

**TOWN OF CASTLETON**  
**PLANNING COMMISSION MINUTES**  
**Tuesday, April 13, 2021**  
**Zoom Virtual Public Meeting**

**PRESENT:** Robert Franzoni, Member; Liz McKay, Member; Frank Johnson, Member; Daniel Forcier, Development Review Board Member

**ABSENT:** Joe Bruno, Chair; Michael Holden, Alternate

**CALL MEETING TO ORDER**

In the Chair's absence, the meeting was called to order by Planning Commission Member, Bob Franzoni at 6:04p.m.

**APPROVAL OF AGENDA**

There were no questions or changes for the agenda.

**APPROVAL OF MINUTES: 3/23/21**

The minutes of 3/23/21 were tabled as there were not enough members who attended the meeting present to vote on them.

**ZONING REGULATIONS UPDATE**

Mr. Rosenthal recommended going page by page through the Zoning Regulations.

- It was recommended to replace all references to "UDR" with "Zoning" throughout the document.
- On page 6 and page 7 under Non-residential there is no "Purpose" listed as under Residential. R20 and R40 are the same.
- Flood Hazard and Water Source Protection are now listed in their own separate discussion topics.
- On page 9, section 202, there is no copy or version listed of the map that is referred to in the document. All references to Flooding will be moved to the correct discussion topic.
- Overlay district map refers to the different colored map of the water source protection area. It is not included in this document yet.
- There should also be a separate map for the flood zone.
- On page 12, there are no "following uses" listed. This section refers to page 66 Section 10.21, "Uses Exempt from Permitting" in the old ordinances.
- It was recommended that Handicap Accessibility Exemptions be added. It is listed on page 44.
- Under Table of Uses, Motels, they do not require town sewer but do not explain why. Recommended that after the Table of Uses that there be a list of special exceptions for each section listed in the Table of Use.
- On page 13, there are no "e"'s listed, perhaps a reference to where "e" can be found should be listed, or it should be moved to that section.
- Remove page 65 to section 205.
- Allowed uses in specific zoning districts were discussed.
- The definition of "Accessory Use" was discussed (on page 45 of the old ordinance.)
- On page 16, Site Plan Review, A.2 – should a maximum amount of time that a survey be completed within be listed, less than 5 years ago? No, it does not matter when a survey was completed as

some properties have never had survey's done, perhaps there should be a referral to survey of a property and/or detailed map, drawing, Town property map. This section should be addressed.

- It may be helpful to include a checklist for the applicant.
- It is recommended to review and list missing conditions of use.
- On page 17, Landscape Requirements was struck, the reason for removal was questioned, but it may have been moved.
- Zoning for Great Neighborhoods was referenced regarding landscape requirements and parking and loading, Mr. Rosenthal will send to all members.

Mr. Forcier recommended the Commission consider if an applicant wants to build a house and it is normal to the neighborhood, that the applicant take the Town Map and measure out their own lot and mark it. But if they are doing a site plan review or conditional use then make a requirement that it be done by a licensed surveyor.

- Clarification to 8.03 was discussed.
- Stopping at page 18.

#### **ADJOURN**

The meeting adjourned at 7:22pm.

Respectfully submitted; Eliza LeBrun, Recording Secretary