

Corinth Planning Commission
Tuesday March 18, 2014
Approved Minutes

Attending for the Commission: Holly Groschner; Bill Tobin; Dick Kelley; Linda Buonanduci; Susanne Smith; Steve Long.

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

Approval of Minutes: Smith moved to approve the minutes of the March 5, 2014 meeting, with the correction to FRYAR - the correct spelling of the Exempt Subdivision applicants. Tobin seconded. Motion passed. Motion passed.

Correspondence

Application for subdivision from Nancy Ertle was acknowledged, but incomplete. Kelley and Tobin communicated directly with the applicant. Communication from the Corinth Town Clerk regarding working meeting minutes (for review of bylaw proposed language) was discussed. Groschner agreed to look further into documentation for working meeting (no decisions).

Nominee Search

Groschner reported that the Selectboard had requested CPC fulfill its statutory obligation to provide nominees for the positions of Administrative Officer, Planning Commission and Board of Adjustment. The CPC discussed role requirements and opportunities to expand involvement of Corinth residents and to include all geographic areas. A list of 18 names was generated for consideration. Commissioners were assigned potential nominees to contact for an initial discussion. Term expirations for Buonanduci, Kelley, and Groschner were discussed; the Commission invited the Commissioners to serve another term and each agreed. A slate of nominees will be provided to the Selectboard in April.

Exempt Subdivision Application of Eileen Fryar

The application was reviewed together with the title work performed by Tobin. The lot sizes on the tax map and in the deeds did not match, and the application was incomplete regarding the description of the lot to be transferred and whether it was a portion of a lot. Tax Lot 01231(a) was acquired December 25, 1984. According to the definitions of "Parcel" under the Bylaws, contiguous property acquired prior to March 8, 1995 does not merge under common ownership. Groschner agreed to contact the applicant for further information and to request attendance at the next meeting on April 2. Kelley moved to continue the CPC's consideration of the application; Smith seconded. Motion passed.

Review of DEC Evaluation of Flood Regs & Model 6

This agenda item was tabled for the next meeting (April 2, 2014).

Other Business.

Commissioners agreed to make the third Thursday of the month a standing working meeting, subject to the condition that CPC Secretary Lynn Sciortino is available to attend. The next standing working meeting will be at the Town Hall on Thursday, April 17, 2014 at 7pm.

New Action Items

1. Groschner will contact Fryar applicant(s) regarding incomplete application(PDF)
2. Tobin, Smith, Buonanduci, Kelley and Long will reach out to potential nominees as discussed.
3. Members will review and be ready to discuss Model 6 at the next regular meeting

Long moved to adjourn the meeting; Kelley second. Adjourned at 9:18 p.m.

NEXT MEETING: Wednesday, April 2, 2014 at 7:00 p.m.

Corinth Planning Commission
April 2, 2014
Approved Minutes

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

The meeting was called to order at 7:08 p.m.

Approval of Minutes

Kelley moved to approve the minutes of the March 18, 2014 meeting. Tobin seconded.
Motion passed.

Correspondence

None

Administration

Planning Commission Hearing and Notice Requirements (24 VSA 4464) were reviewed and discussed. The following roles were assigned:

Agenda/Minutes Manager - Sciortino, Groschner
Town Web Page Manager - Rik Sheridan, Sciortino
Application Administrator - Tobin
Correspondence Secretary - Smith
Hearings Manager - Long, Smith
Procedural Documentation - Buonanduci
MOMAs - Groschner
Technologist - Kelley

It was agreed to post the agenda for regular meetings on the Corinth website each month.
It was agreed to formulate a checklist of items needed to complete a subdivision application.
After checking the mail, Buonanduci will notify Tobin of any new applications.
It was agreed that an application remain on the agenda until a decision is made.
Groschner informed the Commission that she will attend the next Selectboard meeting on April 14, 2014 to make recommendations for appointments.

Proposed Resolution

The Corinth Planning Commission proposed the following resolution for the Selectboard to pass:

Corinth Planning Commission

The Corinth Planning Commission, on April 2, 2014, established the date, time and place of its regular meetings. The meetings will be held on the first Wednesday of every month, 7:00 p.m., at the Town Hall. An additional bylaw drafting meeting may be scheduled on the third Thursday of the month at 7:00 p.m. at the Town Hall as needed.

Fryar Application

Transfer deed has been recorded. Groschner will send Buonanduci the signed MOMA. The MOMA will be voted on at the May meeting. Buonanduci will deliver the signed MOMA and recording fee to the Town Clerk.

Ertle Application

It was determined that the application is incomplete. Groschner and Tobin will contact Ertle with details and ask her to attend the May 7, 2014 meeting.

New Business

Groschner raised the issue of derelict buildings in Corinth and asked the members if there was interest in looking at model language (ordinances in other towns). Discussion followed. No action was taken at this time. Groschner will send the model language to CPC members.

Transfer of Property - Ken and Louise Thompson to Jesse Ellsworth

Groschner will send members the information from Karen Galayda, Corinth Zoning Administrator, before the May meeting. It was decided to ask Galayda to attend that meeting and suggest she contact the BOA if she feels there is violation.

Buonanduci presented information on lap top computer comparisons. The cost will be between \$550 and \$600. Kelley and Buonanduci will make a decision on the computer to purchase. It was agreed to look into a printer as well. Discussion followed concerning where to set up the new CPC equipment.

Long suggested that the Selectboard may want to look into designating East Corinth a "Town Center" and as a result, may be eligible for financial assistance.

Long and Groschner volunteered to rewrite the Corinth flood plain bylaws using Model 6 as a guide. Smith and Buonanduci will meet to compare notes and compile data of previous work then send that information to Long.

Kelley raised the question of whether the Fire Station Committee had consulted the Town Plan when developing plans for the new fire station. He will check with Dan Wing, a member of that committee.

Smith moved to adjourn. Long seconded. The meeting adjourned at 9:05 p.m.

NEXT MEETING: Wednesday, May 7, 2014 at 7:00 p.m. (Regular Meeting)

Town of Corinth
Planning Commission Meeting
June 4, 2014
Unapproved Minutes

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

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

Approval of Minutes

Long moved to approve the minutes of the May 7, 2014 meeting. Tobin seconded. Motion passed with Groschner and Buonanduci abstaining.

Correspondence

The Commission received an email from Nancy Ertle withdrawing her subdivision application. Also received was a letter from Sacha Pealer, Vermont Agency of Natural Resources Central VT Floodplain Manager, requesting an update on the progress of Corinth's Floodplain Bylaws. Groschner will respond.

New Business

The Commission reviewed each member's responsibilities. Groschner asked Carter if he would keep track of the Planning Commission budget. Carter agreed.

Old Business

Preston - It was determined that the Preston application is for a Lot Line Adjustment not an annexation. A new application for a Lot Line Adjustment needs to be filled out. Groschner will contact Preston and ask that he attend the June 19th meeting.

Thompson - It was agreed that Groschner will follow up with Karen Galayda, Administrative Officer.

Fryar - Groschner will complete the necessary paperwork for this application.

Delloro - It was determined that this is a Floodplain issue to be handled by the Administrative Officer and the Board of Adjustment.

Slack - Groschner will prepare the MOMA.

Floodplain Bylaws/Model 6 Draft

Long presented his work to the Commission. He has completed sections 7 through 10 of the Corinth Floodplain Bylaws. The first six sections had recently been completed by Commission members. Long explained that he has been working with Sacha Pealer from the state's ANR on the draft. Discussion followed. The group will take copies of the draft home to read in detail (looking in particular for things that are missing) and be prepared to discuss at the next meeting.

Groschner moved to delete section 7B from the draft. Smith seconded. Motion passed.

Long will check with Sacha Pealer on the definition of channel management.

Need to cover stream alteration? Items such as shipping containers, propane tanks, septic systems, wood burning units need to be included? Cemeteries? People grandfathered in?

Computer Purchase Update

Kelley and Buonanduci reported they are ready to purchase the computer equipment for the Planning Commission and will be asking for a purchase order from the Treasurer.

Other Business

Discussion of filing system. (file folders)

Groschner will inquire about internet access at the Town Hall.

Long agreed to contact Kevin Kinnerson, a former member of the Planning Commission, for information on the subdivision bylaws regarding the March 8, 1995 date.

Smith moved to adjourn. Tobin seconded. The meeting adjourned at 9:06 p.m.

NEXT MEETING: JUNE 19, 2014, 7:00 p.m. at the Town Hall

Town of Corinth
Planning Commission Meeting
November 5, 2014
Unapproved Minutes

Attending for the Commission: Holly Groschner, Chair; Dick Kelley; Linda Buonanduci; Bill Tobin; Susanne Smith; Dan Carter; Steve Long; Karen Galayda, Administrative Officer;
Lynn Sciortino, Clerk.
Others Attending: Greg Thurston; Paul Thomas.

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

Introduction of Public Participants and Sign-In & Swear In

The Commission made introductions. Public participants were sworn in.

Changes to Agenda

Add "Administrative Roles" to New Business.

Approval of Minutes

Smith moved to approve the minutes of the September 18, 2014 meeting. Tobin seconded. Motion passed with Buonanduci, Kelley and Long abstaining.

Correspondence

None

New Applications - Informational Meetings

*Greg Thurston - The Commission reviewed the Boundary Agreement application submitted by Thurston. The names, addresses and parcel ID numbers of the three parties involved (Thurston, Royce and Ferrio) were recorded on the application. The \$10 application fee was paid and the application was accepted. The boundary line adjustment is intended to conform the boundaries to a stone wall on the land, an adjustment that rectifies a deeded reference to an erroneous survey and deed from Thurston to Royce. The Boundary Agreement is in the form of a survey map of the Thurston, Royce and Ferrio boundaries by T. Otterman dated July 7, 2014, and signed by each of the three property owners whose boundaries are affected. Long moved to approve the registration of the boundary agreement as exempt from subdivision regulation, subject to issuance of a new deed from Thurston to Ferrio reflecting the new boundary lines. Carter seconded. Motion passed. The MOMA will be drawn up and submitted to the Town Clerk with a reference to the map. The applicant, Thurston, is required to arrange for a deed of the subject lands to Ferrio to be recorded for the boundary line adjustment to be completed between the Ferrio/Thurston parcels.

*Paul Thomas - The Commission reviewed Part 1 and Part 2 of the Subdivision application submitted by Thomas. The \$100 fee was paid. It was determined that there are four abutters to the property. Names and addresses were recorded on the application. A revised draft survey showing the entire original lot (13.8 acres) with the subdivision line, preparer's name, signature and date is needed in order to complete the application. Thomas is responsible for getting this to the Planning Commission, and confirming to Groschner delivery of the map by November 7, 2014. December 3, 2014 was set as the Public Hearing date. Sciortino will notify the JO and post notices in the town's designated locations, Buonanduci will notify the abutters by November 18, 2014 and send Thomas the notice to be posted by him in the right of way on the subject property not later than November 18, 2014.

Pending Applications and Hearings

*Roger Martin - The MOMA will be drawn up by Buonanduci and submitted for recording by Groschner.

*Kenneth and Louise Thompson - The Commission reviewed the Thompson Subdivision application and previous Thompson MOMAs regarding access to the lots and deliberated on the application. It was determined that although the access was approved in the last three subdivisions, approval was subject to conditions that may not have been met or may not be satisfied. It was agreed that Smith would convey the Planning Commission's request to the Road Commissioner to make an assessment of the driveway in question to determine whether it met the reported Class 3 requirements. The Planning Commission requested the Road Commissioner's report by or before its next meeting at 7 pm on November 20, 2014. Smith moved to continue the proceedings on the Thompson subdivision subject to the verification that the prior subdivision Class 3 road conditions, as stated in the 2005 Thompson MOMA, have been met.

Long seconded. Motion passed.

New Business

*Following discussion regarding driveway permits, Buonanduci moved that the Planning Commission add language to exempt subdivision MOMAs that references the Highway Ordinance (4.2) and also states that "the approval does not relieve the landowner from obtaining all other approvals and permits prior to construction including, but not limited to, those that may be required from other state departments and local officials including but not limited to the Highway Ordinance and other laws of the Town of Corinth."

Carter seconded. Motion passed.

*Buonanduci presented a Subdivision Application Part 2 form that included language from the Planning Commission Bylaws added in italics to clarify the application. The Commission agreed to review the differences between the application and the bylaws and make recommendations at their next meeting for corrections to the application.

*It was agreed to update the fees paid for applications under the subdivision bylaws so that the required fees would meet the actual processing costs. Carter agreed to propose a method or language to include in the application that would reflect this change. The change in the fee structure must be approved by the Select Board.

*Carter presented a Treasurer's Report. Groschner agreed to draw up a budget proposal for next year and attend the town budget meetings. She will also write the report for this year's Town Report.

Old Business

*Kelley introduced the new laptop computer and wireless printer to the Commission.

*It was determined that the Public Hearing on the Flood By Laws Adoption be held in January. Long agreed to write a general description of the proposed by laws for the public.

Adjourn

Long moved to adjourn. Buonanduci seconded.

The meeting adjourned at 9:50 p.m.

Next Meetings:

November 20, 2014 meeting

December 3, 2014 meeting and Public Hearing for Thomas

January 7, 2015 meeting and Public Hearing on Flood Regs

Town of Corinth
Planning Commission Meeting
November 20, 2014
Unapproved Minutes

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

Others Attending: Frank Roderick, Road Commissioner; Alfred Minasian.

The meeting was called to order at 7:12 p.m.

Introduction of Public Participants and Sign-In & Swear In

The Commission made introductions. Public participants were sworn in.

Changes to the Agenda

*Add to New Business - Review Town Report and Budget Proposal. Vote on expenditures.

*Remove from Pending Applications - Thompson application moved to December 3, 2014.

Approval of Minutes

Kelley moved to approve the minutes of the November 5, 2014 meeting. Smith seconded. Motion passed.

Correspondence

None

New Applications - Informational Meetings

*Alfred Minasian - Informational Meeting, Non Exempt Subdivision Application, 5971 Cookeville Road, Parcel ID 159-50-10102, Book/Page 73/338, 41.7 acres, deed dated 2002. Applicant(s) wants to sell approximately 10 acres to Brian Rich and Stephanie Plante, included map of the lot. The Commission accepted Minasian's Informational Meeting Request Form. December 3, 2014 was set to review Parts 1 and 2 of the application. Minasian was referred to section 4.2 of the Highway Ordinance to address driveway standards in the site plan and Section 4.3 of the Subdivision Bylaws to prepare the site plan, which must also contain the standard waste water permit exemption. Abutters' names and addresses, and \$100 fee are needed for the Dec. 3 meeting in addition to completion of parts 1 and 2 of the subdivision application. The Commission asked Minasian to be sure the driveway easement is shown on the mylar.

Pending Applications and Hearings

*Thompson, Kenneth and Louise - postponed until December 3, 2014 to receive Road Commissioner's report.

*Thomas, Paul - Sciortino agreed to check that the property has been posted

New Business

The Commission reviewed the draft of the Commission's report for the Town Report and Proposed Budget submitted by Groschner. Revisions were made. Smith moved to accept the report as revised and the proposed budget. Carter seconded. Motion passed. The report will be

sent to the Town Report Committee and the budget presented by Groschner at the budget meeting on November 25, 2014. Planning Commission members are welcome to attend.

Old Business

*Fee Structure - Carter agreed to research and create a new fee structure to be reviewed by the Commission at their next meeting. When completed, the new fee structure will be sent to the Selectboard for approval.

*Flood Regs - Long presented a two-page summary of the new, proposed flood regulations. Revisions were made to the report. The report will be read at the Public Hearing on January 7, 2015. The Commission discussed using the report as an introduction or cover letter for the new flood regulations. Long agreed to be the presenter at the Public Hearing.

Adjourn

Carter moved to adjourn. Smith seconded.

The meeting adjourned at 9:10 p.m.

NEXT MEETINGS:

December 3, 2014 meeting and Public Hearing for Thomas

January 7, 2015 meeting, Public Hearing on Flood Regs, Public Hearing for Minasian (tentative)

Town of Corinth
Planning Commission Meeting
December 3, 2014
Unapproved Minutes

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

Absent: Susanne Smith.

Others Attending: Paul Thomas; Frank Roderick, Road Commissioner.

The meeting was called to order at 7:04 p.m.

Introduction of Public Participants and Sign-In & Swear In

The commission made introductions. Public participants were sworn in.

Changes to the Agenda

- 1) Move the Road Commissioner's report to the beginning of the meeting.
- 2) Add Administrative Officer's Role to New Business

Approval of Minutes

Long moved to approve the minutes of the November 20, 2014 meeting. Kelley seconded. Motion passed.

Road Commissioner's Report on Tyler Lane

Frank Roderick, Road Commissioner, presented a report on the condition of Tyler Lane as requested by the Planning Commission regarding the Thompson subdivision application. He reported that he had made an inspection on November 25 and found that the width and surface of the road met the minimum standard and should be adequate for one or two more homes. He suggested that the first 300 feet of the road be graded flat and topped with 2 to 4 inches of crushed gravel. Roderick's written report was submitted.

Correspondence

The Commission received a sketch map from Paul Thomas, to be included in his subdivision application.

The Commission received an Annexation application and check from Nancy Ertle.

New Applications - Informational Meetings

*Nancy Ertle - It was determined that the application is a Boundary Agreement application. Both parties (Ertle and Shumway) have signed the application agreeing to the change in the boundary line between the Shumway property, Parcel ID # 079-02035 and the Ertle property, Parcel ID # 079-02085. A check for \$10 was included. The parcel belonging to Ertle was recently approved for subdivision by the Planning Commission. Kelley moved that since the Planning Commission has determined that the proposed boundary agreement does not constitute a subdivision, annexation or lot line adjustment, that the informational meeting be waived and the Boundary Agreement between Ertle and Shumway be approved. Tobin seconded. Motion passed. A decision letter will be sent to the parties involved.

Pending Applications and Hearings

*Public Hearing for Paul Thomas Subdivision Application - It was determined that the Thomas application is not complete, as an appropriate draft survey of the property (with all abutters' names and ready for mylar) is needed. After thorough review of the tax map, it was found that a fifth abutter (Keith and Kathleen Friedland) needed to be added. Long moved to continue the Thomas Public Hearing on January 7, 2015 subject to contacting the Friedlands. Tobin seconded. Motion passed. An official notice of the hearing will be mailed to the Friedlands not less than 15 days before the hearing date. Groschner will review Title 24, the process for a Planning Commission continuing a publicly warned meeting.

*Thompson, Kenneth and Louise - Subdivision Application - Deliberated Hearing
Considering all materials previously submitted and the Road Commissioner's report from tonight's meeting, Long moved to approve the Thompson subdivision application for residential use. Kelley seconded. Motion passed.

New Business

*A meeting to discuss the role of the Administrative Officer will take place at a later time when Karen Galayda is present. Groschner asked the Planning Commission's Treasurer, Dan Carter, to track the amount of time the Administrative Officer is currently spending on Planning Commission business.

*The Commission discussed future projects including the Town Plan and the Subdivision Bylaws.

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

NEXT MEETINGS:
December 18, 2014
January 7, 2015

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