**DRAFT These Minutes are subject**

 **to change and are not final**

**until approved.**

**Planning Commission Town of Sunderland, Vermont, August 26, 2018**

 A meeting of the Planning Commission (Commission) of the Town of Sunderland was called on Wednesday, September 26, 2018 at the Sunderland Town Offices pursuant to the Warning fixing the time and place of the meeting.

The members present in person were: Ed Bove and Tucker Kimball. The Commissioners present did not constitute a quorum of the Commission. Also present at the meeting was Missy Bell-Johnson, Zoning Administrator and Paul Carriccio of VT HELIOS LLC.

President Ed Bove called the meeting to order at 6:08 pm. Introductions were waived. The approval of the minutes from the August 22, 2018 meeting could not be put for a vote due to the lack of quorum.

A discussion took place regarding the lack of quorum and the effect of this challenge on discussion and the minutes. It was determined that the public hearing could not go forward but that since there was no public present for comment, the commissioners present could obtain the needed information from Paul Carriccio, for VT HELIOS, and brief the other commissioners at the next meeting of the Planning Commission.

Mr. Carriccio then presented a packet of information showing the area that would be affected by the proposed addition of an overhead door and a man door. Mr. Carriccio also mentioned the need to remove some dead or dying trees near the building. Mr. Bove suggested that the neighbors be notified of the tree removal and that Act 250 be consulted if needed, but that the Town of Sunderland had no basis for an opinion on the subject trees.

Mr. Bove then mentioned that the state had provided a determination on energy compliance which was part of the Town Plan.

Ms. Bell-Johnson indicated that the zoning administrator’s report to the commissioners could be postponed until the October meeting.

The meeting ended at approximately 6:20 pm.

The next meeting of the Planning Commission will be held on October 24, 2018