**CASTLETON PLANNING COMMISSION**

**Tuesday, February 22, 2022**

**Castleton Town Office**

**and ZOOM**

**Zoom Recording Link:**

[**https://us02web.zoom.us/rec/share/6K0Xv7D2hWkH87zWkE9NR6wif1NpESLE0-OYLkIPeIcc-IVFWdHxZaxjoF-3dyY.OvSJDysfeR2teAYN**](https://us02web.zoom.us/rec/share/6K0Xv7D2hWkH87zWkE9NR6wif1NpESLE0-OYLkIPeIcc-IVFWdHxZaxjoF-3dyY.OvSJDysfeR2teAYN)

**(Passcode: i!1OJT6.)**

**Those in attendance included:** Elizabeth MacKay, Joseph Bruno, Frank Johnson, Jonas Rosenthal Zoning Administrator, Ed Bove, RRPC

**Others present by Zoom included**: Allison Harvey Recording Secretary

J. Bruno called the meeting to order at 6:06 P.M.

**Approve Agenda**

**F. Johnson made a motion to approve the agenda. L. MacKay seconded. All voted in favor. So voted.**

**Minutes of Meeting – February 8, 2022**

**F. Johnson made a motion to approve the minutes of February 8, 2022 as presented. L. MacKay seconded. All voted in favor. So voted.**

L. MacKay asked if the minutes could be sent to the Commission members at the same time as the agenda so they can review them before the meeting.

**Zoning Draft Dated December 14, 2021 Discussion with Ed Bove**

J. Rosenthal explained that the DRB had gotten this draft, they are going to review and give comments/suggestions to the Commission as well. Also has been discussed to have a joint meeting with the DRB to address changes. A comment was made about the Table of Contents being incorrect, Ed Bove stated that doesn’t need to be considered in discussion, it will auto correct as changes are made.

Page 5 – L. MacKay stated the first sentence regarding the Vermont Planning and Development Act recites the Vermont Statutes, Title 24, Chapter 117 or should it be 24 VSA 4302. She spent a large amount of time trying to find them and found it to be under a different title. After a brief discussion, Ed Bove stated the first one works and also discovered that it was in 4301 that the act is referred to.

Page 6 – J. Rosenthal addressed at the bottom of the page the water source protection areas in the zoning districts. Mr. Bove stated the water source protection has its own section on page 9.

Page 8 – L. MacKay questioned the lot sizes, and why didn’t do for recreation and commercial district. J. Rosenthal felt was 20,000 sq ft. Mr. Bove pointed out this section is to outline the districts. Discussion on districts and what they include and where they are located, as well as uses and potential uses in districts. Specific discussion on a recent permit application for a childcare facility and that she has been requested to get an engineered site plan. Lengthy discussion on childcare/day care facilities and what they are required to fulfill for regulations at the state and local level. Commission needs to go through the districts and be sure they are where they feel they should be and what is included in those districts.

Page 12 – L. MacKay inquired if the AO should be spelled out as Administrative Officer for clarity.

Page 13 – J. Bruno felt they should each go through the table of uses, make notes and can go through next meeting. He sees a few that should be addressed. Also need to go through the section of definitions, and discussion on sale of firewood for instance and its definition.

Page 14 - Discussion on home occupation and whether is a change of use or an addition of a use to a home/residence. Should be addressed by administrative review.

J. Rosenthal stated the DRB would like to see discussion on non-conforming uses in certain zones and lot sizes being met. Ed Bove referred them to the definitions and pointed out the changes he made to the by-laws and general regulations on pages 46-48 which are statutorily sound. Also discussed waivers and where found and what is included in a waiver.

J. Bruno addressed the no minimum lot size in village commercial and stated he still cannot understand why that is done that way. Mr. Bove stated it has to do with the coverage and setbacks.

Page 13 – Discussion on permitting and procedure, how should be addressed in the regulations whether a permit is required and the wording.

J. Bruno suggested each member choose section of pages, example, he does page 1-20, someone else does 21-25, etc. and make notes to discuss with rest of commission.

Page 18 – L. MacKay addressed parking space requirements.

Page 21 – L. MacKay felt incomplete application being returned should be discussed – Ed Bove stated it is 30 days to act on complete, but if incomplete, a certain number of days to return to applicant. It was suggested 15 business days.

Commission discussed starting at page 26 at next meeting, each member will do 10 pages. F. Johnson will do pages 26-35, L. MacKay will do pages 36-45, J. Bruno will do 46-55. E. Bove will make the changes discussed this evening and will do the changes from next and get to DRB for review. Will continue at meeting on March 22nd meeting with Mr. Bove.

**Adjourn Meeting – L. MacKay made a motion to adjourn at 7:35pm. F. Johnson seconded. All voted in favor. So voted.**

Respectfully Submitted,

Allison Harvey, Recording Secretary