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GEORGIA PLANNING COMMISSION

MEETING MINUTES
October 8, 2019

(Approved 10.22.2019)

Board Members Present: Suzanna Brown, Greg Drew, David Vincent, Tony Heinlein, George Bilodeau

Board Members Absent: Lary Martel

Staff Present: Larry Lewack, Planning Coordinator.

Others Present: Tim Ebbers, Luke Willey, Anthony Stead, Brad Ruderman, LCATV videographer

Commission Chair Suzanna Brown called the meeting to order at 7:02 p.m. and swore in all witnesses.

Public Hearings:

PC-019-19: Site Plan Amendment for Redeeming Grace Church, Applicant to expand the existing rear parking area by 22 spaces. The property is located at 164 Ballard Rd. within the AR-3 Zoning District.

- Luke Willey, of Ruggiano Engineering, led the presentation of the site plan on behalf of the applicant's representative, Tim Ebbers, who was also present. They are here tonight to request approval of a proposed amendment of a previously approved site plan from 2009 (PC-021-09). Anthony Stead provided an overview of project, which would extend existing rear parking lot with 56 spaces to the west by an additional 22 parking spaces. Most of the site is wetlands, which will remain undisturbed for this project. Also proposing to add one pole-mounted light to illuminate lot and some landscaping to screen that parking lot; have provided details of this. Lot will be gravel; runoff will flow north towards wetland.
- Suzanna Brown asked about the mowing of the wetlands buffer, which is against the town ordinance, and the location of a playset within buffer. Applicant was unaware of this rule & is willing to stop clearing this land & move the playset off the buffer in the final version of the plan. She also noted the concrete sidewalk detail on the site plan & asked where it is on the plan. Anthony: believes sidewalks were required as part of that approval, but these were not paved, beyond a short section (~10') built in the SE corner of the property. Anthony said the other sidewalks are gravel & will remain that way, unless the PC requires building in concrete now. Suzanna also asked if landscape plantings could continue beyond dumpster to screen that, as well as parking. Anthony agreed this would be included in final plans.

Tony Heinlein then moved to accept the application as presented & close the public hearing. Greg Drew seconded, adopted unanimously.

47 **PC-017-19: Preliminary Plat Review for Marcel & Rose Cadieux, Owners/ Applicants, for a 7-**
48 **lot P.U.D. Subdivision. The property is located at 829 Reynolds Rd. within the AR-1 Zoning**
49 **District.**
50

- 51 • Brad Ruderman, engineer, introduced the project on behalf of the applicants, who were not
52 present, and reviewed elements of the proposed site plan. Nothing has changed in lot
53 configuration since they received sketch plan approval earlier this year. At the suggestion of
54 the Fire Chief, they did change the hammerhead turn-around to a cul-de-sac to terminate the
55 access driveway, which now comes in at about 985'. Each house will have its own drilled
56 well and onsite septic tank, connected to a community wastewater (mound) system located
57 directly south of the cul-de-sac.
- 58 • Suzanna asked why there are so many driveways coming off the cul-de-sac, including two
59 that are nearly parallel. Brad responded this is partly driven by need to retain access to
60 mound system, and to limit access road standards for driveways longer than 1,000'.
- 61 • Brad (continues): They are providing a detention pond in NE corner of the lot to capture
62 runoff from access road. Grass swale will channel runoff from road to pond. Rainfall from
63 houses will sheet towards wetland. Most of the lot is wooded; lots 2-5 are wooded & don't
64 see a need to protect or designate wetland buffers on those lots because wetlands are
65 protected by trees, which will be retained. Lot 6 is mostly open meadow & they are willing
66 to mark the edge of the buffer with a hedge or fence, if required. They did perform a traffic
67 study this past spring, as requested in the prior review. Traffic study documented no hazards
68 (projected increase of 48 vehicle trips/day from this development). They have obtained a
69 road access/curb cut permit from the town to connect their access road to Reynolds Rd.
- 70 • Suzanna asked about small seasonal pond shown on ANR maps. Brad: this is just a shallow
71 depression that fills with water seasonally, but it's a wetland, not a permanent water body.
72 Also asked about draft/generic deeds; these have been provided.
- 73 • Suzanna asked who will maintain the road. Brad: this will be the responsibility of the
74 Homeowner's Association, despite the fact that it runs entirely on Lot 1, with ownership
75 retained by the Cadieux's. David Vincent asked about road width and composition: ROW is
76 60', finished roadway will be 18', with a gravel finish. He also asked if septic systems are
77 shown on plans; they are. Tony Heinlein asked for site plan to display actual road width.
78 Greg Drew asked about overlapping well shields, as shown on the map. Some overlap
79 houses in the plans. Brad explained this is an approved approach, so long as wells are outside
80 wastewater shield, which they are in this project.
- 81 • Greg Drew asked about the setbacks and frontage waivers requested in this application. Brad
82 noted this is typical for a PUD application & that most of the lot is set aside as open land
83 (wetlands). Suzanna Brown asked if applicant would be willing to cede farmland protection
84 for portion of Lot 1 (about 9 acres) retained as farmland. Brad: this will be addressed as part
85 of their Act 250 process. There are 13 acres total of protected open space.

86 **George moved to close hearing, 2nd by Greg Drew, approved unanimously.** Brad left the
87 meeting.
88

89 **Minutes of September 24, 2019 Planning Commission meeting:** were reviewed, corrected and
90 discussed. David Vincent moved to accept corrected minutes, seconded by Greg Drew, approved
91 unanimously.

92 **Greg Drew moved that the Commission enter into a deliberative session at 7:34**, seconded by
93 Tony Heinlein. Approved unanimously.

94
95 **Greg Drew moved that the Commission close its deliberative session at 8:15**. David Vincent
96 seconded. Approved unanimously.

97
98 Summary of conditions for Grace Church, to be communicated in final Decision and Order:

- 99 ▪ Buffer shall be monumented in the area immediately to the north of rear parking lot, and to
100 the west of the side parking lot.
- 101 ▪ Wetland buffers in this area will not be mowed more than twice a year. Playset currently
102 within wetland buffer will be relocated.
- 103 ▪ Extend landscape plantings (arborvitae) to screen dumpster.

104
105 Summary of conditions for Cadieux, to be communicated by follow-up letter to applicant:

- 106 ▪ Monument edge of wastewater leach field with stones; shall not be mowed
- 107 ▪ Monument wetland buffer with stones on Lot 6; shall not be mowed
- 108 ▪ For lots 2-5, mark edge of wetland buffer with plastic or painted galvanized tree blazes;
109 wetland demarcation to be noted in deeds, for final plat approval
- 110 ▪ Need draft Homeowners' Association agreement including shared road maintenance
111 agreement & wetland buffers, for final plat approval
- 112 ▪ Remove proposed arborvitae planting within wetland buffer on Lot 6
- 113 ▪ Must supply copies of all state permits required, including state water & wastewater and Act
114 250 permits, once obtained, for final plat approval
- 115 ▪ Clarify ownership of access road: to be retained by Cadieux, or transfer to HOA?
- 116 ▪ Show easements for mound system on Lots 4 and 5
- 117 ▪ Suggest (not required) to combine driveways for Lots 3, 4 and 5 into a single driveway, to
118 reduce impervious surface

119
120 **Greg Drew moved to approve conditions for Grace Church and Cadieux applications, as**
121 **discussed during deliberative session. George Bilodeau seconded, approved unanimously.**

122
123 **Other business:** Larry passed out copies of a draft decision for the Gilmond 2-lot subdivision
124 application, which he recently learned should have been prepared following our September 10 Final
125 Plat approval. He just completed this draft & it's now ready for the Commission's review. Since we
126 will soon be approaching the 45-day limit for finalizing this decision (on Oct. 24th), he asked if
127 members would be willing to review offline & let him know if anyone spots any errors. Members
128 agreed to do this & communicate any markups directly to Larry. Once this process is complete,
129 Larry will let Suzanna know & she will come in & sign the decision, so we can send it to applicants.

130
131 **Thanksgiving Week meeting quorum?** Larry asked members if they can confirm they are
132 available to meet on our usual schedule on Nov. 26th, the 4th Tuesday regular meeting date, which
133 happens to be the same week as Thanksgiving (two days prior). He wants to schedule public
134 hearings for that date, but not until we have confirmed a quorum of members will be available. Five
135 members confirmed they are available that evening. Thus, we will have a quorum. Larry will go
136 ahead & schedule applicants for hearings on that date.

137
138 **Sidewalk Standards:** Larry mentioned that Amber Baker asked him to propose a joint meeting for
139 members of the Planning Commission to meet with the Georgia Selectboard to discuss sidewalk
140 standards for the town. He said it's timely because we will soon be reviewing a major development

141 proposed for the South Village which will involve many units of new housing in a commercial
142 mixed-use project. If we're going to require developers to build sidewalks along public rights of
143 way, this policy needs to be made soon. Suzanna agreed this was a good idea, noting there is a
144 recent document from RSG (*Georgia So. Village Bicycle & Pedestrian Feasibility Study*) which
145 includes recommendations on a sidewalk plan for the South Village that should be reviewed ahead
146 of that joint meeting. Some possible dates were discussed & we came up with Oct. 28th and Nov.
147 11th as possible dates to propose. Larry will pass these along to Amber, then let PC members know
148 which one works best for the Selectboard.

149

150 **Motion made to adjourn the meeting at 8:35 p.m. made by David Vincent, seconded by Greg**
151 **Drew. The ayes were unanimous, the motion carried. The meeting was closed.**

152

153 **Selectboard Concerns:** Potential dates for joint meeting with Planning Commission to be conveyed
154 to Amber Baker, see "Sidewalk Standards" section above. (ed. Note: this meeting will now take
155 place at the start of the Nov. 11 Selectboard meeting at the Town Office, at 7:00.)

156

157 Respectfully submitted,
158 Larry Lewack, Planning Coordinator