

Town of Corinth
Planning Commission Meeting
January 6, 2016
Unapproved Minutes

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

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

Changes to the Agenda

Kelley asked that the following items be added under Old Business:

- Administrative Tasks
 - Recruitment
 - Local Hazard Mitigation Plan
- Commissioners agreed.

Approval of Minutes

Smith moved to approve the minutes of the December 2, 2015 meeting. Buonanduci seconded. Motion passed.

Old Business

Recruitment: Dan Carter and Bill Tobin agreed to be reappointed to a 3-year term in March. There continues to be one vacancy to be filled on the Planning Commission.

Act 56: Tobin presented information regarding Act 56, a state act relating to establishing a renewable energy standard, and Vermont Group Net Metering. It was agreed this information will be helpful when rewriting the Town Plan's energy section. The Planning Commission discussed scheduling a forum on renewable energy in the spring or summer. The Town of Corinth was not a recipient of the Municipal Planning Grant applied for in September for the rewriting of the Town Plan.

Administrative Tasks: The Planning Commission will conduct a search for a new administrative assistant to replace Sciortino in April.

Recording Fees: The PC discussed application fees vs recording fees. Carter agreed to follow up with the Town Treasurer.

Subdivision Bylaws Revision: Using the draft from Kevin Geiger (dated 11-4-2015)

The PC suggested adding the following language to section 6.1:

"Any recording fees will be the responsibility of the applicant." In section 1.4 Definitions, there was discussion about the definition of "parcel."

Tobin moved to adjourn. DeWolfe seconded.

The meeting adjourned at 9:08 p.m.

Town of Corinth
Planning Commission Meeting
February 3, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Linda Buonanduci; Susanne Smith; Dan Carter; Bill Tobin; 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 6, 2016 meeting. Tobin seconded. Motion passed.

Old Business

Subdivision Bylaws - The Commission reviewed the draft of the document sent in November by Kevin Geiger and made minor changes. Tobin agreed to be the wordsmith and prepare the revised draft. This will be sent to DeWolfe for input prior to the March meeting. Some questions arose. (Definition of Parcels, Annexation, Primary, Minor, Major Subdivisions, Permits vs Certificates, 3.3 typo, Reference 3.3 in Primary Subdivisions?). Kelley will contact Geiger to suggest that he attend the April meeting instead of the March meeting to complete the Subdivision Bylaws revision, review forms to use with the new bylaws and to assist with the writing of the Town Plan. Buonanduci will bring copies of current forms to review for revision. At their March meeting, the PC will resume editing in Section 4.

Financial Report - Carter reported that the Planning Commission's account has a balance of \$2,665.84. The Administrative Officer's time is paid out of the General Fund. Part of the application fee goes toward the recording fee.

New Business

Recruitment - Russ Pazdro has agreed to join the Planning Commission. The Corinth Hazard Mitigation Planning meeting will be on February 16 at 6:30 p.m.

Correspondence

The Commission received a letter regarding the Act 250 application of Scott Fisk, Bradford, VT.

Open Applications

Kelley will contact Byron Kidder regarding the need for a signature block on the EC Properties mylar. The Thompson and Curley applications are complete.

Smith moved to adjourn. Tobin seconded. The meeting adjourned at 9:07 p.m.

Town of Corinth
Planning Commission Meeting
March 2, 2016
Unapproved Minutes

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

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

Approval of Minutes

Smith moved to approve the minutes of the February 3, 2016 meeting. Tobin seconded. Motion passed.

Old Business

The Commission completed review and revisions of the Corinth Subdivision Bylaws. Tobin will update the draft and email to all members and to Kevin Geiger at Two Rivers. Geiger will be asked to attend the April meeting to complete the new bylaws.

New Business

The Commission welcomed Carolina Diaz to the Planning Commission. Diaz will be replacing Lynn Sciortino on April 1st as their new administrative assistant. The Commission thanked Sciortino for her three years of service.

Kelley presented a summary of the Local Hazard Mitigation Plan meeting held on February 16th. The group will be addressing severe summer weather/flooding, wildlife/brushfires, extreme cold/snow/ice storms, and hazardous material spills in their upcoming plan.

Correspondence

The Commission received notice of a workshop called Staying Connected - Forest Habitats. If interested in attending, contact Dick Kelley.

Open Applications

Kelley informed the members that the EC Properties mylar was signed by the Administrative Officer and recorded. Application is now complete.

Other Business

Bill Tobin and Dan Carter have agreed to another three-year term on the Planning Commission. Kelley suggested updating the Rules and Procedures for the Planning Commission at a future meeting.

The Commission discussed their meeting schedule for the upcoming year. Smith moved the following resolution:

The Corinth Planning Commission, on March 2, 2016,
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, 2016

Carter seconded. Motion passed. The resolution will be posted on the designated bulletin boards.

Smith moved to adjourn. Carter seconded.
The meeting adjourned at 8:59 p.m.

Town of Corinth Planning Commission Meeting

April 6, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Linda Buonanduci; Bill Tobin; Dan Carter; Kerry DeWolfe; Russ Pazdro; Susanne Smith; Carolina Diaz, Clerk

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

Changes to the Agenda

Kelley asked that the following items to be added under Old Business:

-Selection of Chairman and Vice-Chairman

Commission agreed.

Approvals of the Minutes

Smith moved to approve the minutes of the March 2nd, 2016 meeting. Carter Seconded. Motion passed with Buonanduci, DeWolfe and Pazdro abstaining.

Old Business

Re-organize Commission Officers

-Carter nominated Dick Kelley for Chairman, DeWolfe seconded. All in agreement.

-DeWolfe nominated Bill Tobin for Vice-Chairman, Buonanduci seconded. All in agreement.

The PC continued review and revision of the Corinth Subdivision Bylaws. Kelley sent revisions from March 2nd meeting to Kevin Geiger for review and asked to attend April meeting but Geiger was not able to attend.

Tobin suggested to have a working meeting with Geiger to go over revisions. Kelley will check with Geiger and set up a date. Also, if Geiger can attend the May 4th meeting.

Buonanduci suggested to have Geiger look over the application forms for any possible changes after the bylaws are finalized.

Administrative task: Updating the draft for Geiger to review.

Other Business

Kelley would like to start the application process for Grants in the Fall or September. For every willing PC member to work on a section of the application.

Russ would like to gather information for the PC in regards to Solar Power pros and cons.

DeWolfe moved to adjourn, Carter Second. All in agreement

The meeting adjourned at 8:52 p.m.

Town of Corinth
Planning Commission Meeting
May 4, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley; Dan Carter; Russ Pazdro; Susanne Smith; Kerry DeWolfe; Carolina Diaz, Clerk
Others attending: Kevin Geiger, Two Rivers Senior Planner.

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

Changes to the Agenda

No changes to agenda.

Approvals of the Minutes

Smith moved to approve the minutes of the April 6, 2016 meeting. Carter Seconded. All in favor.

Public Hearings - None

New Application - None

Deliberations - None

Old Business

The PC continued to review and make revision of the Corinth Subdivision Bylaws with Geiger.

Section 1.4 - PC will discuss if the lot size is needed and/or what size when more board members are present.

Section 3.1 – change word “its” to “the” to read “The respective body shall approve a subdivision on finding that the proposed...”

Section 3.3 add “proposing any uses.” to read “An applicant may apply for a subdivision that simply divides land, without proposing any uses.”

Section 5.1- paragraph was changed to “No subdivision plat may be recorded by the Town Clerk until the Planning Commission/AO approval has been endorsed thereon, or the certificate of the Town Clerk showing the failure of the Planning Commission/AO to take action within specified period is attached thereto. An approved subdivision plat shall be delivered by the applicant to the Town Clerk for recording in the land records of the Town. Any plat not so delivered within 180 days following its approval by the Planning Commission/AO, or within 180 days of the date upon which such plan of subdivision is taken as approved by reason of the failure of the Planning Commission/AO to act, shall become null and void and approval shall expire.”

Section 5.2 – changed word “filed” to “recorded” to read “a Certificate of Exempt Subdivision shall be recorded in the Town Land Records”

New Business

None

Correspondence

None

Smith moved to adjourn, Pazdro Second. All in favor.

The meeting adjourned at 8:25 p.m.

Town of Corinth
Planning Commission Meeting
June 1, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Bill Tobin, Vice-Chairman; Linda Buonanduci; Dan Carter; Russ Pazdro; Susanne Smith; Carolina Diaz, Clerk

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

Changes to the Agenda

No changes to agenda.

Approvals of the Minutes

Smith moved to approve the minutes of the May 6, 2016 meeting. Tobin Seconded. Motion passed with Buonanduci and Carte abstaining.

Public Hearings - None

New Application - None

Deliberations - None

Old Business

The PC will review the final changes to the Corinth Subdivision Bylaws and will vote on next meeting to finalize and submit bylaws to the Selectboard.

Carter moved to pass the following resolution:

The Corinth Planning Commission meeting be held on the first Wednesday of every month, 7:00 p.m. at the Corinth Town Hall. Smith second, Motion passes. Diaz will post the resolution

New Business - None

Correspondence

The PC received an invitation to Spring Planning Zoning forum Wed on June 15th,

Chris Sargent sent the draft for the Two River Energy Implementation Plan. Tobin will look over first and inform the PC.

Smith moved to adjourn, Pazdro Second. All in favor.

The meeting adjourned at 8:45 p.m.

Town of Corinth
Planning Commission Meeting
July 6, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Bill Tobin, Vice-Chairman; Kerry DeWolfe, Dan Carter; Russ Pazdro; Carolina Diaz, Clerk

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

Changes to the Agenda

Kelley added under Old Business, C-Membership discussion. Pazdro second. Motion passed.

Approvals of the Minutes

Pazdro moved to approve the minutes of the July 6, 2016 meeting. Tobin Seconded. Motion passed.

Public Hearings - None

New Application - None

Deliberations - None

Old Business

A: PC Review draft of Subdivision Bylaws revisions. There are several changes and corrections, DeWolfe volunteered to make all the changes and have them by the next meeting. The PC plans to finalize the Subdivision Bylaws by next PC Meeting.

B: To give DeWolfe an opportunity to make necessary changes to the Subdivision Bylaws, Kelley moved to change August Planning Commission meeting from August 3th from August 17th, 2016. Russ second. Motion passed. Meeting date change will be posted in 3 places.

C: Kelley suggested for Zachary Kelley to join the PC Commission when Smith leaves/resigns.

New Business - None

Pazdro moved to adjourn, Carter Second. All in favor.

The meeting adjourned at 8:50 p.m.

Town of Corinth
Planning Commission Meeting
August 17, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Bill Tobin, Vice-Chairman; Linda Buonanduci; Dan Carter; Russ Pazdro; Kerry DeWolfe; Zachary Kelley; Carolina Diaz, Clerk

The meeting was called to order at 7:13 p.m.

Changes to the Agenda

No changes to agenda.

Approvals of the Minutes

D.Kelley wanted changes done to Old Business, Section C- Change PC Commission to PC Membership. DeWolfe moved to approve the minutes, with the changes, of the July 6, 2016 meeting. Pazdro Seconded. Motion passed with Buonanduci and Z.Kelley abstaining.

Correspondence

The Board received a letter from Two Rivers and the Vermont League of Cities and Towns.

Public Hearings - None

New Application - None

Deliberations - None

Old Business

The Board reviewed the changes DeWolfe made to the Subdivisions Bylaws. DeWolfe will supply a revised draft and D.Kelley will contact Kevin Geiger, Two River Senior Planner to attend the next meeting to help finalize the Subdivisions Bylaws and the application forms.

New Business - The board will make a decision in the September meeting to either reschedule the October 5th meeting or meet at the listers office.

Carter moved to adjourn, Pazdro Second. All in favor.

The meeting adjourned at 8:45 p.m.

Town of Corinth
Planning Commission Meeting
October 5, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Bill Tobin, Vice-Chairman; Dan Carter; Russ Pazdro; Kerry DeWolfe; Zachary Kelley; Carolina Diaz, Clerk;
The meeting was called to order at 7:05 p.m.

Changes to the Agenda

D.Kelley moved to make changes to the September 15th minutes:

Change Kevin Greiger's last name to Geiger. Change in New Business; second sentence to "her time with the commission".

DeWolfe moves to approved both August 17th meeting minutes and the changes to the September 15th meeting minutes.

Carter seconds. Motion Passed.

New Business

Groschner confirmed Zachary Kelly will fill in the PC unexpired term of Susanne Smith until March 2017.

Final Draft of the revision of the Subdivision Bylaws

DeWolfe made final change to the Subdivision Bylaws and created a table of contents. D.Kelley moved to accept the Subdivision Bylaws and have the public hearing on next PC Meeting, November 2, 2016. Tobin second. Five years and one nay. Motion passed.

D.Kelley thanked the commissioners for their hard work on the bylaws.

Copy of the Subdivision Bylaws and table of contents will be available in the website and Town Hall.

Discuss Town Plan update

DKelley suggest for each member to take a section of the Town Plan and work on it individually and then all the sections will be discussed during future meetings.

Carter moved to adjourn, Pazdro Second. All in favor.

The meeting adjourned at 8:10 p.m.

Town of Corinth
Planning Commission Meeting
November 29, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Bill Tobin, Vice-Chairman; Dan Carter; Russ Pazdro; Zachary Kelley; Carolina Diaz, Clerk

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

Changes to/approval of agenda: None

Old Business:

Board discussed the necessary posting, newspaper notices and packets that need to be sent to out for the approval of the Town of Corinth, Subdivision Bylaws.

New Business:

None

Tobin moved to adjourn, Pazdro Second. All in favor.

The meeting adjourned at 7:30 p.m.

Town of Corinth
Special Meeting
Planning Commission Meeting
December 7, 2016
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Bill Tobin, Vice-Chairman; Dan Carter; Russ Pazdro; Zachary Kelley; Carolina Diaz, Clerk. Others: Greg Manning

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

Change to Agenda

DKelley added "Budget" to the Old Business and "Application" to New Business. Tobin moves to approve the November 29th special meeting minutes with changing the title to special meeting. ZKelly second. Motion passed

Public hearing

Russ makes motion to schedule a public hearing for the subdivision bylaws on January 4th, 2017. ZKelly seconds. Motion passed.

Discussion posting/notices/reports

DKelley wrote the report to with the Bylaws mailing. Tobin moves to accept the Report that DKelley drafted effective December 7th. Russ seconds. Motion passed.

Town Plan

DKelley according to Two River, our Town Plan is not in compliance with the requirements. DKelley suggest to break the Town Plan into sections and have each member work on it.

Budget

DKelley attended the Budget meeting and he requested the budget to stay the same.

Application

Manning brought blue prints for the PC to review. Gaylard will send out notification to the abuters. There will be one more meeting before the final approval. Because the application process is starting before the bylaw change, this will be under the previous bylaws.

Depending on the lot, he may need a driveway permit from the Road Commissioner.

Correspondence

Tim O'dell would be interested in town energy plan. DKelley will ask Tim O'Dell if he would like to join the Planning Commission and be a representative at Two River meetings.

Tobni moved to adjourn. Dkelley second. All in favor.

The meeting adjourned at 8:50 pm