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**TOWN OF CHARLOTTE
PLANNING COMMISSION
TOWN HALL
OCTOBER 6, 2016**

APPROVED

MEMBERS PRESENT: Jeff McDonald, Chair; Peter Joslin, Charlie Pughe, Gerald Bouchard, Puspa L, David Kenyon, Marty Illick (arrived at 8:06 p.m.).

ADMINISTRATION: Daryl Benoit

OTHERS: None.

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.

CALL TO ORDER

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

AGENDA

Approved.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES: September 29, 2016

MOTION by Mr. Joslin, seconded by Mr. Bouchard, to approve the minutes of September 29, 2016 as written, with the following correction:

Page 3, line 112 – replace the word “extend” with “extent”.

VOTE: 4 ayes, 1 absent (Ms. Illick), 2 abstentions (Mr. McDonald, Mr. Kenyon); motion carried.

PC-16-116-SK Hinsdale – Sketch Letter

The Planning Commission entered Deliberative Session for the purpose of discussing a draft Sketch Letter regarding PC-16-116-SK, Clark Hinsdale III, at 7:20 p.m.

Deliberative Session was adjourned and the meeting reconvened at 7:52 p.m.

CONTINUANCE OF 2016 TOWN PLAN REVIEW & DELIBERATION OF PUBLIC COMMENT AND THE RPC STAFF REVIEW

Mr. Benoit reported that public comments were added to the Town website. A Selectboard member had raised concerns that the Board was not ready to approve the draft Town Plan. Would a joint meeting with the Selectboard and Planning Commission assist the process, asked Mr. Benoit.

There was discussion regarding a time line that would be necessary in order to present a draft Town Plan to the voters at the 2017 March Town Meeting; possible October dates necessary for the Selectboard to review and comment on the draft Town Plan; dates

48 needed in order to hold public hearings; a possible date to publish the draft either in
49 January or February, 2017; and additions to the draft based on public comment received
50 at the September 29th Planning Commission meeting.

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52 **TASKS:**

- 53 • Identify and respond to Selectboard issues/concerns
- 54 • Responsiveness Summary – assign a Planning Commission member to create
- 55 • Tracking the draft versions for continuity – Mr. Pughe and Mr. Benoit to do
- 56 going forward from the September 29th Planning Commission public meeting
- 57 • Regarding solar roof top installations: write “...encourage consideration of
- 58 energy alternative options.”
- 59 • Staff to create a form letter for responses to comments
- 60 • Forward the draft onto the Selectboard when ready
- 61 • Consider a second public meeting
- 62 • Write a newspaper article as an public informational update

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64 **OTHER BUSINESS**

65 **UP COMING AGENDA:**

- 66 • October 20, 2016 Hardy application; Town Plan Review
- 67 • November 3, 2016 – Krasnow subdivision
- 68 • November 17, 2016 – Lewis Creek Water Quality Report discussion; Create a
- 69 timeline for Town Plan approval

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71 **ADJOURNMENT**

72 **MOTION by Mr. Joslin, seconded by Mr. Pughe, to adjourn the meeting.**

73 **VOTE: 7 ayes; motion carried.**

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75 The meeting was adjourned at 8:45 p.m.

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77 Minutes respectfully submitted, Kathlyn Furr, Recording Secretary.