

**CASTLETON PLANNING COMMISSION**  
**Tuesday, July 11, 2023 at 6:00 pm**  
**Castleton Fire Station Community Room**  
**273 Route 30 N, Bomoseen**  
**and ZOOM**

**Zoom Recording Link:**  
**Passcode:**

**Those in attendance included:** Elisabeth MacKay, Michael Scovner, Frank Johnson, James Thomas, Allison Harvey

**Others present by Zoom included:** None

L. MacKay called the meeting to order at 6:19 P.M.

**Executive Session: To Conduct Interviews for Zoning Administrator**

Commission entered Executive Session for the purpose of conducting interviews for the position of Zoning Administrator at 6:20pm.

Commission exited Executive Session at 7:00pm to consider a few agenda items before the next interview.

**Approve Agenda**

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

**Minutes of Meeting – June 13, 2023 and June 27, 2023**

**M. Scovner made a motion to approve the minutes of June 13, 2023 as presented. J. Thomas seconded. All voted in favor. So voted.**

**F. Johnson made a motion to approve the minutes of June 27, 2023 as presented. M. Scovner seconded. All voted in favor. So voted.**

**Public Comments**

None at this time.

**Reports**

**Local Hazard Mitigation Plan – Jim Thomas**

J. Thomas stated they are still working on it and trying to get it done by the end of summer.

**Unfinished Business**

None at this time.

**New Business**

### **Elect a Chair and Vice Chair**

**M. Scovner made a motion to nominate L. MacKay as Chair. J. Thomas seconded.** L. MacKay stated that she would have to decline to nomination and asked for another nomination. Brief discussion on the position of Chair, what can be done by the chair and whether there should be term limits on the seat. F. Johnson, J. Thomas and M. Scovner voted yes, L. MacKay voted no and also declined the nomination. **M. Scovner made a motion to nominate F. Johnson as Chair. J. Thomas seconded. So voted. M. Scovner made a motion to nominate M. Holden as Vice Chairman. J. Thomas seconded. All voted in favor. So voted.**

7:15 pm - Commission entered Executive Session a second time to complete conducting interviews.

8:08 pm – Commission exited Executive Session.

### **Adopt Rules of Procedure**

**M. Scovner made a motion to accept the Rules of Procedure, with exception of the start time of the meeting being changed to ‘typically’ starting at 6:30 unless otherwise warned for a different time. L. MacKay seconded. All voted in favor as amended. So voted.**

### **Motion to Recommend that the Select Board Hire a Zoning Administrator**

**L. MacKay made a motion to recommend to the Board of Selectmen that Karen Oakman be offered the position of Zoning Administrator. M. Scovner seconded. All voted in favor. So voted. M. Scovner made a motion that Rebecca Murray be offered the position if the first candidate refuses to accept the offer. L. MacKay seconded. All voted in favor. So voted.**

### **Status of UDR Document and Discuss Possible Dates for the Public Hearing**

F. Johnson stated the draft that is being proposed has been forwarded to Karen Stewart who will be making the changes they are proposing. Brief discussion on the edits to the UDR and how they will be done.

### **Other Business**

None at this time.

### **Announcements**

Next meeting will be Tuesday, July 25, 2023.

### **Adjourn Meeting**

**Meeting adjourned at 8:27 pm by L. MacKay.**

Respectfully Submitted,

Allison Harvey, Recording Secretary