

**PLANNING COMMISSION
PUBLIC HEARING AND REGULAR MEETING MINUTES**

Tuesday, October 8, 2019

Randolph Town Hall – 7 Summer Street

Present: Members: Paul Rae, Miles Hooper, Sonny Holt, Camden Walters, Perry Armstrong and Michael Tragner. Municipal Staff: Adolfo Bailon. Public Attendees: Julie Iffland, Jenny Carter

Mr. Holt called the Public Hearing to order at 6:33pm.

1. **Public Hearing** - There was a Public Hearing with two speakers to discuss the following proposed amendments to **Article 5 – Development Review**, of the Town’s Land Use Regulations. There was no public concern on the proposed changes.
 - a. **§ 509 Planned Unit Development** - Add a new section to Development Review for Planned Unit Developments (PUDs) as written in the document attached to the minutes.
 - b. **§ 601 Abbreviations** - Add a new abbreviation for PUDs to the Abbreviations section as written in the document attached to the minutes
 - c. **§ 604 General Definitions** - Add a new definition for PUDs to the General Definitions section as written in the document attached to the minutes

At 6:36, on motion by Mr. Armstrong, the PC voted to adjourn the Public Hearing. Vote 6-0

Mr. Holt called the Regular Meeting to order at 6:37pm.

Mr. Bailon requested that the agenda be amended to include a discussion of the hiring of a Zoning Administrator (ZA) and Deputy Zoning Administrator (DZA).

On motion by Mr. Armstrong, and seconded by Mr. Rae, the PC voted to approve the agenda with changes. Vote 6-0

Mr. Holt requested a discussion of changes to the LURs.

The PC voted to send the LUR proposed changes to the Selectboard for discussion and approval. Vote 6-0

A discussion ensued regarding the town plan? presented to the PC by RACDC.

1. **Approval of minutes** (September 10, 2019)
The PC reviewed the minutes.

The PC voted to approve the minutes. Vote 6-0

2. Old Business (this was listed as “3” on the agenda):

a. The PC moved to approve the proposed Article 5 – Development Review in the Randolph Land Use Regulations.

b. There was a public hearing on the following topics with no public person indicating a concern on the proposed changes. 1.) Change to size limitation and approval type for use types ‘Common Group Services’ and ‘Industrial, Light’ within the East Randolph Village District (ERV) (page 23, §213 of Land Use Regulations) 2.) Change to description of Assisted Living and Independent Living Facility (page 68, §404 of Land Use Regulations) and 3.) Change to definition of ‘Independent Living Facility’ (page 101, of Land Use Regulations)
The proposed changes were approved by the Selectboard at a Special Meeting held on October 1, 2019 following a Public Hearing for these proposed changes. Mr. Rae asked for the status of the changes which are currently in a 21-day wait period? Mr. Bailon stated that the changes would become official after the 21-day period if there are no appeals made by the public.

c. Andy Adams indicated an interest in potentially buying a lot on Bettis Road to be used for a use that is not permitted in the zoning district. There was then a discussion on how this lot and an adjoining lot may be rezoned to Gateway Commercial, a logical change for these two lots given their location and current/future uses.

The PC discussed the verbal request by investors to make changes at the Interchange to add a storage business. Mr. Hooper expressed his interest in not making those changes. Mr. Armstrong said that the PC should consider starting its review of the LURs with the Interchange area. The PC discussed possible overall changes to the LURs that will be considered over the next few months.

d. A review of Floodplain Regulations and Restrictions on making Substantial Improvements to Property were discussed and it appears that a three-year limitation instead of a ten-year limitation on improvements will be investigated for possible change.

The PC agreed to table this item until a future meeting. Mr. Bailon agreed to ask Ned to attend a future meeting, and to work with Ned to set up a future meeting date.

At this time, Mr. Walters asked for the definition of “Workforce Housing”. Mr. Jerome provided a description of “Workforce Housing” and stated that it is rental properties with a possible mix of apartments and condos.

e. Difference between ‘assisted’ and ‘independent’ living with regard to classification of elderly housing in town documents and plans were discussed

and proposed changes to the Land Use Regulations were proposed.
No discussion was had on this item.

- f. **Mixed income housing development on the Branchwood property on Pearl Street. Adolfo spoke about this topic making the following comments:**
 - i. **+/-20 unit minimum to make this project economically feasible;**
 - ii. **Town does not have the approval yet to sell this property and would need voter approval;**
 - iii. **The lot on the smoke stack side likely to be developed for housing.**
See item 3a for discussion on this topic.
- 3. New Business (this was listed as “4” on the agenda):**
- a. **Mixed income housing development on the Branchwood property on Pearl Street. Vermont has a program called the Neighborhood Development Area Designation through the Agency of Commerce and Community Development. It’s intended to reduce the permitting costs for housing developments within close proximity to designated downtowns, town centers and growth areas. - . Joshua Jerome, Director of Economic Development.**
Jacob Hemmerick made a visual presentation to the PC on creating a Neighborhood Development Area Designation. The PC discussed a need for “Workforce Housing” in Randolph, and the possible development of the Branchwood Property.
 - b. **The Town Plan as posted on the Town’s Web Site needs to be fixed. A cover needs to be added, all photos should be in high-resolution and the header on each page needs to be updated. The PC needs to decide if a “Change History” should be added.**
Mr. Holt requested that the Town Plan (TP) is updated, and a new version is posted on the Town website. Specifically, all dates need to be updated and high-resolution photos need to be added. Mr. Bailon agreed to check on the date that should be added to the TP as the appropriate “adopted” date.

On motion by Mr. Tragner, and seconded by Mr. Walters, the PC voted to approve the correction of dates on the TP, the insertion of high-resolution photos into the TP, and the creation of a “history” document that accompanies the TP and memorializes all changes to the TP. Vote 6-0
 - c. **Sign Ordinance update: This ordinance has not been updated in 16 years. It needs to be in line with current State of VT directives.**
Mr. Holt commented that the current Sign Ordinance was published in 1998. The PC discussed this, and agreed to review and potentially change the Sign Ordinance. Mr. Bailon agreed to ask VLCT for Sign Ordinance templates within

the last 5-10 years, and to send Mr. Holt copies.

- d. As a matter of policy all plans, ordinances, and regulations should have a recommended date for the next revision included in the document. PC should decide on this time-frame.**

This was part of the discussion under item 3b.

- e. Randolph Land Use Regulations: Additional changes need to be discussed and compiled.**

Mr. Rae discussed issues with the existing LURs. Specifically, several districts have square footage requirements that would make it difficult for existing non-conforming buildings to change hands and re-develop. The PC discussed the challenges of time with the LURs and Sign Ordinance. The PC agreed to prioritize potential changes to the LURs, and then review the Sign Ordinance.

- f. Floodplain Regulations and Restrictions on making Substantial Improvements to Property – discuss possible change to regulation.**

The PC agreed to table this item until the meeting with Ned.

At this time, Mr. Bailon talked about the Appointments of Zoning Administrator (ZA) and Deputy Zoning Administrator (DZA).

The PC voted to recommend the Appointments of Mr. Jerome as ZA and Mr. Bailon as DZA. Vote 6-0

The PC voted to recommend advertisement for a Zoning Administrative Assistant position. Vote 6-0

The meeting adjourned at 9:13pm.

Respectfully submitted: /ss/ Adolfo Bailon & Shannon Hance

Revised and Approved: /ss/ George "Sonny" Holt