

Town of Corinth  
Planning Commission Meeting  
August 5, 2015  
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Linda Buonanduci; Susanne Smith; Bill Tobin; Dan Carter; Kerry DeWolfe; Lynn Sciortino, Clerk.  
Others Attending: Karen Galayda, Administrative Officer; Steve Long, Selectboard Member.

The meeting was called to order at 7:02 p.m.

Approval of Minutes

Smith moved to approve the minutes of the June 3, 2015 meeting. Carter seconded. Motion passed with Tobin and Kelley abstaining.

New Applications - Informational Meetings

The Commission discussed the three applications on the agenda and will take further action after Chairman Kelley speaks with Kevin Geiger from Two Rivers on the role of the Administrative Officer in processing applications. The applicants will be contacted with information regarding next steps.

Old Business

The Commission reviewed the most recent changes to the Subdivision Application Part 2. Buonanduci agreed to make the changes to the draft and bring it to the next meeting.

Kevin Geiger would like to attend a Planning Commission meeting to address the advantages of municipal planning grants. Long asked if there were Selectboard responsibilities involved. Kelley stated that Geiger would likely meet with the Selectboard following his meeting with the Planning Commission.

New Business

Galayda presented information on the role and responsibilities of the Administrative Officer as gathered from VLCT, Two Rivers and Rick Cawley. She proposed that since it is her job as Administrative Officer to administer the Subdivision Bylaws, that she take over processing all applications except Non Exempt Subdivision applications and issuing permits that do not require a hearing. Since this is a change in the process and past procedure, as well as not being addressed in the bylaws, Kelley stated he would consult with Kevin Geiger at Two Rivers. The Commission was in favor of this new process and would include language to reflect changes, if made, when revising the Subdivision Bylaws.

Buonanduci handed out a draft of a new Informational Request Form for review. Changes were made. Buonanduci will make the changes and bring the revised form to the next meeting.

Long presented a draft of a Construction Notification Form. Revisions were made to the form. Long noted that the Administrative Officer needs a Construction Notification Form filled out for all construction in Corinth but that permits are only required for construction that is planned on properties in the Flood Hazard Areas. If the Administrative Officer determines that the construction is to occur in a flood plain, a permit would be required at the cost of \$25 plus hearing costs. Galayda stated a permit application form for this purpose needs to be created

and Sacha Pealer is sending sample forms for her to review. Galayda would like the BOA to meet in order to review the new Flood Regulations.

A separate email account needs to be set up for the Administrative Officer. Anne McKinsey, Corinth webmaster, may be contacted for this service.

#### Correspondence

The Commission received a Notice of Issuance of Wetland Individual Permit (Project Number 2010-080) on Richardson Road from Tim Jarvis. DeWolfe moved to forward the notice to the Administrative Officer for further action. Smith seconded. Motion passed. Kelley will scan the document and email it to Karen Galayda.

The Commission acknowledged a Boundary Line Adjustment Application from Neil & Lucille Larabee and Gregory Stiegler on Limlaw Road.

VLCT's Town Fair 2015 will be held October 8 at the Killington Grand Hotel.

#### Other Business

The Planning Commission expressed their deepest sympathies at the passing of Allen Locke on July 31, 2015. Locke was a former member and chairman of the Planning Commission as well as a member of the Board of Selectmen and a Corinth lister. His dedication and service to the community will long be remembered.

Tobin moved to adjourn. DeWolfe seconded.

The meeting adjourned at 8:48 p.m.