

Town of Corinth
Planning Commission Meeting
January 7, 2015
Unapproved Minutes

Attending for the Commission: Holly Groschner, Chair; Dick Kelley; Linda Buonanduci; Dan Carter; Bill Tobin; Susanne Smith; Lynn Sciortino, Clerk.
Others Attending: Russ Pazdro; Chris Groschner; Steve Long; Frank Roderick; Paul Thomas; Ginny Barlow.

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

Approval of Minutes

Smith moved to approve the minutes of the December 18, 2014 meeting. Kelley seconded. Motion passed.

Introduction of Public Participants and Sign-In & Swear In

Introductions were made. Paul Thomas had been sworn in at an earlier meeting.

Changes to Agenda

Paul Thomas asked if his Continued Hearing could take place before the Public Hearing on the Adoption of the Proposed Flood Hazard Bylaws. The Commission agreed.

Correspondence

A notice requesting an Informational Meeting was received from Glenna Ackerman and Lawrence Clark. Buonanduci will contact the Administrative Officer to do the initial evaluation.

Continued Hearings

Paul Thomas presented the final information (surveyed plan of the property on Backway Road) necessary to complete his subdivision application. Buonanduci stated that notices to all abutters had been sent. Smith moved to approve the Subdivision Application for Paul Thomas. Tobin seconded. Motion passed.

Public Hearing

Steve Long presented the Proposed (Updated) Flood Hazard Bylaws and addressed questions from the public. Russ Pazdro asked for a comprehensive definition of perennial streams or a map showing the perennial streams in Corinth. The Planning Commission agreed to address this concern and amend the proposed bylaws before approving. Carter will follow up with Steve Long and the Commission will discuss a specific amendment at their January 15 meeting.

New Business

Groschner presented the new Planning Commission's Activities Log developed by Buonanduci. The group thanked Buonanduci for her work on this project which outlines the information and dates for all applications made to the Planning Commission in the past two years on one concise spreadsheet.

Groschner informed the Commission of an oversight in procedures. Mylars need to be signed by the Planning Commission chair before they are filed. Members agreed to look into the matter and address it at the next meeting.

Old Business

The Commission discussed the Subdivision Application Part 2 revisions. Buonanduci will rewrite the draft and present it at the next meeting. Smith agreed to contact Kevin Geiger at Two Rivers to discuss differences in minor and major subdivisions.

Decision letters for Martin and Thompson were handed over to Buonanduci.

The Commission discussed possible candidates for the two vacant seats on the Planning Commission. Groschner will follow up with Kerry DeWolfe, Buonanduci will contact Donna Hill and Tobin will contact Becky and Kevin Buchanan.

Smith moved to elect Dick Kelley, chairman and Linda Buonanduci, vice chairman of the Planning Commission. Tobin seconded. Motion passed. The Planning Commission recognized Holly Groschner, outgoing chair, for her outstanding service and wished her well on her new endeavors.

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

NEXT MEETINGS:

January 15, 2015

February 4, 2015

Town of Corinth
Planning Commission Meeting
January 15, 2015
Approved Minutes

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

Others Attending: Larry Clark; Michael Ackerman; Glenna Ackerman.

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

Changes to the Agenda

It was suggested to move the Clark/Ackerman Informational Meeting to the beginning of the meeting. All agreed.

Introduction of Public Participants and Sign-In & Swear In

Introductions were made. Participants were sworn in.

New Applications - Informational Meetings

*Glenna Ackerman and Lawrence Clark Informational Meeting

Application for Exempt Subdivision (restricted to residential)

Parcel ID #076-00311

Book 85 Pages 1166 and 1167

Approximately 92 acres to be divided into two parcels of approximately 46 acres each

Tom Otterman will do the survey in March

The Commission reviewed the Informational Meeting Form and had the applicants fill out

the Exempt Subdivision Application. They asked to be notified when the survey is

completed. Smith moved that the application meets the requirements for an Exempt

Subdivision and that the Planning Commission approve the application. Carter seconded.

Motion passed. A MOMA will be drawn up, to be filed with the Town Clerk. A decision letter will be sent to the applicants.

Approval of Minutes

Smith moved to approve the minutes of the January 7, 2015 meeting. Tobin seconded.

Motion passed.

Correspondence

The Commission received an email from the Town Clerk regarding mylars being signed by the Planning Commission. Kelley will follow up with the Town Clerk.

The Commission received the mylar and check for the Thomas application to be signed by the Commission.

Discussion followed. Kelley will contact Two Rivers for clarification. (180 days - state, 90 days - bylaws) Tobin will check with other towns as to their process.

Old Business

Buonanduci presented a revised MOMA form on legal sized paper for review. An updated draft may be prepared depending on advice regarding mylars. Reminder: A MOMA needs to be written for the Thomas application.

Buonanduci presented the revised Part 2 Subdivision Application. Revisions mirror the Bylaws. An updated draft may be prepared depending on advice regarding mylars. Discussion will continue at the Feb. 4 meeting.

Buonanduci and Sciortino will review the Planning Commission files to see that all information on the applications have been referenced in the Activity Log.

New Business

Kelley announced that Kerry DeWolfe will be joining the Planning Commission. The Selectboard appointed DeWolf on January 12, 2015. Kelley will contact DeWolfe to inform her of the appointment. Donna Hill expressed interest in joining the Commission in a couple months.

Buonanduci will call her the beginning of March.

The Planning Commission set February 19, 2015 for a Public Hearing on Adoption of Proposed Flood Hazard Bylaws which will include the revisions regarding perennial streams. The notice and a copy of the proposed bylaws will be sent to the Planning Commissions of the eight abutting towns for their review.

Smith agreed to get the names and addresses of the eight Planning Commissions, Kelley will notify the Corinth Town Clerk, Sciortino will prepare the notice (to be mailed, certified mail, to abutting towns, executive director of Two Rivers and the Dept. of Housing and Community), to publish in the JO and to post in the designated places in Corinth. Kelley, Smith and Sciortino will meet at the Town Hall to complete preparations on Tuesday January 27 at 4:00.

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

NEXT MEETINGS:

February 4, 2015

February 19, 2015

Town of Corinth
Planning Commission Meeting
February 4, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chair; Bill Tobin; Susanne Smith; Dan Carter; Kerry DeWolfe; Lynn Sciortino, Clerk.

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

Approval of Minutes

Smith moved to approve the minutes of the January 15, 2015 meeting. Tobin seconded. Motion passed.

New Member

Dick Kelley welcomed Kerry DeWolfe to the Corinth Planning Commission. DeWolfe was appointed to the Commission by the Board of Selectmen on January 23, replacing Steve Long (term ending in 2015).

New Business

Town Plan Update - to be completed by March 2016.

Subdivision Bylaws Revision - to be completed by March 2016. Tobin presented information from Strafford's Bylaws regarding minor/major subdivisions. He also recommended using Analysis of Subdivisions as a reference and will send this out to members.

Old Business

*The Commission discussed changes to the Activities Log if it is going to be on the Corinth Town Website. DeWolfe agreed to write language to use as a disclaimer and talk with Buonanduci about placement.

*The Commission discussed whether to begin including a Planning Commission signature on mylars. Kelley handed out sample templates of signature blocks. Tobin stated it was common practice to have the town's planning commission sign the mylar. It was agreed to require that the mylar be signed by the Commission as a condition of approval. Applicants will need to be informed so they can have their surveyor include a signature block on the mylar. It will be signed by the Commission Chair before being recorded. Tobin will look into ordering archival pens. A column for "mylar signature" will be added to the Activity Log.

*After consulting state statutes, 24 V.S.A. 4463 (b), it was decided that applicants will have 180 days in which to file or record their subdivision plat following approval by the Planning Commission. The change from 90 days to 180 days will be made to the Subdivision Application Part 2.

*The Commission discussed mailings. Kelley will contact Kevin Geiger for advice on notifications via certified mail, USPS or certifying letters. DeWolfe agreed to look into the legality issues.

*It was agreed that the definition of "interested parties" is anyone who attended a hearing or contacted the Planning Commission regarding an application.

*Kelley agreed to contact Sacha Pealer from VT River Management Program, for advice on including a map and/or definition of perennial streams in the proposed flood regulations. Kelley also agreed to facilitate the Public Hearing on February 19. A regular meeting of the Planning Commission will follow.

Carter moved to adjourn. Tobin seconded.

The meeting adjourned at 8:44 p.m.

Town of Corinth
Planning Commission Meeting
February 19, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chair; Bill Tobin; Dan Carter; Susanne Smith; Kerry DeWolfe; Lynn Sciortino, Clerk.

Others Attending: Russ Pazdro; Steve Long; Frank Roderick.

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

Public Hearing for Approval of Proposed Flood Regulations

Dick Kelley presented the proposed (updated) Flood Hazard Bylaws and addressed questions from the public. The group examined a map from Sacha Pealer, ANR, which outlines Corinth's rivers and streams. The paper map will serve as a reference to the new bylaws. Kelley will contact Pealer about accessing an identical map online. Russ Pazdro questioned whether an "Intent To Build" document needs to be drafted to avoid future construction in a flood area. Kelly will contact Kevin Geiger, Two Rivers, to see about notification of construction language being added to the regulations. The Public Hearing closed at 7:45 p.m. Reporting forms for passing new bylaws were discussed.

Approval of Minutes

Smith moved to approve the minutes of the February 4, 2015 meeting. Carter seconded. Motion passed.

Old Business

* Flood Bylaws Drafting Session - The Commission considered suggestions from the public, Kevin Geiger and Sacha Pealer. Minor revisions were made. The definition of Perennial Stream will be added: "Any stream so designated on the river corridor map maintained by the Rivers Program of the VT Department of Environmental Conservation." Kelley will contact Pealer for information regarding the URL for the river corridor map. DeWolfe suggested adding a sentence to Section V : "In the event the proposed activity falls within more than one type of hazard zone, the most restrictive standards shall apply." Sciortino will see that Linda Buonanduci receives all revisions in order to prepare a final draft of the bylaws.

* It was determined that mailings to "interested parties" do not need to be sent certified mail. DeWolfe will draw up a certificate of service form to be used.

Smith moved to adjourn. Tobin seconded.
The meeting adjourned at 8:52 p.m.

Town of Corinth
Planning Commission Meeting
March 4, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chair; Susanne Smith; Kerry DeWolfe; Linda Buonanduci; Dan Carter (excused @7:15); Lynn Sciortino, Clerk.

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

Approval of Minutes

Smith moved to approve the minutes of the February 19, 2015 meeting. DeWolfe seconded. Motion passed, with Buonanduci abstaining.

Correspondence

The Commission reviewed correspondence.

Old Business

* Flood Bylaws - The Commission reviewed the Flood Bylaws Draft and made minor revisions to the document. Buonanduci took notes on the changes and will type up a final draft and send to members for the final review. The document will then be turned over to the Selectboard. Smith moved that the Planning Commission approve the Flood Hazard Area Bylaws as amended. DeWolfe seconded. Motion passed.

* DeWolfe presented a sample certificate of service to be used in place of certified mail. The Commission agreed to the new practice and Kelley filed the certificate of service.

*Building Registration Forms - Kelley, after consultation with Kevin Geiger at Two Rivers, discussed the possible use of this type of form (similar to a building permit) if the Planning Commission wants to move in this direction as a way to be cognizant of future construction in flood-prone areas. No decisions were made.

* Activities Log - DeWolfe presented a disclaimer to be added to the spreadsheet. "The content provided in this chart is presented as a courtesy to be used only for informational purposes and is not represented to be error free." Buonanduci will add the disclaimer to the Activities Log. Buonanduci will also add another column to the spreadsheet for the purpose of recording the date the PC signed the mylar. The column will include the wording: For all applications submitted after January 1, 2015. NA will be added to the mylar signature column for applications submitted before January 1, 2015.

* Subdivision application Form Part 2 - Buonanduci recommended that the Commission continue to print MOMAs on 8 1/2 x 11 paper and reduce the font size if necessary.

New Business

The Planning Commission discussed their meeting schedule as they look ahead to revising the Subdivision Bylaws and updating the Town Plan. DeWolfe moved the following resolution:

The Corinth Planning Commission, on March 4, 2015,
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 Corinth Town Hall.

EFFECTIVE APRIL 1, 2015

Smith seconded. The motion passed.

The Planning Commission Resolution will be posted on the designated bulletin boards.

Smith moved to adjourn. DeWolfe seconded. The meeting adjourned at 8:45 p.m.

Town of Corinth
Planning Commission Meeting
April 1, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chair; Linda Buonanduci; Susanne Smith; Dan Carter; Lynn Sciortino, Clerk.

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

Approval of Minutes

Smith moved to approve the minutes of the March 4, 2015 meeting. Buonanduci seconded. Motion passed.

Correspondence

- The Commission received the Amendments to the Regional Plan from Two Rivers. Kelley will review and report back at the next meeting.
- The Commission received notice from Karen Galayda, Administrative Officer, that the Slack application for annexation did not go through. Discussion followed. Records show that the Commission approved this application, a MOMA was signed and delivered to the Town Clerk. Kelley agreed to follow up with Galayda.
- The Commission received notice, via Buonanduci, that a follow-up may be necessary regarding the Fryar application. The members discussed the current status of the application and agreed to address it at the next meeting. Buonanduci will contact Bill Tobin to review the deed research that Tobin had done for this application.

Old Business

Flood Bylaws - The Planning Commission made minor changes to the recently updated Flood Bylaws. The word "any" was added to IIIC, the word "flood" was added to VIIA2, the definition of ANR was added to XI and a quotation mark was removed from VIF2. Buonanduci will make the changes on the master draft, title it "final draft" and date it April 1, 2015. Smith moved to approve the Flood Area Bylaws as amended and forward the document to the Selectboard. Carter seconded. Motion passed. Kelley informed the members that representatives from Two Rivers would like to meet with the Corinth Administrative Officer after the updated flood bylaws have been adopted.

Subdivision Application Part 2 - Buonanduci presented the latest draft of the application form including revisions previously agreed upon. She will email members a copy to review. The Commission will vote on the document at the May meeting.

New Business

Town Plan - The Commission discussed plans for writing the new Five Year Town Plan, due in 2017. Smith suggested using Enhanced Consultations and Reviews. Kelley listed areas that needed work including the transportation, local economy, energy and emergency services sections. Kelley will send members materials to review as work begins on the Town Plan. Smith will scan copies of the Enhanced Review and send to others. The current Town Plan can be found on the Corinth Town Website.

Subdivision Bylaws - Members also discussed updating the Subdivision Bylaws. Work assignments will be discussed at the May meeting when all members are present; suggestions so far included Tobin and Kelley continuing work on the Town Plan. Buonanduci and Carter expressed interest in working on the Bylaws. Tobin may have a list of changes to the bylaws to consider. It was agreed that each subcommittee would update the whole group at every meeting as work progresses in these two areas.

Carter moved to adjourn. Smith seconded. The meeting adjourned at 8:35 p.m.

Town of Corinth
Planning Commission Meeting
May 6, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Linda Buonanduci; Bill Tobin; Dan Carter; Kerry DeWolfe; Lynn Sciortino, Clerk.

The meeting was called to order at 7:07 p.m.

Approval of Minutes

Buonanduci moved to approve the minutes of the April 1, 2015 meeting. Carter seconded. Motion passed with Tobin and DeWolfe abstaining.

Correspondence

A phone call from Louise Thompson was received notifying the Commission that she will be submitting a subdivision application at a future meeting.

An email from Karen Galayda, Administrative Officer, explained that Maxine Slack did not go through with her annexation application. The MOMA was recorded. No deed was submitted. No action is required of the Planning Commission at this time.

The Commission received notice of VLCT's Spring Planning and Zoning Forum on June 10th at the Lake Morey Inn.

The Commission received notice of a workshop on the Impact of Local Food Systems on the Economy to be held May 21st at the Billings Farm.

Old Business

*Subdivision Application Part 2 - The Commission discussed changes to the application.

Buonanduci will make those changes and send out the updated draft to the other members.

*Regional Plan - Kelley presented a summary of Two Rivers Regional Plan. He will try to obtain the minutes from the recent hearing.

*Fryar Application - Members discussed the application which had been approved by the Planning Commission last year as an Exempt Subdivision. Due to there being two deeds, combined for tax purposes, there was some confusion regarding acreage and a MOMA was not issued at that time. DeWolfe moved to approve and issue a MOMA for the Fryar Exempt Subdivision application. Tobin seconded. Motion passed. Buonanduci will write the MOMA for 26.5 acres.

*Town Plan - Kelley and Tobin agreed to begin work on the Corinth Town Plan. Each will choose a section and prepare a draft for the next meeting. Tobin will work on Land Character and Use.

*Subdivision Bylaws - Carter, Buonanduci and DeWolfe agreed to begin work on revisions to the Subdivision Bylaws. Discussion followed regarding changes to include. DeWolfe will review the current bylaws, compare them with surrounding towns and report at the next meeting.

Carter moved to adjourn. DeWolfe seconded.

The meeting adjourned at 8:31 p.m.

Town of Corinth
Planning Commission Meeting
June 3, 2015
Unapproved Minutes

Attending for the Commission: Linda Buonanduci, Vice Chair; Susanne Smith; Kerry DeWolfe; Dan Carter; Lynn Sciortino, Clerk.
Others Attending: Friedrich Gross.

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

Approval of Minutes

DeWolfe moved to approve the minutes of the May 6, 2015 meeting. Carter seconded. Motion passed with Smith abstaining.

Old Business

The Commission noted that the Selectboard adopted the new Flood Hazard Area Bylaws on May 11, 2015 as presented by the Planning Commission. The new bylaws went into effect on June 1, 2015.

Buonanduci presented the updated draft of the Subdivision Application Part 2 of 2. DeWolfe suggested one change. The new draft will be sent to Dick Kelley for review.

Amendments from the Regional Meeting Minutes were tabled until the next meeting.

Buonanduci will send Dick Kelley a note to that effect.

Town Plan Update was tabled until the next meeting due to Tobin and Kelley's absence.

Buonanduci stated that the MOMA for Fryar was sent to Kelley today, June 3.

Subdivision Bylaws - The Commission began reviewing the bylaws. Changes were suggested in 1.3 and 1.4. It was agreed that 1.1 and 1.2 needed no changes.

Next Meeting

The meeting on July 1 may need to be changed. No new date has been proposed. Buonanduci will discuss the July schedule with Kelley.

Smith moved to adjourn. Carter seconded.

The meeting adjourned at 8:10 p.m.

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.

Town of Corinth
Planning Commission Meeting
September 2, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Linda Buonanduci; Susanne Smith; Bill Tobin; Dan Carter; Lynn Sciortino, Clerk.

Others Attending: Mary Martin; Joe Holland: Chris Preston; Chris Sargent; Tory Levite.

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

Approval of Minutes

The minutes from August 5, 2015 were reviewed. The wording of the second sentence under New Business was changed to read, "She proposed that she take over processing all applications except Non Exempt Subdivision applications and issuing permits that do not require a hearing." Smith moved to approve the minutes as amended. Buonanduci seconded. Motion passed.

New Applications - Informational Meetings

Note: The Administrative Officer will process the Larabee/Stiegler Boundary Line Adjustment application and the Dow/Bruleigh Annexation application.

EC Properties

Non Exempt Subdivision Application Part 1

Parcel # 034-00349C and 349B

Book/Page 57/364

Property on Fairground Road

Proposed to divide off approximately 20 acres from a 97 acre parcel.

A map of the property was reviewed. Byron Kidder is preparing a survey of the newly created lot. The Commission will review Part 2 of the application and hold the Public Hearing for Subdivision on October 7, 2015. A list of abutters will be obtained from the Administrative Officer so that certified notices can be mailed. The JO will publish the notice. Notices will also be posted on the property and at the public posting locations.

Chris Preston

Exempt Subdivision Application

Parcel # 077-10524

Proposed to divide off .5 acre

Map of the property and septic design were reviewed.

Preston will meet with the Administrative Officer.

New Business

Two Rivers-Ottawaquechee Regional Commission representatives, Chris Sargent and Tory Levite, presented information on Municipal Planning Grants. The grant application discussed is due September 30. Money could be used for Two River's assistance with writing the Corinth Town Plan. Grant awards would be issued in January. If Corinth received this grant, the town would need to provide a matching amount of \$525. Tobin moved to authorize Dick Kelley to sign the Municipal Planning Grant application for work on the Town Plan. Carter seconded. Motion passed. Kelley will bring the application to the Selectboard meeting on September 14 for their

approval. If approved, the Selectboard would elect a member to be the authorized official for Intelligant software. Kelley would then scan the completed application to Two Rivers.

The Commission discussed changes to the Subdivision Bylaws that would allow the Administrative Officer to process applications for subdivisions (not including Non Exempt Subdivisions). No changes were made to the bylaws. It was agreed to invite the Administrative Officer to the meeting on October 7th to discuss procedures. Kelley will call Karen Galayda, AO.

The Commission approved changes to the Informational Meeting Request Form, the Construction Notification Form and the Subdivision Application Part 2 of 2 Form. These three documents are now in final form and ready to use.

Dan Carter agreed to gather information and prepare a budget report for the next meeting.

Smith moved to adjourn. Tobin seconded.
The meeting adjourned at 9:22 p.m.

Town of Corinth
Planning Commission Meeting
October 7, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Linda Buonanduci; Bill Tobin; Dan Carter; Kerry DeWolfe; Lynn Sciortino, Clerk.

Others Attending: Mary Martin; Joe Holland; Frank Williams; Tom Otterman; Kevin Geiger.

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

Approval of Minutes

Tobin moved to approve the minutes of the September 2, 2015 meeting. Carter seconded. Motion passed.

Public Hearing for Subdivision Approval

Applicant: EC Properties

Parcel #034-00349C and 349B

Location: Fairground Road

Part 1 of the application was corrected. Part 2 of the application was filled out. Frank Williams, property abutter, had no concerns after the subdivision was described. Application fee of \$100 was paid. The mylar was left in order for the surveyor, Byron Kidder, to affix a signature block. No vote for approval was taken. Application is in deliberations.

New Applications - Informational Meeting

Tom Otterman, representing Ken & Louise Thompson and Kyle Thompson, presented information and maps to begin the application process. (New configuration for agricultural purposes.) Part 1 of the application will be presented November 4, 2015, the next meeting of the Planning Commission.

Old Business

Subdivision bylaws discussion led by Kevin Geiger of Two Rivers was held. The Planning Commission is in the process of revising the Corinth bylaws and had invited Geiger to the meeting for input from the regional commission. Geiger will send suggested language to the commissioners on Friday, October 30 and return on November 4 to continue work on the draft. Email addresses were exchanged.

Treasurer's Report

Dan Carter, Planning Commission Treasurer, reported a balance of approximately \$3,000. The proposed budget for next year will be prepared at the November 4th meeting.

Correspondence

The Commission received notification from the Town Report Committee that the report for the Town Report is due November 1st. Kelley agreed to write the report. Buonanduci will send Kelley information on the applications processed last year.

The Commission received information on VLCT's Fall Planning and Zoning Forum to be held October 28 in Montpelier. Tobin may attend.

Buonanduci moved to adjourn. Carter seconded. Meeting adjourned at 9:14 p.m.

Town of Corinth
Planning Commission Meeting
November 4, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Bill Tobin; Kerry DeWolf; Dan Carter; Susanne Smith; Lynn Sciortino, Clerk.
Others Attending: Tom Otterman; Kevin Geiger.

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

Approval of Minutes

Smith moved to approve the minutes of the October 7, 2015 meeting. Tobin seconded. Motion passed with Smith abstaining.

New Applications

Kenneth and Louise Thompson - Exempt Subdivision - Part 1

Two applications submitted

One abutter list submitted

Parcel ID #017-00207

Book/Page 45/287

Otterman will return December 2, 2015 for Part 2 of the application and the Public Hearing

Joan Curley - Exempt Subdivision - Part 1

Dividing 22 acres into two parcels (19 acres and 3 acres)

Application submitted

Abutter list submitted

Fee paid

Parcel ID #082-03469

Book/Page 98/162

Otterman will return December 2, 2015 for Part 2 of the application and the Public Hearing

Deliberations

EC Properties Application

Tobin moved to approve the EC Properties application, located on Fairground Road, with the stipulation that all required permits will be obtained before any improvements are made. Smith seconded. Motion passed. Notification of the approval will be made to the applicant, abutters and interested parties. Note: The mylar has not been signed by the Planning Commission. The applicant is responsible for delivering the mylar to the Town Clerk.

Smith moved to authorize the Administrative Officer to sign mylars on behalf of the Planning Commission. Tobin seconded. Motion passed.

Old Business

Kevin Geiger, Two Rivers Ottawaquechee Regional Commission, presented a draft of the revised Subdivision Bylaws. Members reviewed the draft, held discussion and made changes. Geiger will send a clean copy of the updated draft to the Planning Commission. The draft will be reviewed at the December meeting. Forms will be examined to see what changes need to be made in order to align all forms to the new bylaws.

New Business

Budget Preparations--

After a budget presentation by Treasurer Carter, Smith moved to adopt a budget request of \$3,000 (\$2,500 to be raised from taxes, \$500 from fees) to be submitted to the Budget Committee on November 10, 2015. Tobin seconded. Motion passed.

Planning Commission Report for the Town Report--

Kelley will email the report for the Town Report to the members.

Smith moved to adjourn. Tobin seconded. Motion passed.

The meeting adjourned at 9:14 p.m.

Town of Corinth
Planning Commission Meeting
December 2, 2015
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Linda Buonanduci; Bill Tobin; Dan Carter; Susanne Smith; Lynn Sciortino, Clerk.
Others Attending: Tom Otterman; Charles White; David Johnson.

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

Changes to the Agenda

Kelley proposed adding a report on the Budget Committee Meeting under Old Business.
Members agreed.

Approval of Minutes

Kelley noted a correction was needed in the November minutes. Both the Thompson and Curley applications are for Non-Exempt Subdivisions. Smith moved to approve the corrected minutes of the November 4, 2015 meeting. Tobin seconded. Motion passed with Buonanduci abstaining.

Public Hearing for Subdivision Approval

Public Hearing opened at 7:10 p.m.

Kelley administered the oath to Otterman, White and Johnson.

Otterman presented an updated map showing the proposed subdivision and submitted Part 2 of the application for Joan Curley at 3469 Chelsea Road (Parcel ID #082-03469) creating a 1.1+/- acre lot around a house and pond and an 18.9+/- acre lot which will be conveyed to Ft. Wait Holsteins, LLC for agricultural use. Fee of \$100 was previously received.

Public Hearing closed at 7:20 p.m.

Deliberations

Tobin moved to approve the non-exempt subdivision application of Joan Curley as presented by Tom Otterman, of property located at 3469 Chelsea Road (Parcel ID #082-03469), survey map prepared by Otterman dated 10-25-2015 and revised on 11-20-2015, creating a 1.1+/- acre lot and an 18+/- acre lot and to authorize the Administrative Officer to sign the mylar. Smith seconded. Motion passed. The Planning Commission will prepare the decision letter and MOMA.

Public Hearing for Subdivision Approval

Public Hearing opened at 7:35 p.m.

Kelley administered the oath to Otterman.

Otterman presented updated maps, Part 2 applications and amended Parcel ID numbers for the two non-exempt subdivision applications for Kenneth and Louise Thompson.

Application 1 Shop

Property location: 207 Thompson Place

Parcel ID #016-00885

Book/Page: 45/287

Creating a 9+/- acre lot and a 3.4+/- acre lot

Survey map prepared by Otterman dated 12-27-2011 and revised 8-20-2015

Fee: \$100

Application 2 Farm

Property location: 209 Thompson Place

Parcel ID #017-00209

Book/Page 45/287

Creating a 25+/- acre lot, a 1+/- acre lot and an 18+/- acre lot

Survey map prepared by Otterman dated 12-27-2011 and revised 8-20-2015

Fee: \$140

Public Hearing closed at 8:07 p.m.

Deliberations

Smith moved to approve the Thompson Non-Exempt Subdivision Application 1 (referred to as the Shop) at 207 Thompson Place of 12.3+/- acres into two lots (9+/- acres and 3.4+/- acres), Parcel ID #016-00885, survey map prepared by Tom Otterman on 12-27-2011 and revised 8-20-2015. Approval is contingent upon receipt of the \$100 application fee. The Planning Commission authorizes the Administrative Officer to sign the mylar. Carter seconded. Motion passed. The Planning Commission will prepare the decision letter and the MOMA.

Buonanduci moved to approve the Thompson Non-Exempt Subdivision Application 2 (referred to as the Farm) at 209 Thompson Place of 44+/- acres into three lots (25+/- acres, 1+/- acre and 18+/- acres), Parcel ID #017-00209, survey map prepared by Tom Otterman on 12-27-2011 and 8-20-2015. Approval is contingent upon receipt of the \$140 application fee. The Planning Commission authorizes the Administrative Officer to sign the mylar. Smith seconded. Motion passed. The Planning Commission will prepare the decision letter and the MOMA.

Old Business

EC Properties Application - Waiting for the signature block on the mylar

Subdivision Bylaws Revisions - Tabled

Budget Committee Meeting Update - Kelley reported on proposals submitted to the Budget Committee. He will attend the next meeting for final budget figures.

New Business

Solar Forum at VTC on November 21, 2015 - Tobin presented information from the forum and will report more on Act 56 regarding municipal participation at the next meeting.

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