

# Town of Hinesburg Planning Commission

July 27, 2016

*Approved August 10, 2016*

Members Present: Maggie Gordon, Barbara Forauer, John Kiedaisch, Dennis Place, Joe Iadanza, Jeff French, Russell Fox Arrived 7:36 pm, Rolf Kielman arrived 7:39 pm

Members Absent: James Donegan

Public Present: Al Barber (Fire Chief), Frank Koss (Chief of Police)

Also Present: Dawn Morgan (Recording Secretary).

Joe I. chaired the meeting, which was called to order at 7:32 pm.

**Agenda Changes:** Item No. 4 **Town Plan – Chapter 6 additional language (Community Facilities & Services)** was covered prior to Item No. 3 **Town Plan - top ten priority action items**, as there were public comments in relation to Item No. 4.

**Public Comments on Agenda Item No. 4:** Fire Chief Al Barber explained to the Commission that the Fire Department annually updates their 5-10 year strategic plan, as circumstances and budgeting needs can change quickly from year to year. He explained that the process involves reviewing and referring to multiple sources for potential impact on the Department including, but not limited to, zoning permits, census data, service call data, housing projections and input from 3rd party organizations such as the CCRP and AOT. There was general discussion regarding variables and circumstances that impact the Department's Plan, both on a town and state level. Al B. noted that their Plan is not something that is currently approved by the Select Board, as it is meant to serve as a precursor to the Board's capital planning process.

Police Chief Frank Koss spoke to the Commission regarding the Police Department's strategic planning and provided the Commission with a narrative detailing the current status of the Department. He noted that he also provides periodic updates of the narrative to the Director of Planning & Zoning. There was general discussion about variables and circumstances that impact the Police Department, both on a town and state level.

## **Town Plan – Chapter 6 additional language (Community Facilities & Services)**

Joe I noted to the Commission that they have some good things to think about when adding language to the Town Plan regarding general governance and public safety.

## **Town Plan - Top ten priority action items, ranking, and selection of top action items from priority**

**goals:** The Commission reviewed the compiled ranking data of their top 10 priority items and adjusted as needed to ensure that each member was utilizing the same ranking structure.

There was general discussion regarding next steps. It was agreed that the ranking process was challenging as many Plan items seem to encompass one another or appear to be redundant with items in other sections of the Plan. Maggie G. pointed out the need to proceed with caution when consolidating items, as the items in each section need to be able to stand alone when viewed by end users such as grant writing personnel and/or for other unforeseen reasons.

The Commission worked together on their top ranked item to prioritize and consolidate redundancies, taking into consideration the Commission's previously determined time horizon rankings. Members were then individually assigned the remaining sections to work on and return for discussion at the next meeting, with instructions to:

- 1) Pick the highest priority action to be part of the overall top 10 action list.
- 2) Review action items that did not make the top 10 list to see if there are opportunities to consolidate.
- 3) If able, look at overlap within sections and also across sections or chapters to see if items might be replaced with language reflecting that the goals of one section are aligned with the goals of another.

**Minutes of 07/13/16:** Rolf K. made a motion to approve the 07/13/16 minutes as written and Dennis P. seconded the motion. The Board voted **8-0**.

#### **Other Business & Correspondence**

- **Notice - Town of Monkton – proposed changes to land use regulations - PC public hearing 8/1/16:** Joe I. mentioned that a member of the Monkton Planning Commission is interested in an informal discussion regarding PUD's. Several Commission members expressed interest in participating in the discussion and Joe I. said he will follow up.

Joe I. further noted that he plans to review Monkton's proposed changes prior to their meeting to be clearer on whether their changes will have an impact on the town of Hinesburg.

- **Possible letter to the Development Review Board on issues raised during interim zoning discussion:** John K. said that he had emailed a draft letter to Joe I. for review of proposed language. There was some discussion as to what should be included in the letter. Rolf K. suggested that John K. email the letter to the rest of the Commission members as well for review and further discussion at the next meeting, which John K. said he will do.

Joe I. made a motion to close the meeting and adjourn. Rolf K. seconded the motion. The Board voted **8-0**. The meeting adjourned at 9:46 pm.

Respectfully submitted,  
Dawn Morgan, Recording Secretary