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DATE January 14, 2014

APPROVED

HUNTINGTON PLANNING COMMISSION
Minutes of November 11, 2013

PRESENT: Everett Marshall, Knox Cummin, Julia Austin, Dana Cummings, Gordon Miller

ABSENT:

OTHERS PRESENT: Ed Hanson (Zoning Administrative Officer), Michael Beer, Abby Dery (engineer)

MINUTES: Heidi Racht

Agenda

- 7 pm Member Business – 45 minutes
- 7:45 Minutes of 5 sets – 30 minutes
 - Minutes of September 23, 2013
 - Minutes of September 30, 2013
 - Minutes of October 14, 2013
 - Minutes of October 21, 2013
 - Minutes of October 28, 2013
- 8:15 Mail
- 8:20 Public Comment
- 8:30 Sketch Plan Review – Beers, 609 Delfrate Road
- 8:50 Discussion of Town Plan
- 9 pm Adjourn

The Planning Commission meeting began at 7:08 pm; chaired by Knox Cummin. Minutes were taken by Heidi Racht.

Member Business	<p>Restructuring</p> <p>Knox Cummin began the meeting by discussing the desire of the HPC to have a Development Review Board and a Planning Commission. As much of this had been discussed in the past with the Zoning Board of Adjustment (ZBA) and also the Selectboard and continues to be discussed at HPC meetings, the Commission talked about moving the concept forward.</p> <p>KC said, "We have to be the change we want to have happen."</p> <p>It was acknowledged that the various members of the ZBA had said that they did not want to attend more meetings; it is anticipated that there would be a need for more regulatory (DRB) meetings as the HPC would no longer be reviewing subdivisions. KC proposed splitting the two meetings that the Commission members now attend into Planning and DRB in the hope that there would be enough initial member interest to initiate transitioning to a DRB until others in the town stepped forward to serve on a separate DRB.</p>
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	<p>The Commission also discussed having an article on the Town Meeting warning to reduce the Planning Commission from seven members to five members. The supporting logic for this is that the Commission is now down to five members since Heather Pembrook’s resignation in late October, and the position vacated by Tom Bailey has not been filled since 2011.</p> <p>Along the same topic, the Commission will propose having a five-member DRB.</p> <p>The Commission decided to ask to be on the Selectboard’s agenda on November 18. Since VNRC will be at the meeting from 7:30 to 8:30, the Commission will ask for the 7 pm slot.</p> <p>ACTION ITEM: Heidi Racht will ask Town Administrator Barbara Elliott to put the HPC on the Selectboard agenda at 7 pm.</p> <p>A motion was made by Knox Cummin to have the HPC ask the Selectboard to create a Development Review Board; seconded by Everett Marshall.</p> <p>In discussion, Gordon Miller stated that he felt that the town wouldn’t support the change and that it needed be a vote of the townspeople and not a Selectboard decision. Dana Cummings consulted the emails that had been sent on the topic by Barbara Elliott a year ago and reported that the Selectboard does have the authority to make the change after a Public Hearing. DC forwarded the emails.</p> <p>Miller said that 15 minutes was not enough time and was concerned about “springing it on them.” Everett Marshall disagreed, stating that “we did the research two years ago, and Barbara Elliott sent an email a year ago.”</p> <p>Miller asked about bringing the ZBA into the discussion. Everyone agreed to do this.</p> <p>VOTE ON MOTION: Unanimously passed.</p>
<p>Member Business Continued</p>	<p>Julia Austin informed that Commission that she will not be at the December 9 meeting.</p> <p>Heidi Racht told the Commission that she will be gone on December 5 (Town Plan Public Hearing), but Holly Stadtler will take the minutes and record the meeting.</p>
<p>Minutes</p>	<p>Minutes of October 21, 2013: Knox Cummin moved to approve with minor changes; seconded by Everett</p>

	<p>Marshall. Passed unanimously.</p> <p>Minutes of September 30, 2013: Dana Cummings moved to approve with one change; seconded by Everett Marshall. Passed unanimously.</p> <p>Minutes of September 23, 2013: Julia Austin moved to approve with changes; seconded by Everett Marshall. Passed unanimously.</p> <p>Minutes of October 14, 2013: Julia Austin moved to approve with changes; seconded by Everett Marshall. Passed unanimously.</p> <p>Minutes of October 28, 2013: Julia Austin moved to approve with one change; seconded by Dana Cummings. Passed unanimously.</p>
<p>Change of Agenda</p>	<p>Michael Beer had been at the meeting for a while, but since the Sketch Plan was on the agenda for 8:30 pm, the Commission chose to do other business.</p>
<p>Town Plan</p>	<p>The Commission received paper copies of the Town Plan, which Heidi Racht reported was on the town website.</p> <p>Gordon Miller noted that the maps were not printed and he pointed out that there was nothing to tell the reader how to find them. Racht responded that she would add a note into the plans that were printed and make sure it was on any additional printings.</p> <p>Everett Marshall asked the Commission how the hearing should be conducted. Racht suggested having a moderator so the HPC members could focus on the discussion.</p> <p>It was proposed that the moderator could read the warning, introduce the HPC, and ask for disclosure of conflicts of interest, set a time limit for the evening and, at the end of the two hours, suggested that the Commission adjourn to a time certain or close the public hearing.</p> <p>There was a reminder that written comments should be submitted by 5 pm on December 9 either by email or dropped off at the Town Clerk's Office.</p> <p>ACTION ITEM: Knox Cummin will call Britt Cummings and ask him to moderate the hearing on December 5.</p>

	<p>ACTION ITEM: Knox Cummin will check into getting a projector at the Library.</p> <p>ACTION ITEM: The Commission will arrive at the Library at 6:30 pm to set up the room and be ready for the public.</p>
<p>Agenda</p>	<p>The Commission worked on the agenda for November 18, tentatively deciding on:</p> <p>6:45 pm meeting</p> <p>7 pm Meet with Selectboard to discuss DRB and reducing HPC from 7 to 5</p> <p>7:30 VNRC</p> <p>8:30 Public Comment</p> <p>Minutes of November 11</p> <p>Town Plan hearing preparation</p> <p>Member Business</p> <p>Mail</p> <p>Everett Marshall recommended that everyone read the VNRC booklet in preparation for the meeting.</p>
<p>609 Delfrate Road Sketch Plan Review</p>	<p>Attendance: Michael Beer, Abby Dery, Ed Hanson</p> <p>Michael Beer, owner of the property at 609 Delfrate Road, appeared before the Commission to discuss a proposed Minor Subdivision of his property.</p> <p>Abby Dery, engineer, presented the proposed project. It is a five-acre lot with two "temporary" cabins, which will eventually be replaced by a duplex.</p> <p>Beer said that his lodge has agricultural workers who live on site. He has kids ages 16 -18 work over the summer to learn about agriculture and needs housing for them. The housing requires water, which requires state permits. He wanted to know his options with the local regulations before proceeding with the cost of the state permits.</p> <p>Beer pointed out the public use of his land, mainly cross-country skiing trails.</p> <p>Accessory Apartments/Dwellings were briefly discussed. Ed Hanson weighed in on the project, pointing out that in order for there to be an Accessory Dwelling, the owner has to be a resident. Knox Cummin also mentioned the limit of the 30% of the primary dwelling.</p> <p>Hanson went on to say that the only way more than one structure could be put up on a property is a PUD (Planned Unit Development). The maximum density bonus is 25%. There then followed a long discussion about the</p>

	<p>number of acres that would be needed to have two dwellings on a single lot, which would be 20 acres. Although, at this point, KC pointed out that this calculation on bonus density would need to be done carefully, so the applicant was accurate when figuring out the boundaries of the subdivision (PUD).</p> <p>He then asked Beer why he was splitting off five acres; he responded that this is what the regs allow.</p> <p>Abby Dery said that the proposed cabins would have two bedrooms each. The septic design is for 6-8 bedrooms.</p> <p>Hanson informed the Commission that the regs do not allow for temporary dwellings, and Beer added that originally he had wanted to install yurts.</p> <p>Since the proposed five-acre lot does not have any road frontage, Hanson noted that that it would need to be accessed through a 50-foot right-of-way. Also, all boundaries are side yard lines.</p> <p>After more discussion, it was suggested that Beer consider skipping the cabins and go straight to the duplex with a 50' deed right-of-way.</p> <p>The discussion then went back to PUDs. Hanson stated he had "seen many examples of PUDs in towns that were never built." The discussion then went on to the conversion of the cabins to the duplex.</p> <p>Everett Marshall asked about the site conditions. There is a 25% slope to the house site. A discussion with the Fire Chief was recommended.</p> <p>Dery said that the Beers were looking for "simplicity of permitting" and summarized: two-lot subdivision with a duplex. Future expansions would be allowable as the site has appropriate soils for a larger system.</p> <p>Knox Cummin asked about a change of approach, noting that another Sketch Plan Review would be required. All agreed that if Beer proceeded with five acres and a duplex then there would be no need for another Sketch Plan Review, and Beer could go straight to Final Subdivision Review. However, if the project is a PUD, then it starts over at Sketch Plan and is considered a Major Subdivision.</p>
<p>Member Business</p>	<p>Ed Hanson continued to meet with the Commission. Knox Cummin asked him if he handed out anything with the building permits: specifically, literature around energy savings to property owners. Hanson talked about a large binder of materials that he had received from Addison County Regional</p>

Planning. He had brought one to Huntington, and the materials were available. He then talked about new legislation that said that no CO (Certificate of Occupancy) should be given unless the Energy Certification is done and recorded. The CO is given for a major addition or a new building. However, Hanson noted that this requirement for energy certification in order to get the CO would have to be in Huntington's regs, stating, "I don't have authority to act on it unless it's in the bylaws."

He then explained that the CO is given on a copy of the designer's completion report on the wastewater, and the designer's license is "at risk." There is no similar licensing for those granting energy certificates. He went on to say that this is "part of an act passed by the Legislature with no enforcement."

Hanson then answered Cummin's question telling the Commission that he has a pamphlet, but it, in his opinion, has too much information and is "confusing."

Julia Austin said, "This is useful information."

KC asked, "What if you aren't enforcing it? What if you are just handing out the pamphlet?"

Hanson responded, "I'm happy to hand it out."

Adjournment: Everett Marshall moved to adjourn the meeting; seconded by Julia Austin. The Commission adjourned the meeting at 9:27 pm.

UNAPPROVED MINUTES TO THE HPC: November 17, 2013

MINUTES APPROVED: January 13, 2014

APPROVED MINUTES TO THE TOWN CLERK: January 14, 2014