

**Town of Hinesburg  
Planning Commission  
September 27, 2017  
Approved October 25, 2017**

Members Present: Maggie Gordon, John Kiedaisch, Marie Gardner, Dennis Place, Rolf Kielman, Barbara Forauer, James Donegan

Members Absent: Joe Iadanza, Jeff French

Public Present: None

Also Present: Alex Weinhagen (Director of Planning & Zoning), Dawn Morgan (Recording Secretary)

Maggie G. chaired the meeting, which was called to order at 7:31 pm.

**Agenda Changes:** None.

**Public Comments for Non-Agenda Items:** None.

**Zoning & Subdivision Revisions – housekeeping changes (cont'd from 9/13, 8/23, 7/26, 7/12 mtgs)**

The Zoning Regulation change review was completed at the 9/13/17 meeting. The Commission began their housekeeping changes review at this meeting with the Subdivision Regulation changes.

Before the Subdivision Regulation review commenced, John K. said that after the last meeting he had conducted research on minimum ceiling height requirements. He said that the State has built their code based on the International Building Code, which for the most part calls for a minimum of 7'6" in commercial buildings. He said that the International Residential Code is very similar, but calls for a minimum of 7' under many circumstances. However, he said that there are some conditions that allow for variation from that minimum. Alex W. said that the hope was to simplify the definition of living space to one set of criteria, but that John K.'s research shows that it may not be that simple. He said that he will work on additional draft language and return at a future meeting for another review.

**Section 2.1 – Boundary adjustments and transfer of land to adjoiner.**

Alex W. said that the proposed revision collapses two similar land transfer options into one broader category. He said it also eliminates the DRB review of larger land transfers in favor of a simple administrative review/approval. The revision also eliminates a requirement that further DRB review is needed if there is ever development on the transferred land. There was general discussion regarding boundary line adjustments and transfers of land.

Marie G. asked if the proposed language would eliminate the term “transfer of land” in favor of the term “boundary adjustment” and Alex W. confirmed. Marie G. said that she would prefer requiring a survey for all boundary adjustments (as well as transactions formerly referred to as transfers of land). She said that the Town reports these adjustments to the tax mapper every year, and the adjustments are often recorded with a written description, hand drawn sketch and/or a non-attorney drafted deed. She said that those records can be confusing, difficult to understand and verify, and result in an inaccurate tax map. Alex W. said that he understood the challenges of having informal documentation, but also understood that surveys can be expensive. He said that many times boundary adjustments are simple corrective transactions and requiring a survey could be prohibitive for many residents.

The Commission discussed the suggestion of requiring a survey at length, with 4 members in favor and 3 against. All members were in favor of collapsing the two land transfer options into one broader category. Alex W. said that he would draft language for the Commission’s review and discussion at a future meeting. He also said that he would check with other towns to see how they handle boundary adjustments.

**Section 10.1: Definitions - Building Envelope:**

Alex W. said that the proposed revision clarifies that a building envelope applies to the location of all structures, not just principal structures. He said that under the current definition outbuildings can go outside the building envelope. However, recent DRB decisions have been specifying that outbuildings should be sited within the envelope. Alex W. said that the revised language is also more consistent with other municipalities.

Dennis P. said that he felt a building envelope should be reflective of where a landowner is not allowed to build, as opposed to limiting the area where they are able to build. He said that he was in favor of observing appropriate zoning setbacks, however he felt that if a property had no such setbacks (e.g., wetlands, wildlife corridor, steep slopes, etc.) then the landowner should be able to build wherever they choose on their property.

Alex W. said that one possibility would be to create a sort of “non-building envelope” where the building envelope simply shows areas where a landowner is not allowed to build. The Commission was in favor of expanding the definition of Building Envelope and Alex W. said that he would research the concept of creating a non-building envelope.

The Commission was able to review and discuss the following sections:

- 2.1 – Boundary adjustments and transfer of land to adjoiner
- 3.1, 3.2, 3.3 – Application submission, hearing notice, decisions
- 3.2.4 and 4.1.1 – Road access permit information
- 6.6.3 – Stormwater control for small projects
- 6.8.4 – Septic system permit/certification
- 6.12.2 #1 – Buffer between residential wells and agricultural operations
- 7.1 – Digital application materials
- 7.7 – Subdivision revision protocol
- 8.3 – Enforcement and penalties
- 10.1 – Definitions
  - Building Envelope
  - Subdivision – Not Subdivision

### **Municipal Planning Grant Project Ideas**

Alex W. said that every year the State offers a \$450k grant to all municipalities. He said that he proposed two grant application possibilities to the Selectboard, both of which call for the hiring of a consultant. The first proposal was for work on the Commission's village growth and design standards project, and the second proposal was for examination of the water and wastewater allocation policies and analysis of the town's infrastructure. Alex W. said that the Selectboard was unanimously in favor of the wastewater proposal. However, the Board acknowledged that the village design project was important and they suggested the possibility of a separate available funding source.

**Minutes of 09/13/17 Meeting:** Barbara F. **made a motion to approve the 09/13/17 minutes as written.** James D. **seconded the motion.** The Board voted **7-0.**

### **Other Business & Correspondence**

Barbara F. said that the United Church hosts monthly community dinners. She said that the Selectboard chairperson will be asking the Board if they would be interested in working with the Commission to host one of the dinners sometime in 2018. Barbara F. listed several options for dates and the Commission was in favor of the idea.

John K. noted that the radio program Vermont Edition (on VPR) recently had a show on mobile homes that was very informative on how they are built, financed, how the parks are developed, etc. He encouraged anyone who is interested in the topic to listen to a re-broadcast, which is available via the VPR website or podcast.

John K. said that the annual Renewable Energy Vermont conference is being held on 10/2/17-10/3/17. He said that it is \$90 to attend, but Planning Commission members can ask for a stipend that brings the cost down to \$30.

Alex W. said that, as an abutting municipality, the Town has received official notice of the St. George Town Plan update. He said that the public hearing will be held on 10/26/17.

The meeting adjourned at 9:20 pm.

Respectfully submitted,

Dawn Morgan, Recording Secretary