

MINUTES
PLANNING COMMISSION – ST JOHNSBURY VERMONT
Regular meeting
July 17, 2013 7:00 pm
1187 Main Street – Old town managers office

Commission members present: Susan Cherry, Maurine Hennings, William Nickerson, Ben Copans, Jim Brown, Bob south

Commission members absent:

Chair Susan Cherry convened the meeting at 7:00 PM

- 1) The draft minutes were reviewed for the June 18st planning commission meeting. Maurine Hennings made a motion to approve the minutes as presented and Jim Brown seconded the motion. Motion passed 6-0.
- 2) Gail Aloisio provided an update on the Brownfields grant. Gail presented a Brownfields property access guide for landowners for planning commission review. A motion was made by Bob South and seconded by Maurine Hennings to approve the guide with changes to make it clear that should there be a request for expenditure of Brownfield funding for repair caused by the assessment prior approval by the planning commission is necessary. Passed 6-0. Gail presented a budget for a phase 2 assessment of the Vermont Salvage property at a total cost of \$72,182, with an additional \$3,044 from the previously presented budget due a few additional tests that have been recommended. A motion was made by Bob South to approve the budget as presented which was seconded by William Nickerson. Passed 6-0. A work session was planned for July 31st at 6:00 to discuss the brownfields project and consider future grants. Updates were provided on all Brownsfields projects.
- 3) Laural Ruggles of the Friends of the Lamoille Valley Rail Trail provided an update of the trail construction project. Phase 1 of the project will go from the end of the three rivers bike path to the Danville or 13.5 miles. VAST is not responsible for any off trail amenities or signage so she is working with towns to try to get support for this work which will be important to the success of the trail and also bringing people from the trail into town. There is some initial funding for signage which could be used to direct people to town from the bike path and also to indentify the beginning of the bike path and parking off or Route 5. The needs to support the trail should be a consideration of the municipal planning grant.
- 4) Susan Cherry provided an update to the zoning bylaw and minor changes recommended before presentation to the select board. 10 minor changes in total were presented to the following sections 207, 302.9, 302.10, 411.1, 430, 462.2, 439, and adding neighborhood commercial facilities as a conditional use to residential areas except for R-A, definition for clear sight triangles and setback diagram in definitions. A discussion was had to add yards to the setback diagram. A motion to approve all changes as presented and present the bylaws to the select board for approval was made by Bob South with a second by Jim Brown. Motion passed 6-0

- 5) Maurine Hennings provided the Zoning administrator report. She has cataloged the time she has spent in the position which has been significantly more than initially suggested. Ms. Hennings has listed out the responsibilities for a zoning administrator as well as rough budget for the zoning and planning for 2014. A motion was made by Bob South seconded by William Nickerson that the Select Board reinstate a full time Zoning Administrator with benefits and that the position and its budget be included in the 2014 budget planning process. There was some discussion as to how the 40 hours was arrived at and if the recommendation should specify benefits or leave this open. Motion passed as presented 6-0.

This still leaves the need to have a zoning position between now and 2014 and the planning commission members have been told that there aren't any town funds for this. Maurine has volunteered in this position past the two months she initially proposed. Maurine has estimated that at \$30 an hour for 30 hours a week from August 1 through the end of the year it would be less then \$20,000 to contract a person for this position. Maurine would be willing to take this on. A motion as made by Jim Brown with a second by Bob South that the Select Board institute a transitional period for the Zoning Administrator through the end of 2013 on a contract basis for no more than \$20,000. Motion carried 6-0.

- 6) William Nickerson explained that the town tax maps haven't been updated since mid 2011. The past arrangement has been to have the maps updated annually but since the town hasn't updated the maps the total cost at this time would exceed \$6000. The contractor has agreed to update the maps for \$5,000 which is the amount that the planning commission has in a budget line item for contracted services. A motion was made by Bob South and seconded by Maurine Hennings to approve the used of \$5000 in planning commission contracting funds to update the tax map.

Bob South made a *motion to adjourn* and Jim Brown seconded. Motion carried 6-0. Meeting adjourned at 8:50.

Respectfully submitted,
Ben Copans
Secretary, St Johnsbury Planning Commission