

Present: Robyn Brill, Mark Nielsen, Ryan Dodge, Holly Groschner, Guest: Selectman Chris Groschner

7:15 Meeting Called to Order

Minutes: December 4, 2012 meeting reviewed. Motion to approve by Mark Nielsen, seconded by Ryan Dodge. Minutes approved.

Correspondence: Review of TROC correspondence, and received Orange Town Plan.

Wastewater permit approval notice received from the State Department of Environmental Conservation of Permit Number WW-3-10609, regarding Town Tax Parcel ID # Corinth 077-07080 granted to Paul Huntington of 75 Hunt Circle, Corinth. The permitted water system is on a 1 lot subdivision (of 2 acres from an original 6 acre parcel).

The Planning Commission reviewed the response of Nancy Ertle, Town Clerk dated November 19, 2012 to the Planning Commission in response to its letter of September 17, 2012. The Commission was very appreciative of the Clerk's efforts to track the status of the recorded documents. The Commission will continue to analyze the information. The Commission's initial conclusions included the need for documenting the subdivision, recording, and permitting process, and for training for Planning Commission members. There is an interest within the Commission for greater visibility of land transfers in order to apply the Planning Commission bylaws consistently. Holly Groschner agreed to make a more detailed review of the information provided.

Old Business:

8:40 Facebook Study

Mark Nielsen moved that, having reviewed the rules for the Facebook page, the Facebook recommendation be presented to the Board of Selectmen on February 11, 2013. Ryan Dodge seconded. Voted unanimously. Mark Nielsen advised on potential correspondents from organizations, and offered to speak with an individual for a Facebook administrator.

8:50 TROC Meeting On February 5, 2013, representative(s) from Two Rivers Ottauquechee Regional Commission will join the Planning Commission at its meeting to discuss its comments on the existing Town Plan, and responses to the Planning Commission inquiries.

New Business

9:00 Quorum and Commission Appointments

The Commission discussed the number of participants required for a quorum, and the process of changing the rules to reflect the total number of members to five. Robyn Brill will bring the issue of altering the number of members and considering future appointments to the Select Board at its February meeting.

9:05 Meeting adjourned Ryan Dodge moved to adjourn the meeting and Mark Nielsen seconded. Unanimous.

**Corinth Planning Commission
DRAFT Minutes of February 5, 2013**

Next Scheduled Meeting: Tuesday, March 19, 2013

Present: Robyn Brill, Mark Nielsen, Ryan Dodge, Holly Groschner, Joshua Gaetz Guests: Selectman Susanne Smith, Bill Tobin, Frank Roderick and Russ Patreau

7:00 TRORC Meeting Kevin Geiger and Lorelee Morrow, representative(s) from Two Rivers Ottauquechee Regional Commission met with the Planning Commission to discuss comments on the existing Town Plan, and responses to the Planning Commission inquiries. The following notes are not intended to relay the entire contents of the meeting nor the opinions of TRORC, but are added here in order to archive points made specifically regarding the Plan in the discussion:

1. Land Use Plan: 7 of 30 member towns in TRORC do not have land use regulation (beyond flood plain). One of those is Bridgewater, which was suggested as a model for an approved Town Plan.
2. Use housing density grades: low, medium, high as generalized indications of density in the plan
3. There are few repercussions for failure to have an "approved" town plan other than impact on the Town's ability to secure State planning grant funds, and recording the Town's density and use preferences for Act 250 purposes. In the event of a discrepancy between the Town Plan and the Regional Plan, the Regional Plan governs unless the Town Plan is approved.
4. The Corinth plan as exists is more suggestive of issues, and does not set guidelines.
5. The regional plan generally identifies higher density areas. The location of uses and density in the Regional Plan plan can be changed. TRORC will be considering housing needs and planning for lower cost housing in its regional plan.
6. Transportation Plan should include alternates to individual commuter vehicles
7. Inventory of utilities and facilities: Comment on status of utilities and facilities and include the Town's plans for development, or state that the facility is acceptable as is. These plans are the basis for capital budget planning.
8. Natural resources should be identified that are special or valued for public purposes and why.
9. Housing requirements and needs: TRORC is "required" (shall under the plan) look at housing needs.
10. Energy Plan: Analysis of resources/scarcity and town energy issues: See Tunbridge, Fairlee for model. There is no statement in Corinth's Plan regarding conservation.
11. Economic Development Plan: Can refer to farms and logging as a form of development. Can also reference need for resources such as fiber needed to support home business. Identify means of implementing preferred development.

TRORC encouraged the Planning Commission to contact them for training and assistance.

8:45 Meeting Called to Order

Minutes: January 15, 2013 meeting reviewed. Motion to approve by Ryan Dodge, seconded by Mark Nielsen. Unanimous.

Correspondence:

Notice of Act 250 application from Washington Electric Co-op. Previously reviewed by the Select Board. File for information.

Subdivision Applications:

Subdivision application received from Arlyn Brucoli [456-8950] for a non-exempt subdivision of ten acres. The application is not complete. The application requires a list of abutters, reference to plans for construction, and a map reference of the lot location within the town, as well as identification of abutting properties. The planning commission will request an informal meeting on March 19 and requests the materials to be submitted at least 12 days prior to the meeting, March 7, 2013. Holly agreed to send an invitation for an informal meeting to Mr. Brucoli at 194 Bear Notch Road.

Subdivision application received from Paul Huntington [439-6210] for a non-exempt subdivision of 2.1 acres. The application is complete, if the fee has been paid. The planning commission will request an informal meeting on March 19 and requests the materials to be submitted at least 12 days prior to the meeting, March 7, 2013. Holly agreed to send invitation to Mr. Huntington at 13 Hunt Circle.

Holly agreed to email Nancy Ertle regarding the check payment of the application fee (done).

Old Business:

9:15 Facebook Study

Mark Nielsen reported that he attended the Conservation Commission to discuss the Facebook page for Corinth. Frank Roderick agreed to be the correspondent for the Conservation commission. Ryan Dodge will attend the Select Board meeting on February 11,

2013 to recommend a Corinth Town Facebook to the Select Board. If it is accepted by the Board, it can be discussed and administrators solicited at Town Meeting. Josh Gaetz "volunteered" to be the Facebook Administrator for the Planning Commission.

9:20 Quorum/ Commissioners. The discussion of the size of the Commission was shelved until after Town Meeting. Holly Groschner agreed to contact Gary Apfel.

9:35 Meeting adjourned Ryan Dodge moved to adjourn the meeting and Mark Nielsen seconded. Unanimous.

Corinth Planning Commission
Minutes of March 19, 2013
NEXT MEETING ON THURSDAY APRIL 4, 2013

7:00 Call to Order, Members present:

Holly Groschner, Dick Kelley, Susanne Smith, Bill Tobin, Nominated member: Linda Buonanduci

Guests: Paul Huntington, Tom Otterman,

Members absent: Russ Pazdro, Joshua Gaetz

7:10 Administration – Members discussed Commission administration and assignment of tasks. Bill Tobin will contact Lynn Sciortino to ask for administrative assistance including managing the minutes. Holly Groschner will ask about budget. Other tasks discussed:

Minutes Manager (produce, distribute, amend & publish to Town Clerk):

Town Web Page Manager (work with Ric Sheridan to post agenda, minutes, notices): Bill Tobin

Application Administrator (responsible for determining completeness, sending notices):

Facebook Liaison (Coordinate set up and page administrators): Joshua Gaetz

Correspondence Secretary (access Town Hall mail file): Linda Buonanduci

Meetings Manager (responsible for Agenda & Public notice):

Parliamentarian: Dick Kelley volunteered.

Statute Reviewer : Bill Tobin and Susanne Smith

Procedural records: Linda Buonanduci

7:20 Approval of the February Minutes: Susanne Smith moved ; Bill Tobin. Passed by voice vote.

7:35 Discussion of Subdivision Review & MOMA -

<http://www.kevaco.com/CORINTHVT/forms/SubdivsionBylaws091002.pdf>

7:40 Review and discussion of Subdivision Applications:

Brucoli Parcel – Informal Review :

Location: 194 Bear Notch Road, Parcel ID 076-00194

Total Parcel: 127 acres

Subdivided Parcel: 10 acres

Exempt/Non-Exempt: non-exempt

List of Abutters Received: yes

15-Day Notice to Abutters: No

Plans for Construction: None

Map of location and abutters: Received (Abutters not indicated); contours, access, well, septic

Application and check: Received, \$100

Date of formal meeting (after notice): TBD

State permits required: Waste Water Permit – Approved permit included

Tom Otterman spoke to the application and provided explanation of existing septic plan.

Commission agreed to issue notice to abutters and hear the application at the April 4, 2013 meeting.

Huntington Parcel – Informal Review:

Location: Route 25 at Waits River, Parcel ID 077-07280

Total Parcel: 6 acres

Subdivided Parcel: 2.1 acres

Exempt/Non-Exempt: non-exempt

List of Abutters Received: No [TO BE PROVIDED BY TOM OTTERMANN]

Notice to Abutters: No

Plans for Construction: Yes – 3 BR Residence

Map of location and abutters: Received (Abutters not indicated) contours, access, well, septic (not shown)

Application and check: Received, \$100

Date of formal meeting (after notice): MAY 7 2013

State permits required: Waste Water Permit – Approved [TOM OTTERMAN TO PROVIDE LINK]

Paul Huntington and Tom Otterman spoke to the application and provided explanation of subdivision plan. Commission agreed to issue notice to abutters and hear the application at the May, 2013 meeting.

8:15 Old Business

Facebook Page

General discussion

8:30 Correspondence: None

8:50 New Business

8:55 Adjourn

Corinth Planning Commission

Draft Minutes of April 4, 2013

NEXT MEETING ON TUESDAY MAY 7, 2013

7:00 Call to Order, Introduction of members: Joshua Gaetz ,Holly Groschner , Dick Kelley, Susanne Smith, Russ Pazdro, Bill Tobin, Linda Buonanduci

Guests: Arlyn Brucoli, Tom Otterman , Greg Thurston , Connie Thurston

7:05 Acting Chair: The Commission, reconvened after the Select Board's appointments in March, was without officers for the meeting. Dick Kelley moved to elect Holly Groschner as acting chair. Susanne Smith seconded. Voice vote passed as unanimous.

7:10 Consideration of Subdivision Applications:

A.Brucoli Parcel – PreApplication meeting Review: Determine if application is complete

Location: 194 Bear Notch Road, Parcel ID 076-00194

Total Parcel: 127 acres

Subdivided Parcel: 10 acres

Exempt/Non-Exempt: non-exempt

List of Abutters Received: yes

15-Day Notice to Abutters: Yes

Plans for Construction: None

Map of location and abutters: Received; contours, access, well, septic

Application and check: Received, \$100

Date of formal meeting (after notice): 4/4/13

State permits required: Waste Water Permit – Approved

Presentation was offered by Tom Otterman with comments by Arlyn Brucoli. No abutters were present. Susanne Smith moved to approve the application; Bill Tobin seconded. Passed on unanimous voice vote. Promised to email MOMA asap.

7:20 Preliminary Pre-Application Hearing

A.Thurston Parcel – Annexation application meeting and review : Determine if application is required

Location: 280 Chelsea Road, Corinth Parcel ID: 082-00280 Book 52, Page 84

Total Parcel: 10 acres (Thurston parcel before reduction by annexation)

Subject Parcel: 1 acres

Annexed to land of Glenn & Melinda Ferriott, Book 82, page 394

Exempt/Non-Exempt: Exempt -- Annexation

List of Abutters Received: N/A

15-Day Notice to Abutters: No

Plans for Construction: None

Map of location and abutters: Received (Abutters not indicated); contours, access, well, septic

Application and check: Received, \$15

Date of formal meeting (after notice): NA

State permits required: Waste Water Permit – Approved

Tom Otterman presented an annexation application and comments were offered by Greg and Connie Thurston regarding the situation of land on the adjacent parcel, which was originally part of the Thurston parcel. Russ Pazdro moved that the subject parcel qualifies as an annexation and is therefore exempt from the subdivision review process; Dick Kelley seconded. Passed on voice vote unanimously.

B. Preliminary Review of Possible Exempt Subdivision of Virginia. Osgood -
Osgood Parcel – PreApplication meeting Review : Determine if application is required

Location: Chelsea Road, Corinth Parcel ID:

Total Parcel: ___ acres

Subject Parcel: 2.5 acres

Exempt/Non-Exempt: Exempt Parcel

List of Abutters Received: No

15-Day Notice to Abutters: No

Plans for Construction: Yes

Map of location and abutters: Reviewed (Abutters indicated); contours, access, well, septic

Application and check: Received, \$15

Date of formal meeting (after notice): TBD – confirmation of exemption required

State permits required: Waste Water Permit – TBD

Tom Otterman was asked to prove the date of the earlier lots for determination of an exemption.

8:10 CPC Administration. Minutes of the March 19, 2013 meeting were reviewed. Bill Tobin moved to approve, Susanne Smith seconded. Unanimous voice vote. Discussion of hiring a proposed administrator and her schedule limitations. Additional discussion of bylaw change for dates of meetings. Russ Pazdro will check the requirements for a bylaw change. Bill Tobin will contact the treasurer to ask whether the application checks go into our account, whether the money rolls over and CPC's account balance. Holly will forward information to Bill from the Selectboard. Discussion of the scope of work: The Selectboard needs a scope of work to hire an assistant for the CPC. Scope of work to include Filing records, Minutes Manager (produce, distribute, amend & publish to Town Clerk), etc. Holly will create scope of work, distribute to PC, to be circulated to Bill Tobin.

8:30 Training: Susanne Smith offered to set up training on May 7th; 90 minute training after application hearing with the TROC.

8:40 Correspondence: Invitation from TRORC to learn about Sustainability to grant money. No one will attend.

8:50 CPC Election of Officers: Dick Kelley moved Holly Groschner as chair, Russ Pazdro seconded. Susanne Smith moved Dick Kelley as Vice Chair, Holly Groschner seconded. Russ Pazdro moved Bill Tobin as Secretary, Dick Kelley seconded. Voice votes on each motion were unanimous.

8:55 Strategy: Susanne Smith initiated a discussion of CPC agenda items for the coming year. She identified priorities such as a revised subdivision ordinance and flood hazard ordinance combined. The CPC agreed to take this up in the June meeting.

9:05 Adjourned: Dick Kelley moved to adjourn, Russ Pazdro seconded. Voice vote passed.

Corinth Planning Commission
Minutes of May 7, 2013
Next Meeting May 21, 2013

7:00 Call to Order, Corinth Town Hall. Members present : Dick Kelley, Susanne Smith, Russ Pazdro (7:40), Bill Tobin, Linda Buonanduci; Holly Groschner
Guests: Kevin Geiger (TRORPC) , Tom Otterman , Monique DesRosiers (abutter to Huntington), Tim Ward (arrived 7:45)

Minutes of April 4, 2013 approval moved by Dick Kelley, Susanne Smith second. Voice vote unanimous.

7:20 Huntington Parcel – Formal Review:

Location: Route 25 at Waits River, Parcel ID 077-07280

Total Parcel: 6 acres

Subdivided Parcel: 2.1 acres

Exempt/Non-Exempt: non-exempt

List of Abutters Received: Yes

Notice to Abutters: Yes

Plans for Construction: Yes – 3 BR Residence

Map of location and abutters: Received (Abutters indicated) contours, access, well, septic (not shown)

Application and check: Received, \$100

Date of formal meeting (after notice): MAY 7 2013

State permits required: Waste Water Permit – Approved.

Tom Otterman spoke to the application and provided explanation of subdivision plan.

Commission issued notice to abutters and heard the application at the May 7, 2013 meeting.

Susanne Smith moved to approve a subdivision of 2.1 acres, Bill Tobin, second. Voice vote was unanimous.

7:35 Final Review of Exempt Subdivision Application of Virginia Osgood -

Location: Chelsea Road, Corinth Parcel ID: 08205268A

Total Parcel: 62.3 acres

Subject Parcel: 2.5 acres

Exempt/Non-Exempt: Exempt

List of Abutters Received: Not required

15-Day Notice to Abutters: Not required

Plans for Construction: Yes – single family

Map of location and abutters: Reviewed (Abutters indicated); contours, access, well, septic

Application and check: Received, \$15

Date of formal meeting (after notice): May 7, 2013

State permits required: Waste Water Permit – No.

Tom Otterman was asked to prove the date of the earlier lots for determination of an exemption.

Susanne Smith moved to approve the exempt subdivision of 2.5 acres from Osgood, subject to verification of the 1985 deed and permit to Mary & Robert Osgood. Bill Tobin, second. Voice vote unanimous.

8:00 Final Review of Exempt Subdivision Application of Kelly and Tim Ward -

Location: 1341 B Claflin, Corinth Parcel ID: 007-01341

Total Parcel: 70.2 acres

Subject Parcel: 60 acres

Exempt/Non-Exempt: Exempt

List of Abutters Received: Not required

15-Day Notice to Abutters: Not required

Plans for Construction: Yes – single family

Map of location and abutters: Reviewed (Abutters indicated); contours, access, well, septic

Application and check: Received, \$15

Date of formal meeting (after notice): May 7, 2013

State permits required: Waste Water Permit – No.

Tim Ward appeared to present an application for a proposed exempt subdivision as described above. The subdivided parcel 60 acres. Access will be from Claflin Road from Topsham town line. The property is within 500 ft of the town line. Owners are Tim and Kelly Ward, 39 Private Road #2, Vershire VT 05079.

Susanne Smith approve an exempt subdivision of 60 acres parcel No. 007-01341. Bill Tobin second. Unanimous by voice vote.

8:20 Kevin Geiger, TRORPC, provided training for the CPC members on hearing protocol. The following notations refer to the content of the discussion.

Flood plain regulations – check if PC is the reviewer. Should be in the bylaws.

1. Decide who gets the applications
2. Review: Process is described at Title 24, Section 4464
 - a. Written, how, basis of decision
 - b. For exemption etc. -- no MOMA is appropriate if exempt from the regulations
 - i. Can require that the State subdivision / waste water be approved first
 - ii. Alternative is deed notice – not developable.
 - iii. As an alternative, can do “minor” subdivision permits
 - c. Building registration ordinance? See Bridgewater – and Chapter 59
 - d. On subdivisions: Hearings
 - i. Step by step facts
 - ii. Use proof to build a record
 - iii. Record the facts in the minutes
 - iv. Require that the subdivided parcel be surveyed (see Title 27)
 - v. Ask what the purpose / use of subdivided parcel will be – if NONE, then put that as a condition – no development
 - vi. Criteria for subdivision:
 1. Finding on each criterion.
 2. See Bylaws at 3.1 – “possible” is too high a standard – use “minimize” or “reasonable steps to minimize”
 3. See Bylaws at 3.2 –
 4. See Bylaws at 3.3 – add reference to pedestrians; fire fighting and emergencies – get the fire dept to sign off. For highway ordinance – watch out for driveways. KG has no knowledge of Long Range Transp Plan. If you have 3 + residences on a private road, then

get bond. And the grade of any ROW that is deeded to the subdivided parcel. Marry up the selectboard's access permit to subdivision access.

5. 3.5 --
 6. 3.6 – Erosion control: state standards are adequate – require to follow those; state storm water permit – require that those are applied as proof
 7. 3.8 – state permit applies for water & sewage – apply state permit and repeal that rule that is shown
 8. 3.7 – see fire dept – “unreasonable burden”
- e. Process on application = procedures
- i. Preliminary hearing - state that its required not “shall request”
 - ii. Formal application – charge money, every time the application is submitted
 - iii. Check, sketch plan against formal application requirements. They are not consistent.
- f. Process on decisions.
- i. The vote on the decision must be in a meeting
 - ii. Deliberations – not recorded, no minutes, not required to have “executive sessions basis”
 - iii. The CPC has lots of powers to waive requirements – but have to say why
 - iv. All 4464 – public notices –can be made the obligations of the applicant
 - v. The final hearing has to be clearly reflected in the minutes so that the appeal clock can start.
 - vi. Hearings can be continued to a time and date certain.
 - vii. Check with everyone on the commission before the close of the hearing.
 - viii. Performance security – bond for roads actually get a bond and give to selectboard for construction and maintenance.

Look for the Flood Plain regulation – recommend that the Selectboard have the review by the PC.

If we want help, apply for a planning grant through TRORPC. KG recommended Town of Sharon bylaws.

9:35 Adjourned: Dick Kelley moved to adjourn, Russ Pazdro seconded. Voice vote passed.

Corinth Planning Commission
Draft Minutes of May 21, 2013
NEXT MEETING JUNE 5, 2013

7:00 Call to Order, members in attendance: Dick Kelley, Susanne Smith, Russ Pazdro, Linda Buonanduci

7:05 May 7, 2013 Minutes – Susanne Smith moved, Dick Kelly second. Voice vote, unanimous.

7:15 Russ Pazdro moved to spend up to \$60 for Susanne Smith to attend the spring VLTC planning forum on 5/23; Linda Buonanduci seconded. Voice vote, unanimous. Susanne Smith asked to make summary of seminar at 6/5 meeting. Susanne arranged that Town of Corinth will receive bill. Holly will send the request to the Select Board.

7:10 Review of mail: Waste water permit of TR Jackson.

OLD BUSINESS

7:20 Review of Thurston exemption. Confirmation of exemption, review of process.

7:30 Discussion of Administrator. Susanne to call Lynn Sciortino

Scope of PC Tasks --

Minutes (produce, distribute, amend & publish to Town Clerk)

Public notice of hearings – newspaper, posting and on site

Town Web Page (work with Ric Sheridan to post agenda, minutes, notices): Bill Tobin

Application Administration (responsible for determining completeness, sending notices):

Linda B

Facebook Liaison (Coordinate set up and page administrators): Joshua Gaetz

Correspondence (Must access Town Hall file before meetings& coordinate agenda):

Linda B

Parliamentarian/Statute Reviewer (provide research): Susanne, Russ & Dick

Process documentation and organizer: Linda & Lynn

Produce MOMAs, distribute and keep filing: Linda & Lynn

7:35 Review and Conclusions from TRORC Discussion. Susanne will follow up with Kevin G for flood plain regulation advice and town plan materials. Discussion of the fated town ordinance – copies will be sought for review.

7:45 Facebook Page discussion.

NEW BUSINESS:

7:50 Goals & Objectives – CALENDAR PLANNING. Change of Commission meeting date to the first Wednesday of each month. Next meeting set for June 5. Dick Kelley identified the distinction between the bylaws and the PC operating procedures. Holly conducted brief legal review of statutory references and agreed that no procedural barriers exist to making the change in meeting date. Holly agreed to prepare revised **Rules of Procedure and Conflict of Interest Policy I** for next meeting. (Current rules are on the web page). Holly agreed to alert the Selectboard and ask them to alert the building managers.

8:50 Flood plain regulation will be reviewed and discussed at the June 5 meeting.

Vacation plans were discussed. Vacations are staggered but the July meeting, which would occur on July 3, may need to be replaced.

Discussion of objectives in drafting Town Plan; members identified issues and ideas.

8:55 Adjourn

Corinth Planning Commission
June 5, 2013
Approved Minutes

Attending for the Commission: Holly Groschner (chair), Susanne Smith, Dick Kelley, Russ Pazdro, Linda Buonanduci, Lynn Sciortino (clerk).

Absent: Bill Tobin, Josh Gaetz

The meeting was called to order at 7:18 p.m.

Pazdro moved to approve the amended minutes of the May 21, 2013 meeting.

Smith seconded. Motion passed.

Buonanduci updated the members about her work on the procedure manual. She will present the 1st installment of the Exempt Subdivision Checklist at the next meeting. Groschner will have the revised Rules of Procedure at that meeting.

Smith reported on the VLCT seminar she attended May 23, 2013.

Groschner led a discussion on Flood Plain Ordinances. She urged members to become familiar with (1) 1988 Flood Bylaws For Corinth, (2) 2010 Proposed Unified Development Bylaws, (3) Model from Two Rivers, with the idea of merging these three documents into one that would best serve Corinth. "Post Irene Flood Hazard Regulations" was suggested as a title. Groschner proposed to have a finished product to present to the Selectboard by October 1, 2013.

Pazdro agreed to get the procedural details on writing and passing a town ordinance.

Smith agreed to extract references on flooding from the 2010 Proposed Unified Development Bylaws. She and Buonanduci will incorporate that information with the 1988 Bylaws and put together a draft for the members to consider at the next meeting.

Groschner presented a slide show titled "River Management and Flood Plain Protection Laws After Irene" from the Vermont Bar Association. Discussion followed.

Groschner agreed to make a list of the Vermont Statutes that were referenced in the slide show. She will also contact Ginny Barlow and Tig Tillinghast for more information.

Kelley agreed to contact Vermont Agency of Natural Resources and to be a liaison between the Planning Commission and the ANR.

Subdivision Application Forms for Ward, Osgood and Huntington were signed by Groschner.

Kelley moved to adjourn. Pazdro seconded. The meeting adjourned at 8:54 p.m.

NEXT MEETING: Wednesday, July 10, 2013 at 7:00 p.m.

Corinth Planning Commission
July 10, 2013
Approved Minutes

Attending for the Commission: Holly Groschner, chair; Susanne Smith; Bill Tobin; Russ Pazdro; Linda Buonanduci; Lynn Sciortino, clerk.

Absent: Josh Gaetz, Dick Kelley

Others Attending: Allen Locke, Dan Breslaw, Tim Ward, Kelly Ward, Gordon Jarvis

The meeting was called to order at 7:00 p.m.

Smith moved to approve the amended minutes of the June 5, 2013 meeting. Tobin seconded. Motion passed.

Correspondence

Waste Water System and Potable Water Supply Permit #WW-3-10649 by means of a letter to Virginia Osgood from the State of Vermont dated June 3, 2013 has been filed in the CPC file cabinet. File name: *Osgood, Virginia 082-05268a Exempt Subdivision*. Email from Peter Gregory of TRORPC regarding support for development of town plan prompted discussion about the town plan. Questions arose regarding approval of the plan. The plan has been approved by the voters but not by Two Rivers? This needs to be clarified before applying for a planning grant.

Minutes of Meetings

The Clerk will write the "raw" minutes and send them to the Chairman for feedback. After corrections are made, the "draft" minutes will be sent to the Town Clerk and the Planning Commission members for review. At the next meeting, the minutes will be corrected (if necessary) and approved. The "approved" minutes will be sent to the Town Clerk, Planning Commission secretary and the web manager to be posted on the Corinth website.

Flood Plain Regulations Draft

Smith and Buonanduci passed out copies of the draft and explained how the document was developed. They used Model 2 from Two Rivers as a foundation and included data from the original Corinth bylaws. Members will review the draft and provide feedback.

Groschner asked that the members be prepared to discuss, in detail, the language of this document at the next meeting.

Writing and Passing a Town Ordinance

Pazdro reported that a website, VPIC.info, (tab on planning & zoning) has information on this topic.

Four Rivers Food Center Project

This organization includes local volunteer groups in Thetford, Royalton, Chelsea and Corinth whose mission is to provide locally grown, affordable food year round, in turn allowing farmers and processors to make a better living. Dan Breslaw presented

background information about the project and the group's future plans. There is a lot of interest in Corinth, with over 50 people attending a "community conversation" at the library in November, 2011. Breslaw and the Planning Commission discussed possible impacts on the town and connections to the work of the PC.

Ward/Jarvis

Application for Annexation

Tim and Kelly Ward, owners of a parcel of land on Claflin Road desiring to transfer a portion of said property (31.4 acres) to an abutting property owner, Gordon Jarvis, submitted an application for review by the Planning Commission. The application included a map showing the location of both properties and a sketch plan of the proposed subdivision. (The following day, July 11, 2013, the Planning Commission received information via email that the Applicant (Ward) Parcel is recorded in Book 89, Pages 246-7, dated 12-10-2008 and the Annexing Parcel (Jarvis) is recorded in Book 82, Pages 194-5, dated 9-20-2005). The Town tax map was used in lieu of a survey of Ward's land, with approximated dimensions of the boundary lines, and with the parcel ID numbers. Ward is conducting a survey and will submit a copy of the survey when completed. Both parties signed the application and Ward paid the \$15 fee.

Tobin moved to approve the annexation on the condition that the application is completed to the satisfaction of the Planning Commission. Smith seconded. Motion passed. Next steps include completing a MOMA to be delivered to the Town Clerk for recording. A Certificate of Annexation will then be issued to the property owners.

Other Business

The Planning Commission discussed purchasing a set of tax maps to use during their evening meetings.

Groschner moved to adjourn. Smith seconded. The meeting adjourned at 9:00 p.m.

NEXT MEETING: Wednesday, August 7, 2013 at 7:00 p.m.

Corinth Planning Commission
August 7, 2013
Approved Minutes

Attending for the Commission: Holly Groschner (Chair), Susanne Smith, Dick Kelley, Linda Buonanduci, Bill Tobin, Lynn Sciortino (Clerk).

Absent: Josh Gaetz, Russ Pazdro.

The meeting was called to order at 7:05 p.m.

Smith moved to approve the minutes of the July 10, 2013 meeting. Tobin seconded. Motion passed with four voting in favor and one abstention.

Attendance at Meetings

It was noted that Josh Gaetz has missed several meetings. Attempts to reach him by phone or email have failed. Groschner stated she would send him a letter to ask if he was still interested in remaining a member of the Planning Commission.

Town Facebook Page

A discussion took place concerning the pros and cons of creating a Town Facebook page. There were concerns about privacy and managing the account, but agreement that it might be a way of reaching a larger number of people. Groschner stated that she drafted, and last year's planning commission reviewed, user rules for posting with the page. Kelley said that he would contact the WRVS Facebook manager to get more information on the amount of time required for administration of a public page. Kelley will also look into other towns that have set up a Facebook page. A decision was made to put this topic on the agenda for each upcoming meeting.

Corinth Park & Ride

Karen Galayda, Corinth Lister, notified the Commission that the proposed site for the new Park & Ride is in the one hundred year flood plain and will need a permit. Galayda submitted blank permit application forms for the Commission to review to see if they would be suitable to use. The members discussed the forms and the new Flood Plain Regulations (a work in progress). Buonanduci agreed to modify the proposed Flood Hazard Area Permit Application that Galayda submitted to clarify the language to correspond with the existing rule and the model to be proposed and send to Groschner. Groschner will then cross check with the language in the old regulations.

Correspondence

The Commission received an application for an exempt subdivision. The applicant, Bruce O'Meara of West Topsham, VT, plans to parcel out two acres from his fifty-eight acres. The purchaser is Marie O'Meara of Rocklin, CA. Buonanduci will keep the application on file and draft a letter to the owner saying it had been received and will be considered at the September 4, 2013 meeting. She will send the draft of the letter to Groschner who will mail it to O'Meara. In the meantime, Groschner will check the town

records to see if O'Meara qualifies for an exemption and to make sure the information on the form is complete.

Flood Plain Regulations Draft

The members reviewed a section of the document and discussed changes. It was suggested that the group take a "road trip" to determine if there are additional waterways or special flood areas in town that should be included in the draft.

Another suggestion was to use the FEMA and tax maps for references. A suggestion was made to send Smith and Buonanduci's document to Two Rivers for feedback. The next step is for Smith and Buonanduci to begin work on the Erosion Section of the Flood Regulations. Buonanduci said she would forward the work done thus far to the members.

Town Plan

Tobin and Kelley agreed to meet before the September 4th meeting to review the Regional Planning Commission's comments and the proposed Flood Hazard Regulations and propose a modification in the Town Plan. While discussing the Town Plan, the question was asked whether Corinth has a Municipal Hazard Mitigation Plan or not. Groschner will check with the Select board before the September meeting. She also proposed to divide future meetings into three parts: Town Plan, Flood Regulations and Regular Business.

Next Meeting

1/2 hour will be spent discussing deviations from the model in the Flood Plain regulations, words to replace "zone" and to evaluate the impact of designating a district, area or region. The Commission will also consider the Buonanduci/Smith additions proposed in the erosion section (with some language coming from Model 4).

Smith moved to adjourn. Tobin seconded. The meeting adjourned at 9:25 p.m.

NEXT MEETING: Wednesday, September 4, 2013 at 7:00 p.m.

Corinth Planning Commission
September 4, 2013
Approved Minutes

Attending for the Commission: Holly Groschner (Chair), Susanne Smith, Dick Kelley, Linda Buonanduci, Bill Tobin, Russ Pazdro, Lynn Sciortino (Clerk).

Absent: Josh Gaetz

The meeting was called to order at 7:03 p.m.

Approval of Minutes Kelley moved to approve the minutes of the August 7, 2013 meeting. Smith seconded. Motion passed.

Correspondence

**The Commission received an informational letter from the state on the topic of "Existing Indirect Discharge of Sewage" soliciting feedback. (drinkingwater.vt.gov)

**The Commission received a draft of Zoning Bylaws from the town of Bradford.

A public hearing will be held on Sept. 17 at 7:00 p.m. in Bradford to present the proposed bylaws and collect feedback from the public. (www.bradford-vt.us)

Tobin expressed interest and agreed to attend the meeting and/or gather more information on the work that Bradford has done in revising their zoning bylaws.

**The Commission received word from Karen Galayda that Sacha Pealer, flood plain coordinator from the VT Dept. of Environmental Conservation, will be leading a discussion on Flood Plain Management on Monday, Sept. 23 at 9:00 a.m.

Groschner agreed to attend.

**Groschner stated that she has sent a letter to Josh Gaetz regarding his membership on the Planning Commission.

**The Commission noted that since they are not able to review Bruce O'Meara's sketch plan at this meeting, a letter will be sent to Mr. O'Meara notifying him that it will be addressed at the October 2, 2013 meeting.

Flood Hazard Area Permit Application

**Buonanduci presented the proposed application form she has been working on. Discussion followed. It was decided that the language needed to reflect current regulations. Groschner and Buonanduci will revise the application form. Members approved a copy be sent to Karen Galayda upon completion.

**Groschner informed the members of a call she received from a Corinth resident,

Ms. Lyons, seeking information regarding a porch addition on a house located in a flood plain. Groschner will follow up with the homeowner, zoning administrator and the town clerk.

Flood Plain Regulations Draft (Town of Corinth Post Irene Version I)

The members reviewed a section of Smith and Buonanduci's document. They explained that the draft combines information from Model 2, Model 4 and the Corinth 1988 bylaws (which were not adopted). Discussion followed which included the need for updated flood plain maps. Tobin mentioned that Corinth has access to flood overlay maps which would be helpful. Smith brought up the May 2013 signing of Act 16 (Flood Resiliency Plan). This is a mandatory requirement for plans adopted after July of 2014 and should be included in the Town Plan. It was recalled that the Corinth Conservation Commission had worked on a Waits River watershed project which may include useful information.

Planning Commission Meetings

The members agreed to continue meeting once a month with additional subcommittee meetings taking place as needed.

Action Items

1. Groschner will call VT DEC to ask if the discharge permit allows discharge directly into waterways anywhere within the state.
2. Groschner will attend a Flood Plain Management meeting Monday, Sept. 23 at 9:00 a.m. at the Corinth Town Hall.
3. Groschner will ask the Selectboard to set a Flood Hazard Permit fee. (Suggest a fee of \$15).
4. Groschner will sign and send the Ward MOMA to Buonanduci (PDF).
5. Groschner will notify Bruce O'Meara that the date of his review was changed to 10/2/13.
6. Groschner will clarify permit process with Ms. Lyons, Town Clerk and Zoning Administrator.
7. Groschner will email Karen Galayda to see if she has access to flood plain overlay maps.
8. Groschner will check cites in section 1.1 of Flood Plain Regulations Draft.
9. Groschner and Buonanduci will work on the revisions to the Flood Hazard Area Permit Application.
10. Tobin will look into the Bradford Zoning Bylaws Draft and attend a meeting in Bradford on Sept. 17 at 7:00 p.m.
11. Tobin, Kelley and Pazdro will meet Sept. 11 at 7:00 p.m. at the Town Hall to review the Regional Planning Commission's comments and the proposed Flood Hazard Regulations and propose a modification in the Corinth Town Plan.
12. Kelley will contact Two Rivers to inquire what they have for flood maps for Corinth.
13. All Members will read the Flood Plain Regulations Draft making margin notes throughout. (Most recent version was emailed to you on Sept. 4)

Kelley moved to adjourn. Tobin seconded. The meeting adjourned at 9:55 p.m.

NEXT MEETING: Wednesday, October 2, 2013 at 7:00 p.m.

Corinth Planning Commission
October 2, 2013
Approved Minutes

Attending for the Commission: Holly Groschner, Chair; Bill Tobin; Russ Pazdro; Linda Buonanduci; Dick Kelley; Lynn Sciortino, Clerk.

Absent: Susanne Smith; Josh Gaetz.

The meeting was called to order at 7:00 p.m.

Approval of Minutes Pazdro moved to approve the minutes of the September 4, 2013 meeting. Kelley seconded. Motion Passed.

Correspondence

*The Commission received notice of a public hearing on the proposed Washington, Vermont Town Plan being held October 7, 2013.

*The Commission received a letter from the Town Report Committee asking for their annual report and budget requests before November 1, 2013.

*The Commission received annexation applications from Roger Martin.

*The Commission received FEMA maps

Approval of Annexations

After reviewing Roger Martin's application information, Pazdro moved to grant the following annexations. Kelley seconded. Motion passed.

Grantor: Roger Martin

Grantee: Earl and Constance Gagnon

Parcel # 077-08927

Book 72 Page 292

Residential Use

October 2, 2013

Grantor: Roger Martin

Grantee: Adam Florentine

Parcel # 077-08961

Book 95 Page 676

Residential Use

October 2, 2013

Grantor: Roger Martin

Grantee: Roger and Constance Martin

Parcel # 034-00304

Book 43 Page 355

Residential Use

October 2, 2013

Buonanduci will write up the certificates and the MOMA s and send to Groschner. Groschner will sign and send back to Buonanduci in a PDF file.

O'Meara Application

The Commission went through the application for subdivision. It was confirmed to be exempt. Pazdro moved to grant the following exempt subdivision. Tobin seconded. Motion passed.

Applicant: Bruce O'Meara

Purchaser: Marie O'Meara

Date Recorded: October 2, 2013

Recording Book & Page: Book 46 Page 315
Parcel # 084-04780

Letter of approval has been sent to O'Meara.

Next Year's Budget

The Commission discussed equipment and services that are needed and projected costs in order to submit a budget to the Budget Committee for consideration.

Included were: maps, services from Two Rivers, computer, printer, scanner, space on the server, secure backup and a technology consultant.

Groschner asked Kelley and Buonanduci to look into the PC's technology needs.

It was agreed to inquire about the possibility of setting up a computer in the Listers' office for the Planning Commission.

Potential Planning Commission Candidates

The Commission generated a list of potential candidates to fill a vacated seat.

Status of Assigned Jobs

Tobin reported he was unable to attend the September 17th meeting in Bradford on Zoning Bylaws.

Groschner reported that she attended a Flood Plain Management Meeting on September 23rd. She gave a summary of the meeting to the Commission.

(FEMA standards, qualifying for flood insurance, enforcement, state and federal aid, qualifying for grants were among topics addressed)

Kelley reported that he has contacted Two Rivers and received information and maps.

Tobin, Kelley and Pazdro were not able to meet on September 11th to review Flood Hazard Regulations.

Action Items

1. Groschner will ask the Selectboard to set a Flood Hazard Permit fee (suggest \$15)
2. Groschner will check cites in section 1.1 of Flood Plain Regulations Draft.
3. Tobin will look into the Bradford Zoning Bylaws Draft.
4. Tobin, Kelley and Pazdro will review the Regional Planning Commission's comments and the proposed Flood Hazard Regulations and propose a modification in the Corinth Town Plan.
5. Kelley will continue work with Two Rivers to obtain maps that overlay with parcel maps.
6. Groschner and Buonanduci will work on the revisions to the Flood Hazard Area Permit Application.
7. Buonanduci will write up the Martin certificates and MOMAs and send to Groschner, who will sign them and send back to Buonanduci in a PDF.
8. Track Selectboard and Budget Committee meetings in November.
9. Contact potential candidates for Planning Commission to gage interest. Write up an ad for the Corinth Newsletter, the JO and the LRN.
10. Read the laws pertaining to fluvial flooding.
11. Groschner will send Buonanduci the state fluvial flood hazard language.
12. Tobin will bring tax maps in CD format to the next meeting (11-6-13).
13. Buonanduci will email parcel numbers and other information from Roger Martin's application to Sciortino.
14. Groschner will email recording book and page and date recorded to Sciortino and Buonanduci.
15. Check availability of Listers's office for Planning Commission's use.
16. Groschner will check budget amounts submitted in the past.
17. Groschner will draft a proposed annual report and have it ready for the other members to look over at the special meeting October 23rd.

Special Meeting

A special meeting to focus on "Flood Plain Review" will be held Wednesday, October 23rd from 7:00 - 9:00 at Groschner's home. Sciortino will not attend.

Kelley moved to adjourn. Pazdro seconded. The meeting adjourned at 9:02 p.m.

NEXT MEETING: Wednesday, November 6, 2013 at 7:00 p.m.

Corinth Planning Commission
November 6, 2013
Approved Minutes

Attending for the Commission: Holly Groschner, Chair; Bill Tobin; Russ Pazdro; Dick Kelley; Linda Buonanduci; Susanne Smith; Lynn Sciortino, Clerk.

The meeting was called to order at 7:05 p.m.

Approval of Minutes Kelley moved to approve the minutes of the October 2, 2013 meeting. Tobin seconded. Motion passed. Pazdro moved to amend the minutes of the August 7, 2013 meeting. The Corinth Park & Ride paragraph should read "Karen Galayda, Zoning Administrator, notified the Commission..." Smith seconded. Motion passed.

Correspondence

*The Commission received information from VT Agency of Natural Resources and VLCT of upcoming workshops. Smith and Groschner plan to attend the Fall Planning and Zoning Forum Workshop on November 19, 2013.

*Martin MOMAs: Groschner signed the three MOMAs.

*Lot Line Adjustment Application from Steve Bailey was received.

New Member Search

Groschner reported that an announcement had been placed in the Nov. Dec. Jan. issue of the Corinth Quarterly. To date, there have been a couple inquiries. She will post the position on the LRN.

Review of Proposed Budget and Report

Groschner presented the proposed budget and report for the Annual Town Report to the Commission. Revisions and corrections were made. Smith moved to accept the revised report and proposed budget. Buonanduci seconded. Motion passed.

Review of DEC Evaluation of Flood Regs & Model 6

Groschner presented a National Flood Insurance Program Community Floodplain Management Regulations Review Checklist completed by Sacha Pealer, VT DEC, of the Corinth Flood Hazard Area Bylaws (adopted 11/8/1988). The reviewer determined that the floodplain management regulations are outdated and not compliant. Included at the end of the checklist were suggestions for change. Discussion followed. The Commission next reviewed the VT Agency of Natural Resources Regulating Land Use in Inundation Hazard Areas - Model 6. This model was recommended by Sacha Pealer. Comparisons to Model 2 were discussed. Model 6 provides for river corridor fluvial hazard protection and appears less restrictive than Model 2.

Other Business

*The Planning Commission is considering a recommendation to the Selectboard for instituting a Building Notification/Permit application. (Suggested fee of \$25.) They felt that input from VLCT would be helpful in developing language and procedural direction.

*The Planning Commission looked into the possibility of setting up a computer work station in the Listers' office and found that space is not available. The Commission received permission to use the copy machine in the main office.

*VPR VT Edition on November 4, 2013 contained useful information on Flood Insurance. Kelley sent the link to PC members. Others can go to the VPR website to access this.

New Action Items

1. Groschner will print and sign O'Meara MOMA (PDF)
2. Tobin will check on available overlay maps.
3. Groschner will post the vacant PC position on LRN.
4. Groschner will read and circulate the Bailey Lot Line Adjustment Application.
5. Members will review and be ready to discuss Accepted Agricultural Practices at the December 4th meeting. Link was emailed to all on 11/6.
6. Members will review and be ready to discuss Model 6 at the Special Meeting to be held Thursday, November 21, 2013, 7:00 p.m. at the Groschner's.
7. Sacha Pealer will be invited to the PC meeting on December 4, 2013.
8. Buonanduci will note differences between the draft in progress and Model 6.

Action Items Carried Over

1. Groschner will ask the Selectboard to set a Flood Hazard Permit fee (suggest \$15).
2. Groschner will check cites in section 1.1 of Flood Plain Regulations Draft.
3. Tobin will look into the Bradford Zoning Bylaws Draft.
4. Tobin, Kelley and Pazdro will review the Regional Planning Commission's comments and the proposed Flood Hazard Regulations and propose a modification in the Corinth Town Plan.
5. Kelley will continue to work with Two Rivers to obtain maps that overlay with parcel maps.
6. Groschner and Buonanduci will work on the revisions to the Flood Hazard Area Permit Application.
7. Track Selectboard and Budget Committee meetings. Budget meetings will be held Nov. 12, Nov. 19, Nov. 26, Dec. 3, Dec. 10 at 6:00 p.m. Regular Selectboard meetings are held at 7:00 p.m. the second Monday of every month. (11/11, 12/9, 1/13...).
8. Read laws pertaining to fluvial flooding.
9. Groschner will send Buonanduci the state fluvial flood hazard language.
10. Tobin will bring in tax maps in CD format.

Special Meeting

A special meeting to focus on "Flood Plain Review" will be held Thursday, November 21,

7:00 to 9:00, at Groschner's home. Sciortino will not attend.

Smith moved to adjourn. Pazdro seconded. The meeting adjourned at 9:18 p.m.

NEXT MEETING: Wednesday, December 4, 2013 at 7:00 p.m.

Corinth Planning Commission
December 4, 2013
Approved Minutes

Attending for the Commission: Holly Groschner, Chair; Bill Tobin; Russ Pazdro; Dick Kelley, Linda Buonanduci; Susanne Smith; Steve Long; Lynn Sciortino, Clerk.
Others Attending: Sacha Pealer, ANR Floodplain Manager; Steve Bailey.

The meeting was called to order at 7:03 p.m.

Approval of Minutes Kelley moved to approve the minutes of the November 6, 2013 meeting. Tobin seconded. Motion passed.

Correspondence The Commission received an application for an Exempt Subdivision from Eileen Fryer.

New Business Pazdro moved to approve the Bailey Annexation Application with conditions. Steven Bailey, the Grantor, Parcel ID #077-09246. Annexing Parcel Landowners, Steven and Nancy Bailey, Parcel ID #077-09314. Tobin seconded. Motion passed.

Guests Sacha Pealer, ANR Floodplain Manager, presented information on flooding, erosion, floodplain regulations and the FEMA run National Flood Insurance Program. Discussion followed. The Commission appreciated Pealer's expertise and thanked her for coming. This information will be very helpful as Corinth moves forward in rewriting the town's Floodplain Regulations.

Action Items

- *Groschner will finish up work on the Bailey Annexation Application.
- *Members will review and be ready to discuss Accepted Agricultural Practices at the January meeting. Link was emailed to all on 11-6-13.
- *Members will review Model 6 and notes from Sacha Pealer's presentation and be ready to discuss at the Working Meeting on December 19.
- *Groschner will ask the Selectboard to set a Flood Hazard Permit fee (suggest \$15).
- *Groschner and Buonanduci will work on revising the Flood Hazard Area Permit Application.

Working Meeting Pazdro moved to call a "Working Meeting" on December 19, 2013 at 1750 Center Road at 7:00 p.m. to focus on Floodplain Regulations. Tobin seconded. Motion passed. It was noted that commissions may meet outside a duly warned meeting provided that no money is appropriated, expended or encumbered.
See 1VSA Section 312g.

Long moved to adjourn. Smith seconded. The meeting adjourned at 9:32 p.m.

NEXT MEETING: Wednesday, January 15, 2014 at 7:00 p.m.