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APPROVED

HUNTINGTON PLANNING COMMISSION
 Minutes of July 25, 2011

PRESENT: Everett Marshall, Ginger Lubkowitz, Gordon Miller, Julia Austin, Tom Bailey, Dana Cummings, Heather Pembrook

ABSENT: OTHERS PRESENT:

MINUTES: Heidi Racht

AGENDA:

- 7 pm Minutes of July 11, 2011
- Mail
- 7:15 Public Comment
- 7:20 Discuss changes to Zoning and Subdivision Regs
- 8:30 Town Plan
- 9:15 Member Business
- 9:30 Adjourn

The meeting was called to order at 7:11 pm; chaired by Tom Bailey.

Minutes of July 11, 2011	Heather Pembrook moved to approve; seconded by Ginger Lubkowitz. The minutes of July 11, 2011 were approved unanimously with changes.
Mail	VLCT Town Fair brochure.
Public Comment	No public was present.
Changes to Zoning Regulations	<p>The Commission decided to use the version of the regulations that was sent on Sunday evening by Heather Pembrook and add changes from the later version sent by Dana Cummings. After some discussion, Heidi Racht realized that the corrections that she had made from the minutes dating back to June 2010 were not in the version sent by Pembrook.</p> <p>The Commission decided to review a new version to be sent out by Tom Bailey at the August 8 meeting.</p> <p>Regarding the Zoning Regulations, which address Contractors Yards and Homes Occupation Vehicle Repair Services, Pembrook raised the issue of hours of operation versus Performance Standards, which the Commission discussed briefly. She will make hours consistent in all sections from 7 am to 9 pm and send to Bailey.</p> <p>Tom Bailey reviewed the cover notice for the regulations, which goes out to neighboring towns and needs to be warned, by statute. Huntington has switched from sending out (by certified mail) a printed copy of the regulations</p>

	<p>to sending out a disk. Although it costs less to send out the disks, there is an amount of time to copy them.</p> <p>The HPC Clerk will check into whether sending a certified letter with the cover notice noting that the document is on the Huntington website.</p>
<p>Town Plan Revisions</p>	<p>Bailey initiated discussion on the update of the Town Plan. This is covered in Chapter 117 Section 4382 of Vermont State statute: Municipal and Regional Planning and Development (the Plan for a Municipality).</p> <p>The topics under the Plan for a Municipality, Subsection A, to be addressed are:</p> <ol style="list-style-type: none"> 1. statement of objectives 2. land use plan 3. transportation 4. utility and facility 5. rare, natural, scenic and historic resources 6. educational facilities 7. development plan 8. energy plan 9. housing 10. economic development (not required until July 2012 – new State Legislation requires this new section) <p>Under Section 4382 (b), maps, which are required for some sections, were covered.</p> <p>Section 4382 (c) addresses studies, analyses and consequences to find out what needs to be done to complete the plan. Studies may consider population, housing, growth, and transit passes (commuter parking).</p> <p>It was suggested that the Commission review the current town plan and analyze what got done. Bailey pointed out “a lot of implementation standards have gotten done.”</p> <p>Bailey suggested the following questions for discussion:</p> <p><u>Who</u> is needed as part of the process to get the plan update done? Need to identify Commissions, Committees, Boards and individuals.</p> <p><u>What?</u> Does the HPC need to know to do a decent plan?</p> <p><u>When?</u> Allocating time to complete the plan within the time necessary to meet the statute. For example, the town cannot adopt or make changes in existing regulations if the Town Plan expires. Last Town Plan was adopted in 2007 and State statute requires update every five years, so next plan is due in 2012.</p>

	<p>There has to be “coherence” between the Town Plan and regulations, enough clarity for a developer to make choices and comply.</p> <p><u>How?</u> Organization of the group plays a role. What approach and which process does the Commission use? What is the goal of the HPC which may involve subcommittees and community outreach. It was noted that outcomes of the water/wastewater committee will inform the Town Plan. This group will probably hold a public hearing before Thanksgiving, which could lead to recommendations on growth (when, how). The study is scheduled to be complete by February 2012.</p> <p>Bailey proposed starting the discussion on categories that don’t affect wastewater. He also advocated “doing this in a manner that isn’t top down” by trying to find out what the town wants and not just addressing State mandates.</p> <p>Everett Marshall suggested consulting with the Huntington Conservation Commission about the possibility of a study of crucial habitat and natural communities.</p> <p>Bailey mentioned applying for a Municipal Planning Grant for work on the Town Plan to make it more map-based. He told the Commission about the new Arc 10.1 computer program with a reader component.</p> <p>Marshall remarked that the information is available on GIS in many cases. Heather Pembroke said that the State has a lot of this information on “our GIS, but people love to see it on Google Maps.”</p> <p>Bill Hegman’s name came up around the creation of maps since his students at Middlebury College have done work in the past.</p> <p>Marshall pointed out that municipalities can take GIS courses through ESRI, and organization specializing in GIS.</p>
Member Business	<p>Heather Pembroke talked about her attendance as Chittenden County Regional Planning Commission (CCRPC) alternate at a recent meeting. She said that more interaction between the CCRPC and the Huntington Planning Commission was needed. She said, “There is a ton of stuff going on and I want Huntington to have a voice.” It was suggested inviting Ed Booth, Huntington CCRPC Representative, to attend an HPC meeting.</p>
Town Plan Revisited	<p>Bailey said that outreach to the town is “half the job.” He suggested a crossover to the ZBA from the HPC would be appropriate, noting, “they have a different perspective on the regs than we do.”</p> <p>The Commission is asked to read the Town Plan before the next meeting.</p> <p>Dana Cummings pointed out that the Town Plan was 67 pages. In order to</p>

	<p>make it more accessible, he proposed that it should be “an outline document” with more maps.</p> <p>Pembrook suggested modeling a town plan on “one we like.” Marshall suggested Fayston, Waitsfield, Warren: “where they have mapping and worked together to get a Municipal Planning Grant.”</p> <p>Bailey has contact CCRPC seeking staff support to develop Huntington’s Town Plan. He talked about the fact that CCRPC has “no planners on staff, other than Charlie Baker. Two are on leave with no replacements” and Samantha Tilton has left the organization. He then went on to talk about the school, which is the town’s biggest building in town – square footage-wise – and said that the school board should be engaged in the planning process.</p> <p>Still further, Bailey suggested that the group work to see what can get done in the time necessary to meet the statute.</p> <p>Pembrook recommended focusing the Town Plan goals for the next five years.</p>
<p>Member Business - Zoning Officer Discussion</p>	<p>The Commission reviewed the five applications received for the Zoning Administrative Office position. The deadline for applications is August 1.</p>

Adjournment: Everett Marshall moved to adjourn; seconded by Julia Austin. The meeting adjourned at 9:31 pm

UNAPPROVED MINUTES TO THE HPC: August 2, 2011

MINUTES APPROVED: August 8, 2011

APPROVED MINUTES TO THE TOWN CLERK: August 9, 2011