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**TOWN OF CHARLOTTE
PLANNING COMMISSION
DECEMBER 3, 2015**

Minutes are subject to correction by the Charlotte Planning Commission. Changes, if any, will be recorded in the minutes of the next Planning Commission meeting.

MEMBERS PRESENT: Jeff McDonald, Chair; Peter Joslin, Gerald Bouchard, Charles Pughe, Marty Illick.

ADMINISTRATION: Jeannine McCrumb, Town Planner/Zoning Administrator.

OTHERS: Terry Breen, Scott Homsted.

AGENDA ITEMS:

- PC-15-24: Final Plan Hearing for Breen Family Trust and Breen & Shea Ventures, for a Minor Subdivision Amendment at 450/451 Red Truck Lane (M06B03L23-1)
- Town Plan Responsiveness Summary

CALL TO ORDER

Mr. McDonald, Chair, called the meeting to order at 7:00 p.m.

APPROVAL OF REGULAR AGENDA/CONSENT AGENDA

Deleted: Continuance of PC-15-22, Final Plan hearing for Andrea Grayson/Mark Keppel – application was withdrawn.

Consent Agenda: none.

PUBLIC COMMENT

None.

MINUTES: 11/19/2015

Approval of the PC 11/19/2015 minutes was deferred until the next PC meeting.

PC-15-24: FINAL PLAN HEARING FOR BREEN FAMILY TRUST AND BREEN & SHEA VENTURES, FOR A MINOR SUBDIVISION AMENDMENT AT 450/451 RED TRUCK LANE (M06B03L23-1)

Terry Breen, owner, and Scott Homsted, agent, appeared on behalf of the application.

STAFF NOTES

Mr. McDonald reviewed staff notes.

APPLICANT COMMENTS

Mr. Homsted reviewed a proposed boundary line adjustment between two existing lots owned by the Breen's. A future house site and building envelope would be identified on Lot 2. A building envelope would be identified on Lot 1 for the existing structures. The property owners may want additional agricultural structures in the open area at some future time. Currently, there was an old existing house that was converted into a Carriage

48 house/accessory structure, a house and a horse barn. The woods would be preserved, said
49 Mr. Homsted.

50

51 **PLANNING COMMISSION QUESTIONS/COMMENTS**

52 Mr. McDonald asked if a driveway location to Lot 2 had been decided. Mr. Homsted
53 replied that a driveway could be extended off the end of the existing driveway on Lot 1,
54 or options could be presented later.

55

56 Mr. McDonald asked if a previous subdivision approval had conditions attached. Mr.
57 Homsted said that the previous subdivision was for a three-lot subdivision. Any
58 conditions would be added to the Plat for review, said Mr. Homsted.

59

60 Mr. McDonald asked if Lot 1 had a building envelope shown on the site map. Mr.
61 Homsted said no. The lot already had a house on it. The original 1990 subdivision was
62 for three lots. Two of the lots, a barn lot and a house lot, were merged, leaving two lots.
63 The existing house was really old and converted into a carriage house. Lot 1 is 35 acres
64 and with the boundary adjustment would become 30 acres. The building envelope would
65 be 180'x100', said Mr. Homsted.

66

67 Ms. Illick asked what the soils were on Lot 1. Mr. Homsted replied that the fields were
68 clay and more granular in the woods, which is where the septic is.

69

70 Mr. McDonald said that the building envelope dimensions needed to be added to the site
71 map. Ms. McCrumb clarified that the agricultural structures don't have to be in the
72 building envelope. The lot was 2/3rds agricultural use, said Ms. McCrumb.

73

74 Mr. Breen said that the barn was a horse barn. He would like to add a second barn for
75 equipment.

76

77 Ms. Illick noted that there was a large swath of forest habitat from north to south on the
78 lot. Mr. Breen said that the forest was mostly maple, oak trees and very few evergreen
79 trees.

80

81 Mr. McDonald said that Lot 1 should have a defined right-of-way.

82

83 **MOTION by Ms. Illick, seconded by Mr. Bouchard, to close the hearing for PC-15-**
84 **24, a Final Plan Hearing for the Breen Family Trust and Breen & Shea Ventures,**
85 **for a Minor Subdivision Amendment at 450/451 Red Truck Lane (M06B03L23-1).**

86 **VOTE: 5 ayes, (2 seats vacant); motion carried.**

87

88 Mr. Breen explained that the carriage house property was owned by an LLC, and he
89 wanted to transfer ownership to himself and his wife personally.

90

91 **TOWN PLAN RESPONSIVENESS SUMMARY**

92 **Chapter 8 - Community Facilities and Services**

93 The Commission completed their review of the comments received on the June 2014
94 draft of this section.

95

96 **Chapter 9 – Transportation**

97 This review was rescheduled to next meeting (12/17).

98

99 **OTHER BUSINESS**

100 **Brainstorming Discussion re: Future Land Use Discussion**

101 Ms. McCrumb asked the Commission to think about some different ways to engage
102 citizens in discussion regarding future land use. She used a survey at town meeting as an
103 example but added that it might be beneficial to actually have folks there surveying
104 people rather than leaving it as a paper attachment that may or may not be completed.

105

106 **Staffing**

107 Ms. McCrumb said that Britney Tenney, the current administrative assistant, had given
108 her notice and her last day would be December 31. Ms. McCrumb added that Britney
109 would be deeply missed as she has done a great job and has learned much of the position
110 quickly. Ms. McCrumb explained that she, Britney and Dean Bloch had been discussing
111 ways to organize the Planning & Zoning office more effectively and that this discussion
112 would continue with the Selectboard. The thought is that the total number of hours may
113 not change all that much (at least from historical numbers) but position duties may be
114 realigned. Ms. McCrumb added that she had asked Britney to consider applying for a
115 position on the Planning Commission.

116

117 **Clean Water Advisory Council (CWAC) Update**

118 Ms. McCrumb gave a summary of the first CWAC meeting held at the Regional Planning
119 Commission (RPC) on Tuesday, December 1st. The CWAC was established by the RPC
120 as a means to discuss and coordinate water quality planning initiatives related to Lake
121 Champlain. Ms. McCrumb noted that Jim Ryan from the Department of Environmental
122 Conservation, had given a brief presentation
123 ([http://www.watershedmanagement.vt.gov/stormwater/docs/muniroads/Stormwater Roads Presentation.pdf](http://www.watershedmanagement.vt.gov/stormwater/docs/muniroads/Stormwater_Roads_Presentation.pdf))
124 and that inventory standards were still under discussion. Charlie
125 Baker of the RPC reiterated with the state that many Chittenden County communities
126 were interested in having the RPC coordinate inventory work and that they were
127 currently working on FY17 budgets. Mr. Ryan explained that the state was still working
128 on developing the General Permit and that the estimated time for completion of the draft
129 was the end of 2016 with issuance to occur at the end of 2017.

130

131 Ms. McCrumb explained the state permit applied to public roads only and suggested the
132 Commission consider prioritizing work on updating the current road and driveway
133 standards (1997) that apply to private roads and driveways. DEC added that towns could
134 work on developing right-of-way ordinances to insure the integrity of the public rights-
135 of-way.

136

137

138

139 **Upcoming Agenda**

140 Ms. McCrumb stated that there were no development review applications for the
141 December 17th agenda and that we would work on the Transportation section comments
142 for the responsiveness summary. Ms. Illick asked that the Planning Commission be
143 included in discussion on maps for the Town Plan and added that she and Mariana
144 Dubrul from the Conservation Commission had spent a considerable amount of time on
145 putting together some suggestions in 2012.

146

147 **ADJOURNMENT**

148 The meeting was adjourned at 9:10 p.m.

149

150 Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary and Jeannine McCrumb, Town
151 Planner.

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