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November 29, 2011

APPROVED

### HUNTINGTON PLANNING COMMISSION

Minutes of October 24, 2011

**PRESENT:** Tom Bailey, Dana Cummings, Gordon Miller, Heather Pembrook, Julia Austin

**ABSENT:** Ginger Lubkowitz, Everett Marshall,

**OTHERS PRESENT:** Paul Dreher

**MINUTES:** Heidi Racht

**Agenda:**

7 pm Municipal Planning Grant 2010-2011: Form-Based Planning (Paul Dreher)

7:30 Minutes of September 26, 2011

Minutes of October 10, 2011

Mail

7:45 Working Meeting:

Budget 2012-2013 (10 minutes)

Municipal Planning Grant 2011-2012 Application (15 minutes)

Changes to Zoning and Subdivision Regs

Town Plan

9 pm Public Comment

Member Business

9:30 Adjourn

The meeting was called to order at 7:08 pm; chaired by Tom Bailey.

<p><b>Municipal Planning Grant: Form-Based Planning</b></p>	<p>The Commission met with Paul Dreher, the consultant who is working on the Municipal Planning Grant, devoted to examining Form-Based Planning (FBP) and whether it could be implemented in Huntington. He explained his qualifications; Dreher is the Zoning Administrator for the City of Newport.</p> <p>After handing out draft maps and zoning codes of the Lower Village to the members of the Commission, Dreher explained that this form-based code focuses on the form of building, rather lot size and uses. The application process is easier and allows for meeting form standards. He said that it would require "new ways of thinking."</p> <p>The FBP model creates street types. There may be on-street parking and parking for multiple businesses. Sidewalks and bike lanes may also be part of</p>
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	<p>the plan. The form-based code characterizes land development by means of descriptive “transects.” Transect-1 or T-1 is the least developed area; T-2 is scattered housing; T-3 is suburban; and, T-4 is light urban development.</p> <p>Model T-4 has more rigid standards, he explained. “Where it is walk-able.” In T-4, new structures are built to 0’ to 16’ of the perceived road edge. Buildings would still have to meet state septic standards.</p> <p>The map is legally binding, although performances standards still apply.</p>
	<p>At 7:10 pm, Tom Bailey left the meeting and Gordon Miller assumed the chair.</p>
<p><b>Minutes of September 26, 2011</b></p>	<p>Heather Pembrook moved to approve the minutes of September 26, 2011; seconded by Dana Cummings.</p>
<p><b>Minutes of October 10, 2011</b></p>	<p><b>The minutes of September 26, 2011 were approved unanimously with changes.</b></p> <p>Julia Austin moved to approve the minutes of October 10, 2011; seconded by Dana Cummings.</p> <p><b>The minutes of October 10, 2011 were approved unanimously with changes (Gordon Miller abstained).</b></p>
	<p>During the discussion of the minutes, the Commission was informed by the Clerk that Road Foreman Yogi Alger and Interim Town Administrator Hank Lambert want to weight in on roads standards. The driveway permit has no teeth because there are no regulations.</p>
	<p>Tom Bailey returned to the meeting and resumed the chair.</p>
<p><b>Budget 2012-2013</b></p>	<p>The Commission looked at the budget that was proposed for 2011-2012. After some discussion, mainly about the salary line and printing, the Board decided to level-fund its proposed budget</p> <p><b>Heather Pembrook moved to level fund the HPC 2012-2013 budget with the exception of the Purchased Services line, which will go back to zero; seconded by Dana Cummings. Approved unanimously.</b></p>
<p><b>Municipal Planning Grant proposal</b></p>	<p>The Commission is considering a grant application for a Municipal Planning Grant that would address the Economic Development section as presented in the next revision to the Huntington Town Plan. The grant would be used to inventory how and where Huntington residents are employed and what businesses are in Huntington. Grants up to \$8000 are fully funded by the State; over that amount, the town is expected to match one third of the cost.</p>

	<p>Tom Bailey reported to the Commission that the Selectboard declined to commit town monies for a grant proposal match on any grant amount that exceeded \$8000.</p> <p>The Commission is considering a survey to aid the Economic Planning section of the Town Plan. Bailey said that he had spoken with Mike Mosher who had proposed starting the project with a focus group to hone down survey content. One of the questions that came up was how to follow-up on survey questions. Mosher's estimate for his work was \$8500-\$9000, which would include a public presentation on the survey results. ESRI data base research was also discussed.</p> <p>The grant proposal is due October 31. Bailey asked for volunteers to draft the proposal as he will be unavailable. After a brief discussion where it was ascertained that no one else was going to do this, Heidi Racht volunteered to do the first draft and send it to Julia Austin, who offered to work on it and then forward it to Tom Bailey for the Monday, October 31, submission.</p>
	Heidi Racht left the meeting at 9:10 pm.
<b>Subdivision Housekeeping Revisions</b>	<p>The Commission discussed the zoning map revisions prepared by Bill Hegman. He will identify Otter Brook; combine rivers, streams and ponds and lakes into one category of "water bodies."</p> <p>Dan Cummings suggested adding Bakers Brook to Section 2.6.1 The Commission delayed a decision until the stream can be visited.</p>
<b>Public Comment</b>	No public was present.
<b>Member Business</b>	None.

**Adjournment:** Julia Austin moved to adjourn; seconded by Dana Cummings. The Commission voted unanimously to adjourn at 9:30 pm.

**UNAPPROVED MINUTES TO THE HPC:** October 27, 2011

**MINUTES APPROVED:** November 28, 2011

**APPROVED MINUTES TO THE TOWN CLERK:** November 29, 2011