

**CASTLETON PLANNING COMMISSION  
Tuesday, February 27, 2024 at 6:30 pm  
Castleton Fire Station Community Room  
273 Route 30 N, Bomoseen  
and ZOOM**

**Zoom Recording Link:**

**[https://us02web.zoom.us/rec/share/aBE83\\_QbpnylYv522egm9LNGnH2Bkf2TnkFVz0lW8U\\_PQfUxC6gLj-FapV-fkGuy.TFhjJRLVx-kMXOcn](https://us02web.zoom.us/rec/share/aBE83_QbpnylYv522egm9LNGnH2Bkf2TnkFVz0lW8U_PQfUxC6gLj-FapV-fkGuy.TFhjJRLVx-kMXOcn)**

**Those in attendance included:** Frank Johnson, Michael Scovner, Liz MacKay, Karen Oakman, John Gillen

**Others present by Zoom included:** James Thomas, Allison Harvey, Recording Secretary

F. Johnson called the meeting to order at 6:40 P.M.

**Approve Agenda**

**M. Scovner made a motion to approve the agenda. J. Thomas seconded. All voted in favor. So voted.**

**Minutes of Meeting – January 9, 2024 and February 15, 2024**

**J. Thomas made a motion to postpone approval of minutes until the next meeting. M. Scovner seconded. All voted in favor. So voted.**

**Continue UDR Edits**

J. Thomas stated they owe Mr. Gillen an apology from the last meeting, there is no receipt being found for the publication of the public hearing that was questioned at the last meeting. The local postings were completed, but the Rutland Herald publication does not appear to have been done. The public hearing should be re-warned and continued from there. The new public hearing will be March 26, 2024. **J. Thomas made a motion to re-warn the public hearing for the UDR for March 26, 2024 as a normally scheduled meeting and all notices that go with it. M. Scovner seconded.** M. Scovner stated they need to make sure all warnings are proper and have been completed as need be to make sure it is properly warned this time. There needs to be 15 days of notice before the hearing date. Further discussion on the approval and public hearing procedure from here. **All voted in favor. So voted.**

K. Oakman stated this is not the first time that this has happened with the Rutland Herald, there have been DRB meetings that did not happen as well because of the lack of publication of the notice of hearing. The staff at the paper doesn't seem to be concerned with the lack of the advertisements happening. This was a critical notification, and K. Oakman stated she will keep on top of it to make sure it is properly warned.

F. Johnson felt they needed to discuss an edit regarding rooming houses that was discussed at the last meeting and it needed to be addressed.

Discussion on the definition for rooming home and kitchen vs kitchenette. L. Mackay questioned if the definitions should include only words that are referred to in the regulations. J. Thomas stated there are buildings within town that are not in the regulations such as fraternities and sororities. It was felt that residential multi family is what is being referred to. K. Oakman suggested starting with editing the existing residential multifamily definition on page 135. She felt the last sentence of 'a fraternity and/or sorority house shall be considered a multiple family residence should be stricken out. K. Oakman suggested adding a new definition starting with the word residential - rooming houses, dormitories, fraternity houses and sorority houses are a building that has spaces where individual sleeping accommodations are provided with shared or not shared bathrooms, shared dining space and kitchen facilities. It should also perhaps include language such as for individuals who are not members of the same family under joint occupancy and single management. The paragraph was

Also discussed was adding a line to the Article 3 table of uses for multiple family adding fraternity/sorority/rooming houses. J. Thomas should use same conditions of use as multi family. Also add in comments to have a sewer or common sewer system, not septic system. Then moved to Page 16, Section 401 to add rooming houses, fraternities and sororities should also be added to the table of uses.

It was stated the new section 721 on page 42 is the parking and loading and it should be moved to section 401, renumber 401 to 402 which puts general parking regulations next to specific parking regulations.

K. Oakman stated she recalls they agreed to leave solar panels and roof top solar panels in the section and in the table of uses they should have P for roof top panels, as opposed to fields of panels.

The difference between a kitchen vs kitchenette was discussed, and it was felt the complete stove/cook top is what makes them different, kitchenette does not have an oven/stove top. Discussion on what should be included in definition for kitchen/kitchenette and whether the term kitchenette is even mentioned in the UDR.

L. MacKay expressed her concern with not having a specific section for fraternity/sorority/rooming house just as they do for other conditional uses such as kennels, nursing homes, etc. Discussion on conditional use versus a permitted use, and that any type of proposal that is for a fraternity or sorority or rooming house would have to go before the DRB for review, discussion and approval. Also lengthy discussion on various properties within the town and what would need to be done to make sure the properties/permits are being completed and whether they meet the zoning regulations and how they should be followed up on. K. Oakman stated there would need to have an inspector and certificate of occupancy system in this town. Also discussion on whether this should be included in the UDR. It was felt this may be required in the Town Plan. It was stated that it makes no sense to have requirements and directives, but no one to enforce them.

Mr. Gillen asked K. Oakman about the things DRB can do, and how things within a permit application are modified and addressed. J. Thomas stated it is probably under the section that defines the DRB, which is on page 84. J. Gillen stated it had been brought up to him in the last meeting, and he can't find it within the draft UDR, having to do with how the DRB can modify what is being requested by the applicant. J. Thomas felt it was the June 2021 change that was made by the Board of Selectmen addressing height of

building. K. Oakman referred to a paragraph in bold on page 34 of the draft, which J. Gillen agreed that was what he was referring to and stated that he felt that should be read in conjunction with Section 713 – Height of Structures. Discussion held on the review of those two paragraphs and how they are related and whether there was something missing. Lengthy discussion on the sections and Planned Unit Development and whether there should be a height restriction within the PUD section.

J. Gillen addressed Section 1403 addressing Officers of the Board and whether it should address what the actions of this board is, and how it can make changes to this document and how that process works. J. Thomas reviewed the process of making changes to this document, and the Board of Selectmen are required by State law to hold public hearing and approve/accept the document. L. MacKay referred to Page 85, Section 1307 and felt that addresses the concern of how this document is amended.

**Adjourn Meeting**

**M. Scovner made a motion to adjourn at 8:21pm. L. MacKay seconded. All voted in favor. So voted.**

Respectfully Submitted,

Allison Harvey, Recording Secretary

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