

**TOWN OF GREEN MOUNTAIN FALLS  
PLANNING COMMISSION MEETING  
TUESDAY, AUGUST 26, 2014 – 6:30 P.M.**

**MEETING MINUTES**

1. **CALL TO ORDER/ROLL CALL** – Chairman Alexander called the meeting to order @ 6:34 p.m.

**Attendance:** Caldwell – present                      Krall – present  
                         Turnbull – absent                              Lowndes – present

**Quorum:** yes, 4-1

2. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**

Chairman Alexander suggested the agenda be re-arranged to allow the presentation by Town Attorney, Matt Krob, to be moved to item after the approval of minutes and before Public Input item.

3. **APPROVE PLANNING COMMISSION MINUTES OF JULY 22, 2014 & AUGUST 12, 2014**

M/S – Lowndes/Alexander moved to approve minutes; all were in favor

4. **PRESENTATION OF TOWN CODE PERTAINING TO THE PLANNING COMMISSION (PC) – MATT KROB, TOWN ATTORNEY**

Mr. Krob clarified the PC role & responsibilities, along with what authority they hold. Their role is to approve "plans as submitted" providing the plans are in compliance with the planning ordinances. Anything that has been submitted for approval to the PC that is not clearly defined within the ordinances shall be brought to the Board of Trustees regular board meeting for approval. They have no authority to make decisions that are outside of what is stated within the ordinances. Instead, they are to approve plans "as submitted." If a review of the plans submitted requires more time than what can be decided at the current board meeting, the board can state such action, and let the homeowner/contractor know they will be informed of the review results within a specified number of days, and/or by the next planned PC meeting date. In addition, they are to obtain a copy of the plans that were submitted by the homeowner/contractor, to be filed at town hall. Mr. Krob also stated the Mayor is to sit on the Board as an ex officio member and will hold no voting rights. It was noted that according to the PC ordinances, an agenda is to be ready/posted four (4) days prior to the upcoming meeting. It was discussed that agenda items would need to be turned in to the Town Clerk no later than 12noon on Wednesday prior to the upcoming meeting. This will allow time for preparation of the agenda and submission to the website host for posting. There is a 24-hour timeframe for posting to website once something is submitted.

5. **PUBLIC INPUT – Items not listed on the agenda**

**Public comments welcome...please limit comments to 3 minutes. If questions or requests are presented, they will be referred to a designated Board Member for further investigation.**

**Chris Clothier** – expressed his discontentment with having to sit through the training session that was given to the board members by the town's attorney. He was there to give his input of the installation of a septic system located at 10541 Mountain Ave. – owner Carolyn Davis. The board didn't act upon his submittal as this was out of the scope of the PC and he was required by the PPRBD to obtain a permit-plans were reviewed and approved by the PPRBD. Mr. Clothier was to obtain a GMF business license and pay his use tax.

**Mac Pitrone** - commented on the verbiage "eye-sore" in previous minutes as offensive to describe condition of certain properties located within the town. He asked that such language be omitted on future minutes.

**6. OLD BUSINESS**

**a. Sheds/Accessory Buildings**

**i. An architectural review is required – Ordinance 16-705**

It was stated that even if a PPRBD permit is not required, there still needs to be an architectural review.

**ii. Permit is required (Is there a need for a GMF permit, i.e. a fence permit?)**

Board Member Caldwell suggested that a list be generated showing what items need permits and which items don't need permits, along with what the requirements are for each item. It was suggested this be tabled until next meeting for further discussion.

**iii. Posting (hyperlink) off/to PPRBD Residential Accessory Structures (sheds) and Permit Application Form**

This item tabled – September 9, 2014 meeting

**b. Lodging Tax Rate Increase – Chairman Alexander**

This item tabled – September 9, 2014 meeting

**7. NEW BUSINESS**

**a. Schedule a site visit for Fence Permit, Margaret Morris, 10880 Belvedere**

Meeting recess @ 7:20p.m. for the PC Board to meet contractor onsite. Meeting called back into session @ 7:38p.m. M/S Krall/Lowndes to approve fence installation noting there needs to be a GMF business license pulled by contractor. All were in favor

**b. Set up a Dropbox account for the agenda – William and Mary**

This item tabled – September 9, 2014 meeting

**c. Town Website – Verification that website has all agenda's and minutes**

This item tabled – September 9, 2014 meeting

**8. ADJOURNMENT – meeting was adjourned @ 8:46 p.m.**

ATTEST:

  
Town Clerk, Mary Duval

  
Chairman, William Alexander