

## Poultney Planning Commission

**Wednesday, March 20, 2024 – 6:00 pm**

Poultney Town Office, 95 Main Street

### Meeting Minutes

The meeting was called to order at 6:00pm at the Town Office, and was accessible via Zoom. Members in attendance included Jonathan Andrews, Doug Langdon, Jaime Lee, Mary-Sue Reed, and Mark Teetor. Others in attendance included Sarah Pelkey.

#### **1. Organizational Meeting**

##### **a. Elect Chair, Vice-Chair, Secretary**

Mark T. made a motion to nominate Jaime Lee as Planning Commission Chair and Mary-Sue R. seconded. No further discussion. Oral vote unanimous, motion carried.

Doug L. made a motion to nominate Mary-Sue Reed as the Planning Commission Vice-Chair and Jaime L. seconded. No further discussion. Oral vote unanimous, motion carried.

Mark T. made a motion to nominate Jonathan Andrews as Planning Commission Secretary and Mary-Sue R. seconded. No further discussion. Oral vote unanimous, motion carried.

Mark T made a motion to accept the slate of nominees and Mary-Sue R. seconded. No further discussion. Oral vote unanimous, motion carried.

Doug L. made a motion to confirm the slate of nominees and was seconded by Mark T. No further discussion. Oral vote unanimous, motion carried.

##### **b. Rules of Procedure and Ethics Manual**

Doug L. made a motion to accept the Planning Commission Rules of Procedure and Ethics Manual and Mark T. seconded. No further discussion. Oral vote unanimous, motion carried.

#### **2. Adoption of the Agenda** – Jonathan A. made a motion to approve the agenda. Mary-Sue R. seconded. No further discussion. Oral vote unanimous, motion carried.

#### **3. Bylaw Modernization Project** - Commissioners continued their review of the Unified Bylaws.

##### **a. Section 421: Retail Store**

- i. Minimum lot area of 2 acres was struck due to being too restrictive.**

- ii. Structure occupancy as a percentage of the area of the lot restrictions was struck due to being too restrictive.
      - iii. Requirement that entrances and exits to the parking lot be on non-residential streets where possible was struck due to being redundant and, in most cases, non-applicable.
    - b. Section 428: Warehouse
      - i. Minimum lot area of 2 acres was struck due to being too restrictive.
      - ii. Structure occupancy as a percentage of the area of the lot restrictions was struck due to being too restrictive.
      - iii. Requirement that entrances and exits to the parking lot be on non-residential streets where possible was struck due to being redundant and, in most cases, non-applicable.
      - iv. Jaime L. agreed to review the bylaw regarding off street parking in conditional uses
    - c. Article VII: Nonconformities
      - i. A discussion of all sections occurred with specific attention paid to Section 704: Enlargement of a Nonconforming Use and Section 710: Enlargement of a Nonconforming Structure due to the recent matter brought before the Development Review Board involving the Poultney Veterinary Hospital expansion. A question of what happens when nonconforming lots and buildings merge was considered.
      - ii. Significant attention was given to Section 711: Adverse Effects as it related to the other sections with an eye towards removing any redundancies in other sections that were already covered in Section 711

#### **4. Public Comments and Concerns**

No comments or concerns were forthcoming.

#### **5. Approval of Minutes (February 21, 2024)**

Doug L. made a motion to approve the minutes and Mark T. seconded. No further discussion. Oral vote unanimous, motion carried.

#### **6. Old Business**

##### **a. Short Term Rentals**

Due to the amount of attention this topic is being given at the state level, it was decided that the Commission would be well served by continuing to table this topic until the Bylaw Modernization Project concludes.

#### **7. New Business**

A special meeting of the Commission was scheduled for April 3, 2024 at 6:00 pm at the Poultney Town Office to continue work on the Bylaw Modernization

Project and to discuss the forthcoming updated FEMA flood insurance maps and the impact of these updates on the town's bylaws.

**8. Transact Any Other Lawful Business**

N/A

**9. Adjourn**

Mark T. made a motion to adjourn and Jonathan A. seconded. No further discussion. Oral vote unanimous, motion carried.