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October 31, 2011

APPROVED

HUNTINGTON PLANNING COMMISSION

Minutes of September 26, 2011

PRESENT: Dana Cummings, Ginger Lubkowitz, Everett Marshall, Gordon Miller, Heather Pembroke, Tom Bailey (arrived at 8 pm)

ABSENT: Julia Austin

OTHERS PRESENT: Steve Barron, Ed Hanson

MINUTES: Heidi Racht

Agenda:

- 7 pm Minutes of September 12, 2011
- Mail
- Public Comment
- 7:15 pm Nellie Jaques/Steve and Diane Barron Sketch Plan Review
- 7:45 pm Zoning Administrator Ed Hanson
- 8:15 pm Subdivision/Zoning Regulations Revisions - Housekeeping items
- 9:15 pm Member Business
- 9:30 pm Adjourn

The meeting was called to order at 7:04 pm; chaired by Gordon Miller.

Minutes of September 12, 2011	The agenda was revised as the applicant was in the room and the Commission was running behind schedule.
Mail	Agenda change to later in the meeting.
Nellie Jaques/Barron Sketch Plan Review	<p>Steve Barron appeared before the Commission to discuss a "boundary line adjustment" that he wished to do with Nellie Jaques.</p> <p>Both properties are existing non-conforming lots: Jaques has .8 acre and the Barron property, which includes Jaques Store, has .22 acre. He explained that he would like to put a shed on his property, but there is not enough land on his property, because of the terrain, to meet the 15' setback. When he approached Jaques, who is his mother-in-law, to buy the property, she offered to give it to him.</p> <p>The two nonconforming lots are in the one-acre district. Barron and his wife Diane purchased the store lot from Jaques before the town had subdivision regulations.</p> <p>First, the Commission discussed having the applicants go through Minor Subdivision. The proposed transfer of land, though, did not meet the criteria.</p>

	<p>The Commission discussed, at length, Article 2, Section 5.9.1 of the Zoning Regulations that defined common or affiliated ownership and also Article 9 (Definitions) of the Subdivision Regulations under the definition of Subdivision (4) c, which addresses conveyances that are not considered to constitute subdivision. Article 9 specifically addressed merger of property through transfer to an adjoining parcel to an affiliated owner.</p> <p>Zoning Administrator Ed Hanson spoke briefly about his work in other towns where the Commission ceded to the ZA to make or create a conforming lot. He referred to 24 VSA Section 117, noting that the lot cannot be less than 1/8 acre.</p> <p>MOTION: The Barron/Jaques property conveyance is a boundary adjustment and does not require Minor Subdivision approval as it meets the criteria for transfer of land to affiliated adjoiners as defined under Article 9 of the Huntington Subdivision Regulations and under Subdivision definition 4c affiliated adjoiners as defined under Section 2 of the Subdivision Regulations and Section 5.9.2 of the Zoning Regulations; a survey is recommended, but not required. Barron will need to seek a permit from the Zoning Administrative Officer.</p> <p>Heather Pembroke moved; Ginger Lubkowitz seconded.</p> <p>The motion was approved unanimously; with Tom Bailey abstaining, having arrived before the vote.</p>
	<p>Tom Bailey arrived at the meeting at 8 pm and resumed the chair.</p>
<p>Zoning Administrative Officer Ed Hanson</p>	<p>Ed Hanson presented several ideas to the Commission. He suggested having a single sheet that identified town fees. Clerk Heidi Racht gave him a copy of one that she had done for the office.</p> <p>Hanson noted that he had spent time with Cathleen Gent to clarify the work that was in progress and what needed to be done.</p> <p>He had presented questions to the Selectboard, which directed him to the HPC.</p> <p>He suggested discontinuing the verification of Zoning Compliance (Letter of Compliance), which he felt was a “legal liability to the town.” He noted that a complete search of the zoning for property transfers and refinancing is not required by law, but by banks. Someone asked if it would create a problem for residents. The tone of the conversation supported maintaining the current practice of providing this service for Huntington property owners, although Tom Bailey offered to research this and make a report.</p> <p>Hanson noted that the \$50 fee did not cover the expense of producing the</p>

	<p>document.</p> <p>Heather Pembrook suggested that Hanson keep track of his time and code it to activities in order to access the average cost of a letter of compliance to the town.</p>
	Ginger Lubkowitz took over as minute-recorder from this point.
Minutes of September 12, 2011	<p>Dana Cummings moved to approve; seconded by Heather Pembrook.</p> <p>The minutes of September 12, 2011 were approved unanimously with changes.</p>
Public Comment	There were no members of the public present.
Subdivision Housekeeping Revisions	The Commission agreed to delay final review of the Zoning and Subdivision Housekeeping revisions until the next meeting. Commissioners were directed to the most recent revisions circulated by email from Tom Bailey and Heidi Racht on September 23.
Member Business	<ol style="list-style-type: none"> 1. The Commission agreed to delay Tom’s proposed six-month self-evaluation until the next meeting when all commissioners could be present. 2. Tom Bailey notified the Commissioners of two upcoming conferences of interest: <ol style="list-style-type: none"> A. The VLCT’s Planning and Zoning Forum on November 2 in Montpelier (http://www.vlct.org/events-news-blogs/event-calendar/) (registration deadline is October 26). B. The Vermont Planners Association workshop in Newport, VT on Friday, October 20 (http://newportvermontdailyexpress.com/content/newport-host-state-planners-conference) 3. The commission discussed the possibility of applying for a Municipal Planning Grant, which must be submitted by the end of October. <p>Everett Marshall gave an overview of the meeting he and Tom had with Bill Hegman regarding possible projects for the Muncipal Planning Grant. Bill and others have a fair amount of mapped information about the town. The commission discussed the range of existing information and the types of additional information that might be useful; how such information might both inform the town plan and facilitate the addition of maps to the town plan to make it a more accessible and relevant document; and how funding from a grant might help to accomplish that.</p> <p>Tom and Everett agreed to form a working group to work on the application</p>

for the Municipal Planning Grant. Tom suggested that we may want to apply for funding over \$8,000, which would need to be matched by the town, so he said he would plan to attend the next Selectboard meeting to discuss that funding possibility with them.

Tom agreed to send around a condensed list of "Implementation Recommendations" from the current Town Plan for the Commission's review.

4. Tom Bailey reminded the group that the chair of the Chittenden County Regional Planning commission is ready to attend one of our meetings. It was agreed that this should be scheduled after the housekeeping revisions are finalized.

Adjournment: Everett Marshall moved to adjourn; seconded by Dana Cummings. The Commission voted unanimously to adjourn at 9:43 pm.

UNAPPROVED MINUTES TO THE HPC: October 3, 2011

MINUTES APPROVED: October 24, 2011

APPROVED MINUTES TO THE TOWN CLERK: October 27, 2011