signage. Ms. Van Haverbeke noted that a change of use permit will be needed for the proposal and that a warned public hearing is required prior to the issuance of a change of use permit. She also discussed the criteria that the Commission will review during the public hearing and requested additional information on potential issues with some of the proposed parking locations. She also explained the required notice provisions for a public hearing. Ms. Walla then indicated that she will submit a zoning permit application to the Zoning Administrator in sufficient time to allow the notice period for a public hearing for either the February or March meeting.

The next item discussed was the Zoning Administrator's Report. Ms. Bell-Johnson then reviewed current activities with the Commission and indicated that two zoning permits have been issued since the November 30, 2016 meeting. These permits were for Hill Farm Inn and for the Appleton property. She also indicated one new application has just been received which was a routine application and one Certificate of Compliance has been issued. She also

discussed the State of Vermont requirements for filing wastewater permit certifications in the land records and Vermont Residential Building Energy Standard Certifications. She further discussed review of zoning and junk ordinance violations and future activities.

Mr. York, Ms. Van Haverbeke and Ms. Bell Johnson discussed the zoning permit renewal process and need to clarify this process. Mr. York then discussed potential issues with short-term rentals and it was decided to continue discussion on these issues when a quorum is present.

Ms. Van Haverbeke then reported on the site visit at the former Battenkill Canoe location with Brayton West, the Southwestern Vermont Regional Flood Plain Manager. Upon reviewing the site, Mr. West did not raise concerns with the owner's proposals for the property. She also noted that Ed Bove has been in communication with Jim Sullivan of the Bennington County Regional Commission (BCRC) to seek BCRC's assistance in amending the Sunderland Town Plan to incorporate energy siting provisions in the Town Plan.

The next item discussed was the draft Planning Commission Annual Report to the Town for inclusion in the Town Report. Ms. Van Haverbeke indicated that Mr. Bove has approved the report and Ms. Van Haverbeke and Mr. York both also approved the report and that she will provide it to the Town Clerk for inclusion in the Town Report.

The next discussion item was the work session on updating the Town Zoning Bylaws. Since Mr. Bove was not present at the meeting, this item was not discussed and will be deferred until the February meeting which will take place on Wednesday, February 22nd, at 6:30 p.m.

Adjournment then took place at 8:40 p.m.

Respectfully submitted,

Lily Van Haverbeke