

Town of Corinth
Planning Commission Meeting
December 18, 2014
Unapproved Minutes

Attending for the Commission: Holly Groschner, Chair; Dick Kelley; Linda Buonanduci; Dan Carter; Bill Tobin; Susanne Smith; Lynn Sciortino, Clerk.
Others Attending: Steve Long.

The meeting was called to order at 7:06 p.m.

Approval of Minutes

Smith moved to approve the minutes of the December 3, 2014 meeting. Buonanduci seconded. Motion passed with Smith abstaining.

Resignations

The Commission accepted with regret the resignation of Steve Long from the Planning Commission, effective December 8, 2014, in order to serve as a Corinth Selectman.

Holly Groschner notified members of her resignation from the Planning Commission, effective January 8, 2015. The Commission accepted her resignation with regret and expressed appreciation for all her work and years of service on the Planning Commission.

New Business

Groschner appointed Smith as head of the Nominations Committee to begin work on a list of possible candidates to fill the two vacant seats on the Planning Commission.

The Commission discussed the election of a new chairman. It was agreed to table the discussion until the January 7, 2015 meeting, at which time a nomination will be made.

Old Business

*Preparations for Public Hearing on Flood Regulations - Steve Long agreed to make the presentation. He will see that a notice is posted in the Corinth Quarterly and will contact the Highway Department for photographs.

*Review of Administrative Roles - The Commission discussed the role and responsibilities of the Administrative Officer. Members referred to 24 VSA 4448. It was agreed that in order to conform the role to the minimum standards of Section 4448, and to accommodate the Administrative Officer's inability to attend evening meetings, the Planning Commission would accept the following scope for the Administrative Officer's role with respect to the Planning Commission: 1) receipt of all inquiries regarding permits required under the subdivision bylaws from potential applicants, 2) issuance of the initial intake form and, where possible, distribution of appropriate applications, 3) receipt and review of all applications under the subdivision bylaws and referral of all completed applications to the Planning Commission, 4) verification, in writing email, submitted to the Planning Commission administrative assistant with each application, of title to the property that is the subject of the application, including all owners' names, book and page reference, date of transfer and dates of all prior subdivisions or transfers since the acquisition, and 5) setting an annual meeting with the Planning Commission each May for review and verification of process and content. Groschner will prepare and circulate a letter for members to review then send a copy to the Administrative Officer. The Commission

discussed the role and responsibilities of the Administrative Assistant. Kelley moved to expand the duties of the Administrative Assistant to include the drafting of all documents and filing matters. Carter seconded. Motion passed. Carter, Planning Commission Treasurer, will track the additional expenses and report to the Commission monthly or quarterly. The Commission will notify the Selectboard and the Budget Committee of the anticipated additional expense.

*Proposal for New Fee Structure - Carter presented a report on the costs of processing applications. He found that the current fees cover the costs. He recommended trying to limit MOMAs to one page and to consider using legal sized paper for lengthier MOMAs. Smith moved to accept the Fee Structure Report as confirmation that fees are covering the costs; the fee structure will remain as outlined in the Bylaws. Tobin seconded. Motion passed. Carter will submit a written report for the Planning Commission's records.

*Subdivision Part 2 Form Revisions - Buonanduci presented the first draft. The Commission reviewed the document and discussed changes. Members asked Buonanduci to prepare a revised draft based on the discussion and present it to the Commission on January 7, 2015 for adoption.

*Town Plan and Subdivision Bylaws - The Commission discussed revisions. Groschner suggested reviewing a copy of the Enhanced Review from Two Rivers at the January 15, 2015 meeting.

Tobin moved to adjourn. Carter seconded.
The meeting adjourned at 9:15 p.m.

NEXT MEETINGS:
January 7, 2015
January 15, 2015