

**TOWN OF GREEN MOUNTAIN FALLS  
PLANNING COMMISSION MEETING  
Tuesday, August 8, 2017 – 6:30 P.M.**

**MEETING MINUTES**

**PC Members Present**

Mayor Jane Newberry  
Chairman Eric Caldwell  
Commissioner Dick Bratton  
Commissioner Don Ellis  
Commissioner Greg Williamson  
Commissioner Rocco Blasi

**PC Members Absent**

none

**Secretary**

Katharine Guthrie

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**1. Call to Order/Roll Call**

Chairman Caldwell called the meeting to order at 6:34pm.

**2. Additions, Deletions, or Corrections to the Agenda**

**M/S Bratton/Williamson**

**Motion:** Approve the Agenda as presented.

**Vote:** Motion carried. All yea.

**Resolution:** Agenda approved with correction of APPROVE MINUTES OF July 11, 2017 changed to July 25, 2017.

**3. Approve Minutes of June 27, 2017 and July 25, 2017**

Caldwell stated that Don Ellis must be in attendance for vote on approval of June 27, 2017 minutes since he was present at that meeting.

**M/S Caldwell/Blasi, Williamson**

**Motion:** Approve the minutes from the July 25, [2017].

**Vote:** Motion carried. All yea.

**Resolution:** Minutes of July 25, 2017 approved without modification.

**4. Public Input**

None

**5. New Business**

a. Special Use Permit—10975 Cottage St. (Falls Ave.)

Kim West (Red Door Vacation Rentals)-Representing Owner-Gary Brown

Caldwell asked that Kim West return on Tuesday, September 12 Planning Commission meeting for a public hearing.

Renee Price, Assistant Clerk stated that letters will be sent out to all residences within 100 feet of the property to provide opportunity for response.

**6. Don Ellis arrived and PC returned to Approve Minutes of June 27, 2017**

**M/S Caldwell/Ellis**

**Motion:** Approve the meeting minutes of June 27 with the corrections as submitted by Dick Bratton.

**Vote:** Motion carried. All yea.

**Resolution:** Meeting minutes of June 27, 2017 to be amended with the changes submitted in writing by Dick Bratton.

**Old Business**

**a. Comprehensive Plan Update—**

**Caldwell** requested that commissioners read the comprehensive plan and email their suggestions of what they would like to see changed and what they would like to see updated to him so that he can compile those. Once compiled, these suggestions will then be presented to the Board of Trustees and feedback from the Board will then be requested.

**b. CIP Prioritization**

No report

**7. Correspondence**

None

**8. Additional Discussion**

**a. Bratton** reports a homeowner asked about putting up siding on a carport to change it into a garage. However the carport is currently in violation of setback code. Homeowner will be invited to come to Planning Commission meeting and asked to provide an overview of their plan to present to the Planning Commission. This will be added to the PC agenda when the homeowner is available. Section 16-708, subparagraph g. relates to this issue.

**b. Bratton** reports that he discussed with the Town Manager a training program for new Planning Commissioners. Town Manager plans to create a handbook on procedures for new Planning Commissioners. **Williamson** volunteered to help with the creation of the handbook. **Blasi** referred to page 12 of the Comprehensive Plan of 2007 where ways to improve communication between the Board of Trustees and the citizenry and to increase the consistency and equity of enforcement of town regulations includes providing training to new members of boards and commissions.

**Adjourned: 7:00pm**

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**Eric Caldwell-Chairman**

**ATTEST:**

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**Katharine Guthrie-Secretary**