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until approved.**

Planning Commission Town of Sunderland, Vermont January 3, 2018

A meeting of the Planning Commission (Commission) of the Town of Sunderland (Town) was held on Wednesday, January 3, 2018, at the Sunderland Town Offices pursuant to the Warning fixing the time and place of the meeting.

The members present in person were Tucker Kimball, Scott Magrath, and Lewis Hebert constituting a quorum of the Commission. Also present at the meeting was Missy Bell-Johnson, Zoning Administrator.

Members of the public in attendance were: Paul Carroccio, VT HELIOS, LLC.

Ms. Bell-Johnson, in the absence of the Chair of the Commission, called the meeting to order at 6:03 pm. Ms. Bell-Johnson recorded the minutes of the meeting. Introductions were waived.

The first order of business to come before the Commission was the approval of the agenda. Mr. Kimball motioned to approve the agenda as written. Mr. Magrath seconded the motion and all voted in favor.

Mr. Hebert motioned to commence the Public Hearing on the Change of Use for Unit 4, 350 Old Camp Road property owned by VT HELIOS, LLC. Mr. Kimball seconded the motion and all voted in favor.

Mr. Carroccio provided packets of photos of the building and surrounding area. Ms. Bell-Johnson provided certification that a copy of the Notice was sent to the neighboring property owners. The fact that the meeting was warned using C & W Properties, Inc. was discussed. VT HELIOS, LLC purchased the property from C & W Properties, Inc. immediately after the Notice of Hearing was published/posted. The Commission found no reason to continue the Hearing for republication/posting.

Mr. Carroccio also presented information on the proposed tenant and discussed the plans for the unit. The unit, vacant for four months, was previously leased to a powder coating business. The proposed tenant will use the site as a data storage facility. An HVAC system will be installed. Minimal noise is expected. The overall impact from the business both noise and traffic wise is expected to be less than the previous tenant. Mr. Carroccio also mentioned that the proposed tenant was currently working with Green Mountain Power regarding its need for electricity. Solar panels will be installed on the roof of the building by the owner in the near future. Whether a Zoning Application would be needed for the solar project was discussed.

The Commission then analyzed Sections 3.6.22, 2.12 and 4.12 of the Town of Sunderland Bylaws. Mr. Hebert motioned to approve the Change of Use. Mr. Magrath seconded the motion and all voted to approve. Mr. Kimball then motioned to reconvene the regular meeting. Mr. Hebert seconded the motion and so voted.

Ms. Bell-Johnson then provided a recap of the month's Zoning activities. There is a pending sketch for a subdivision on Dunham Road which is expected to be submitted for consideration at the next Commission meeting.

A property owner, through the ZA, asked for confirmation on reapplication for a permit on Elizabeth Court. The Commission determined that the property owner was required to reapply for a permit as the project was not substantially completed in one year per the current bylaws. The property owner was properly notified of the deadline at the time the first application was issued.

A Notice of Violation was sent to a property owner on Sunderland Hill Road and will be followed up on next week.

The weather is causing challenges in issuing Certificates of Occupancy. Temporary Certificates will be issued if a full inspection of the property cannot be safely conducted due to snow/ice and an inspection for the Final CO will be calendared.

As there was no further business, Mr. Kimball motioned to close the meeting. Mr. Hebert second the motion and all voted in favor. The meeting ended at 6:36 pm.

The next Regular Meeting of the Planning Commission is scheduled for February 21, 2018 at 6:00 pm.