

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
November 8, 2016 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Mayor Jane Newberry
Chairman Eric Caldwell
Vice Chairman-William Alexander
Commissioner Dick Bratton
Commissioner Don Ellis

PC Members Absent

Commissioner Mary Lang

Interim Town Manager/Clerk

John Pick

Interim Deputy Clerk

Renee Price

1. Call to Order/Roll Call

Chairman Caldwell called the meeting to order at 6:35 p.m.

2. Additions, Deletions, or Corrections to the Agenda

5e: Storm Water Run Off

6e: Follow-Up with Short Term Rental Documentation

M/S Alexander/Caldwell Additions to the Agenda approved as amended All aye!

3. Approve Minutes of October 25, 2016

Minutes for October 25, 2016 were approved as submitted **M/S Caldwell/Alexander All Aye!**

4. Public Input

No Public Input

5. New Business

a. 10640 Green Mountain Falls Rd. – Adding stairs to deck

After looking over the plan provided by Mr. Goodwin, Chairman Caldwell stated he would like to have Mr. Goodwin provide a site plan that shows set-backs. A motion was made to approve the plans as submitted with the condition that Mr. Goodwin provides Town Hall with a site plan that shows the set-backs. **M/S Bratton/Caldwell All Aye!**

b. 10655 Green Mountain Falls Rd.

The Planning Commissioners noted that the first two questions re: Joint access from 10635 Ute Pass Rd to access 10655 GMF Rd. and sharing an engineered septic system were not decisions the Planning Commission could make. In regards to maximum # of units allowed to construct will require more discussion and a sketch would need to be provided that shows the proposed development. Chairman Caldwell will email Mr. Weibe letting him know that a sketch of the proposed development would need to be provided and this item will be put on the next

Planning Commission Agenda for December 13th as there will not be a meeting on November 22, 2016 due to the Thanksgiving Holiday.

C. Parking Issues in Town

While it was noted that there have been several issues with parking in town, this was not something the Planning Commission would address until a Marshal is hired and code can be enforced.

d. Alerting Residents and or Visitors re: Fire Stages

Chairman Alexander spoke with Chief Murphy to see if having a sign stating the fire risk at each entrance to Green Mountain Falls would be beneficial. Mr. Alexander stated that Chief Murphy thought this would be a good idea. Mr. Alexander went on to explain that the signs could show High, Medium or Low so that any visitor, who is more the targeted audience, would know as they visit or come stay in town. It was suggested by Mac Pitrone that maybe FEMA could be helpful in the implementation of the signs. Mr. Alexander will call FEMA and speak with Chief Murphy as a follow up regarding this matter.

e. Storm Water Run Off

Mayor Newberry stated that she had spoken to Keith Curtis who is the Floodplain Administrator at PPRBD regarding the fence across Catamount creek that was put up by Mr. Nicholas. He said the same situation comes up with Mr. Nicholas and his fence every few years. It is Mr. Curtis's opinion that the fence is permeable and doesn't cause any more of an ice dam than occurs naturally. If the fence does not re-direct the flow of the water either upon entering or exiting Mr. Nicholas's property, Mr. Nicholas can put a fence across the creek. It was also noted that the board has no authority in this situation as it is a civil issue. Mayor Newberry also noted that Mr. Curtis had provided a brochure for the Planning Commission to review if they so desired regarding Storm Water Management Drainage Issues Affecting Construction. Chairman Caldwell will email the neighbors and Mr. Nicholas advising them of this information.

6. Old Business

a. Comprehensive Plan Update

Four out of five PC members had recommended changes. It was noted that Historic Green Mountain Falls was reviewing the plan and will make their recommendations shortly. Commissioner Bratton was asked to compile the list of changes and send to the PC Board; then Chairman Caldwell will scan and make a PDF version. Commissioner Ellis stated that a key piece to this plan should include discussion on the economic, environmental and quality of life sustainability. He asked the PC make a recommendation to the Board of Trustees to appoint a Committee that would include citizenry input regarding the plan and that there be a specific written agenda to follow and a time limit on submission of findings to be reported to the Planning Commission for consideration into the new Comprehensive Plan. A motion was then made for the PC to request and recommend to the Board of Trustees to appoint a Committee to review the economic, environmental and quality of life sustainability of the Comprehensive Plan, giving an agenda and time line for reporting back to the Planning Commission.

M/S Ellis/Alexander All Aye!

b. Process to Purchase Town Property

Vice Chairman Alexander had previously submitted a 1st draft for the Process of Purchasing property from the town as this had been requested by Shawn Meyers. After review of the document, it was decided that a survey be required so the exact property location would be noted regarding any purchase of Town property moving forward. Chairman Caldwell made a motion to accept the draft/checklist as submitted and to only make minor changes in formatting

and the additional wording of “**a survey will be required**” be added under sec. 2.2.1.1. of the document.

M/S Caldwell/Alexander All Aye! It was also noted that this checklist would be used by the Planning Commission as a tool for any future requests regarding the purchase of town property.

c. Article IX Planning Commission Sec. 2-222(b) Powers and Duties

Chairman Alexander read the Town Code Sec. 2-222 Powers and Duties part (b) noting that the empowerment in which is stated had not been formalized by the Board of Trustees to the Planning Commission. This item will be placed on the Board of Trustees Agenda for November 15, 2016.

d. Tree Lighting Festival – Revocable Permit Application – Dick Bratton

It was noted that the Board of Trustees asked the Chamber to work with Public Works on the best way to light the tree near the park on Nov. 26. Commissioner Bratton stated that they had worked with R.J. from Public Works and that extension cords would be used instead of underground placement of the electrical wires. It was noted that the Board of Trustees approved the lighting event for November 26th as requested by the Special Use Permit previously submitted and that the Board requested a Revocable Permit Application to be submitted so as to be able to possibly have this event each year. Mike Lohman stated that an existing stub would be used for the electricity to light the tree and that the Chamber would pay for the electricity that is used over the 30 day period it is lit. It was noted that Town Hall would submit an invoice to the Chamber at the end of the 30 days for all electricity related to the tree lighting. Renee noted that the new meter reading would take place Dec. 1 (which would reflect five days of billing for the tree lighting) with the rest of time to be billed in January 2017. A motion was then made by the Planning Commission to accept the Revocable Permit as submitted by Mr. Bratton. **M/S Caldwell/Alexander All Aye! Except Mr. Bratton who recused himself from the vote since he is a member of the Chamber of Commerce and the one submitting the application.**

e. Follow Up to Short Term Rental Documentation

Chairman Caldwell asked the status of the Proposed Short Term Rental Ordinance and Proposed New Short Term Rental Application that had been given to the Town Attorney for review. Renee stated that the attorney had the documents and was writing up the Ordinance in a manner that would coincide with Town Ordinance verbiage and she would follow up with him to see what the status and time frame was in getting them back to the PC for review.

7. Correspondence

No Correspondence for this meeting

Adjourned: 8:25 p.m.

Eric Caldwell-Chairman

ATTEST:

Renee Price – Deputy Town Clerk