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APPROVED

HUNTINGTON PLANNING COMMISSION
Minutes of April 11, 2011

PRESENT: Tom Bailey, Everett Marshall, Julia Austin, Dana Cummings, Ginger Lubkowitz
ABSENT: Heather Pembroke, Gordon Miller
OTHERS PRESENT:
MINUTES: Heidi Racht

AGENDA:

- 7 pm Minutes of March 28, 2011
- Mail
- 7:20 pm Public Comment
- 7:30 PM Discuss changes to Zoning and Subdivision Regs
- 9:00 PM Member Business
- 9:30 PM Adjourn

The meeting was called to order at 7:14 pm; chaired by Tom Bailey.

Minutes of March 28, 2011	Everett Marshall moved to approve the minutes of March 28, 2011; seconded by Ginger Lubkowitz. The minutes of March 28, 2011 were approved unanimously with changes.
Mail	No mail.
Public Comment	No public present.
Proposed Changes to Subdivision and Zoning Regulations	<p>The Commission began its revision to the Zoning Regulations with Section 1.4.2, as proposed by Ginger Lubkowitz. to add a phrase at the end as suggested by Administrative Officer Cathleen Gent concerning setbacks.</p> <p>Section 1.4.2 Structures of less than 150 sq. ft shall not require a Zoning Permit but must conform with all regulations, requirements, and restrictions specified in this Regulation for the district in which such structure or land is located, including, but not limited to setback and dimensional standards.</p> <p>Tom Bailey brought up deleting Section 2.3.4, which is under the Section addressing Mixed Use. He pointed out that property owners wishing to have a mixed use on their property shouldn't have to go through both site plan review and conditional use. Heidi Racht suggested that this change could have impacts throughout the document and would need to be reviewed carefully. She pointed out that the ambiguity of Home Occupation was a huge issue of the last version of the Zoning Regs. Reference was made to Sections 5.1 (Home Occupation), 5.2 (Cottage Industry and 5.3 (Home Occupation Vehicle Repairs) to see if changes would need to be made to these sections.</p>

	<p>There was a lot of discussion about 4.3.3 (Site Plan Review Standards) where it was stated that the Zoning Board of Adjustment shall review the site plan. Protracted discussion ensued about the roles of the HPC and the ZBA with the group referring to Sections 6.2, 6.3 and 6.6.</p> <p>Everett Marshall proposed wording that separated Permitted Uses (Planning Commission Site Plan Review) and Conditional Uses (Zoning Board of Adjustment Conditional Use Review).</p> <p>Bailey raised the specter of a DRB (Development Review Board) and then decided the topic would wait for a later discussion (after this round of amendments). DRB was not discussed.</p> <p>Ginger Lubkowitz volunteered to craft the language for Section 2.3.4.</p> <p>The Commission decided to change 4.3.3 to read:</p> <p>4.3.3 Site Plan Review Standards: The Planning Commission shall review the site plan and supporting data before approving, approving with conditions, or denying, and shall take into consideration the following standards: etc.</p> <p>Section 2.5 (Area and Dimensional Requirements) was discussed. Bailey reminded the HPC that earlier in the year the Commission had proposed changing the front setback for the Village District from 60 feet to 50 feet. After a brief discussion that included changing all the setbacks, the Commission decided to make no changes.</p>
	<p>Lubkowitz pointed out a discrepancy with the Front Setback in the Woodland District Dimensional Standards in Section 3.3 (D), which was shown as 50 feet.</p> <p>The Commission agreed that the intent had been for a Front Setback of 60 feet in this district and this correction would be made to Section 3.3 (D).</p> <p>The Commission decided to delete the last sentence of Sections 2.6.1 and all of Section 5.22.3, referencing septic systems, since the town does not have jurisdiction.</p> <p>The list of streams in Section 2.6.1 and 5.22.1 (B) was reviewed. Dana Cummings had researched the list and noted that at least two of them weren't on official maps. He suggested referencing a map instead of listing them. Everett Marshall described the buffer as an "arbitrary standard when you try to apply standards to a broad group." It was an issue of water quality, wildlife habitat and the benefits of the river buffer: some areas benefit from a five-foot buffer while another should have 1000 feet.</p>

	<p>After some discussion, the Commission decided to leave the existing list of streams in 2.6.1 and 5.22.1 (B) and to add Texas Brook and Brush Brook to the list.</p> <p>An edit was made to Section 5.22.1.c, which had extra words. It now reads:</p> <p>5.22.1 c. 50 feet from delineated wetland boundary. Wetlands shall be identified through site investigation by a qualified wetland ecologist;</p> <p>Section 2.6.1 (2) was deleted.</p> <p>Section 3.5 was deleted.</p> <p>The Commission noted that all references to the Flood Hazard Overlay District needed to be taken out.</p> <p>The prohibited sale of motor vehicles under Section 3.1 (E)(6) was discussed for a while and the section was changed a couple of times. The intent of the section was discussed. The language of this section was changed to read:</p> <p>3.1 (E)(6) Retail Sales: retail space (maximum retail floor area) is limited to 4,000 square feet. Gasoline stations and motor vehicle sales are specifically prohibited as a principal use. Retail sales may include the retail sale of gasoline and other petroleum products only as an accessory to another established retail or mixed use (e.g., a general or hardware store).</p>
	<p>The Commission voted to take out the phrase “In the opinion of the Administrative Officer” in Section 4.1.8 and Section 4.1.9.</p> <p>The Commission discussed the expiration of zoning permits (Section 4.1.8) and decisions (Section 6.6). When the sections were re-read, it was determined that everything made sense the way it was and no action was taken.</p> <p>In Section 4.3.5, the hours of weekend business operation were added to be consistent with Section 5.16.1; also, the words “conditional use” were taken out since the HPC does not have jurisdiction over conditional uses.</p> <p>The section now reads:</p> <p>4.3.5 No commercial or industrial use shall operate outside the hours of 6:00 a.m. and 10:00 p.m. on weekdays or before 8:00 a.m. or after 9:00 p.m. on weekends without the approval of the Planning Commission. Hours of operation may be established by the Planning Commission in instances where site plan approval is required but no conditional use</p>

	<p>approval is required.</p> <p>Tom Bailey noted that there were two sections labeled 4.6. The Commission briefly discussed taking out 4.6 Common Interest Unit, but then decided to leave that discussion for the next draft. It was noted that the number had changed from the draft and the interior Microsoft Word program had renumbered the section.</p> <p>Under Section 5.14.5, (Temporary Structures), the Commission changed 100 allowed square feet to 150 to be consistent with the rest of the document.</p>
Member Business	<p>1. Tom Bailey raised the issue of the Historic District Huntington Center. He brought in a copy of a State document published in 1979 that detailed the district. Ginger Lubkowitz took the packet home.</p> <p>2. Lubkowitz talked about the VLCT Planning Conference that she had attended. She said that she had gotten ideas for gathering comments from the community on the Town Plan. She also had information on minutes and planning coding (aka form-based planning).</p> <p>3. Heidi Racht asked the Commission to give comments on the format of the minutes. After a brief discussion, it was decided to put the action items in the text in bold and eliminate the third column to save space.</p>
Working Agenda	<p>The Commission drafted a list of Development and Subdivision Regulations sections that would be discussed at the next meeting. The list is attached and members are asked to read the sections in the reg and any draft revisions that are emailed before the meeting.</p>

Adjournment: Everett Marshall moved to adjourn; seconded by Julia Austin. The meeting adjourned at 9:46 pm

UNAPPROVED MINUTES TO THE HPC: April 12, 2011.

MINUTES APPROVED: April 25, 2011

APPROVED MINUTES TO THE TOWN CLERK: April 27, 2011

April 25, 2011 Meeting

Development Regulations Revisions

- 5.4 Signs – Review and revise entire section
- 5.7 Accessory Apartments – review revision drafted by **Gordon Miller**
- 5.9 Merger – review revision drafted by **Tom Bailey**
- 5.14.5 Temporary Structures Used as Dwellings – language change drafted by **Tom Bailey**
- 5.16 Performance Standards for Run-Off – review section drafted by **Dana Cummings**
- 5.17 **Tom Bailey** will edit this section and send
- 5.21 Adaptive Reuse of Historical Structures - review revision drafted by **Ginger Lubkowitz**
Historic District - review section drafted by **Ginger Lubkowitz**
- 5.24 Telecommunication – review updates drafted by **Tom Bailey**
- 6.7 Variances in FHOD – **Tom Bailey** will revise and send
- 8.1 References to FHOD – **Tom Bailey** will revise and send

Reference to FHOD removed throughout document.

Subdivision Regulations Revisions

- Sketch Plan Review – review revisions drafted by **Heidi Racht**
- Seasonal Camps on Leased Land – draft language – **Tom Bailey**
- 1.3.2 Change bylaw to regulation – **Tom Bailey**
- 2.1.2 – either delete or change substantially
- 6.6 & 6.7 either delete or change substantially