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November 19, 2012

APPROVED

HUNTINGTON PLANNING COMMISSION

Minutes of October 8, 2012

PRESENT: Dana Cummings, Ginger Lubkowitz, Everett Marshall, Julia Austin, Knox Cummin

ABSENT: Gordon Miller

OTHERS PRESENT: Ed Hanson, Tom Bailey, Ian Carleton, Michael Warren

MINUTES: Heidi Racht

Agenda

- 7 pm Meeting begins
 - Mail
 - Minutes of September 10, 2012
 - Minutes of September 24, 2012
 - Mail
- 7:25 Public Comment
- 7:40 Town Plan Work Session
 - Discussion about Town Plan public meetings in November
- 9 pm Member Business
- 9:15 Adjourn

The meeting was called to order at 7:01 pm; chaired by Dana Cummings.

Minutes of September 10, 2012	Ginger Lubkowitz moved to approve the minutes of September 10, 2012 with changes; seconded by Everett Marshall. The minutes of September 10, 2012 were approved unanimously with exhaustive changes.
	Knox Cummin entered the meeting.
Minutes of September 24, 2012	Ginger Lubkowitz moved to approve the minutes of September 24, 2012 with changes; seconded by Everett Marshall. The minutes of September 24, 2012 were approved unanimously with changes.
Mail	<ol style="list-style-type: none"> 1. ANR letter (September 21, 2012) to Jeff Palin, regarding wastewater application for property on Hinesburg Hollow Corner; regarding timing of document (returned). 2. ANR letter (September 20, 2012) to John Christiana, 266 Texas Hill Road, regarding wastewater application 4-3931. 3. ANR notice to Selectboard and Planning Commission for Sleepy Hollow application 4CO 422-10 (pond, snowmaking). 4. Village Hill application and support materials for Preliminary

	Subdivision Review.
Public Comment	<p>1. Mike Warren and Ian Carleton appeared before the Commission to discuss a plan for the Warrens to sell 27 acres to the Carletons. This property, labeled as Lot 13 on a survey filed with the town in 1984 and which had been purchased by Warren from Lorraine Economou, predates the town's subdivision regs. Therefore, it is recognized as a separate lot and Warren does not have to go through subdivision.</p> <p>Carleton said that he intends to merge this lot with his Economou Road property, but wanted to know if at a later date he would have the option of subdividing and selling off five acres. Because the lot that he could subdivide has 156' of road frontage, rather than the required 180', Warren would like to do a boundary line adjustment of 24 feet to bring the frontage to slightly over 180', thereby meeting the district requirement and allowing for future subdivision. The boundary adjustment would not make Warren's property nonconforming.</p> <p>Zoning Administrative Officer Ed Hanson, in attendance at the meeting, was consulted.</p> <p>After some discussion, the Commission determined, based on 2.1.2 of the Zoning Regs, that Warren could sell Lot 13 to Carleton without going through subdivision and a zoning permit for the boundary line adjustment could be issued by Hanson. Warren is to file a plat survey showing the new boundaries with the deed.</p> <p>2. Tom Bailey appeared before the Commission to discuss the proposed DRB (Development Review Board) and Village Code. Dana Cummings explained that a meeting with the ZBA has been scheduled for October 22 to discuss the DRB. Based on a positive outcome of this meeting, Cummings explained that the Commission would like to warn both topics for a Public Hearing in early January.</p> <p>Everett Marshall asked Hanson to comment on his observations of DRBs, based on his experience with other towns. Hanson replied that such a structure unloads the Planning Commission considerably, allowing them to focus their efforts on true planning rather than subdivision reviews. He elaborated that with towns where he works that have a DRB, he does the upfront work [currently done for the HPC by Heidi Racht and for the ZBA by Linda Ruscitto] to prepare information about subdivision applications for the DRB. "Everything after this is done by the clerk."</p> <p>Bailey remarked that there was "nothing to prevent you [the HPC] from scheduling a hearing after you talk with them [ZBA]."</p> <p>Cummings explained that the Commission was holding two meetings in</p>

	<p>November to discuss aspects of the Town Plan. However, nothing is scheduled in December, although that month will only have one meeting, due to the holidays.</p>												
<p>Town Plan Revisions</p>	<p>The Commission worked on the survey that was to go to all residents. As part of the discussion, it was decided to get the survey printed and inserted into the next Times Ink. The insert has to be printed and at the Huntington Public Library on Monday, October 22. Heidi Racht explained the costs and suggested that it would be more cost-effective to only insert the newspapers that go to the Huntington mailing addresses and to put stamps on and mail the surveys to the residents who get their mail in other towns.</p> <p>Dana Cummings offered to set up a Google Forum Survey as this is a venue he uses regularly with his students. The Commission checked out Survey Monkey on Julia Austin's computer.</p> <p>The Commission discussed, at length, the format of the survey. Austin suggested no more than two open-ended questions with a total of 10 survey questions.</p> <p>All agreed that one of the two could be "Why do you live in Huntington?"</p> <p>Austin stated that it is "important that every question we ask has something that is action-able."</p> <p>There was then a discussion about having two surveys; the first one having open-ended questions and the second having questions that could be tallied. Knox Cummin advocated to "get the entire survey done in order to begin work on the Town Plan."</p> <p>It was noted that the last two revisions of the Town Plan were updates, but a vast revision hadn't been done since the 1990s. Cummings remarked that if the DRB were to go through, the Planning Commission could have considerably more time to focus on a true overhaul on the Town Plan.</p> <p>The Commission reviewed its budget, which is about \$1250 in three categories (postage, printing, advertising):</p> <table data-bbox="461 1583 1214 1730"> <tr> <td>Survey 1 (insert and mailed)</td> <td>112.50, plus \$200</td> <td>\$312.50</td> </tr> <tr> <td>Survey 2 (insert and mailed)</td> <td>112.50, plus \$200</td> <td>\$312.50</td> </tr> <tr> <td>DRB and Village Code ads</td> <td></td> <td>\$200</td> </tr> <tr> <td>Ad for the two planning sessions</td> <td></td> <td>\$100</td> </tr> </table> <p>Ginger Lubkowitz suggested putting a discussion point on the Front Porch Forum to get people thinking about the survey: "I'm Sweet on Huntington." What do you love about Huntington? What makes it special?</p>	Survey 1 (insert and mailed)	112.50, plus \$200	\$312.50	Survey 2 (insert and mailed)	112.50, plus \$200	\$312.50	DRB and Village Code ads		\$200	Ad for the two planning sessions		\$100
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	<p>Heidi Racht will write up the post and send it to Dana Cummings to submit.</p> <p>The Commission then moved on to discuss the details of the survey and decided on a mix of simple yes/no questions and open discussion questions. The survey sent out by the HPC in 1999 was consulted.</p> <ol style="list-style-type: none"> 1. What do you feel are the main assets of Huntington? 2. What are the disadvantages to living in Huntington? 3. What types of businesses would you like to see in Huntington? 4. Should the town encourage new development concentrated in the village centers? 5. Should the town prioritize the development of public sewer and water systems to encourage development in the villages? 6. Should the town promote public transit access, such as bus and van service? 7. Should the town take steps to protect open space? 8. Should the town promote a recreation path connecting the three villages? 9. What additional features or services would you like to see in Huntington?
<p>Member Business</p>	<ol style="list-style-type: none"> 1. Everett Marshall reported that Richmond, Huntington and Bolton applied for a Municipal Planning Grant. Cathleen Gent did most of the work and Barbara Elliott got the grant in for the deadline. Marshall and Dana Cummings had attended a Selectboard meeting where the two grants were discussed. Elliott had raised some concerns about the match for the MPG since the volunteer hours cannot be used as the town's match. However, the ECOS grant can be used, but there is no guarantee that the collaborating towns will receive the ECOS grant. There were 55 applicants for the ECOS grants, Marshall explained, and partial funding of projects can be given. He noted that the timeline for a decision is November. 2. The Commission discussed the DRB meeting with the ZBA on October 22. Heidi Racht suggested inviting someone from another town's DRB to attend the meeting to answer questions. Someone also suggested inviting Ed Hanson. Ginger noted that she had talked with him about it and he said he was intending to come.

Adjournment: Everett Marshall moved to adjourn; seconded by Knox Cummin. The Commission voted unanimously to adjourn at 9:49 pm.

UNAPPROVED MINUTES TO THE HPC: October 14, 2012

MINUTES APPROVED: November 12, 2012

APPROVED MINUTES TO THE TOWN CLERK: November 19, 2012