



Planning Board Minutes

October 09, 2023

In Attendance: Chair Susan Drake, Vice Chair Nancie Mandeville; Board Member Tom Appenzeller, Tracy Stancill, Stephen Passarelli, and Rusty Johnson

Staff Attendance: Planning and Zoning Administrator Jonathan Wells and Town Clerk Ashlie Vincent

Call to Order: Chair Drake called the meeting to order.

Invocation: Member Johnson gave the invocation.

Pledge of Allegiance: All shared the Pledge of Allegiance.

Adoption of Agenda: The motion to adopt the agenda was made by Member Johnson and seconded by Member Stancill—all ayes.

Consent Agenda: The motion to approve the August 14, 2023 minutes was made by Member Johnson and seconded by Vice Chair Mandeville—all ayes. The September 11, 2023, minutes were tabled until the next meeting.

Staff Report:

The RAZ 23-02 rezoning and Forest Drive Lots annexation were approved. Mr. Wells asked the board about their thoughts on putting wineries, distilleries, and breweries in the Table of Uses with and without onsite consumption. Chair Drake suggested Mr. Wells gather information to bring back for discussion.

2035 Plan Update:

Mr. Wells stated the town had bought more real estate since the adoption of the 2035 Plan, looking to update the future land use map as accurately as possible. Chair Drake emphasized the planning board needs to be fully involved with the 2045 Plan. Mr. Wells asked the board to start thinking about areas of town that may need more attention and come fully loaded with ideas. Vice Chair Mandeville suggested having a questionnaire or survey for the chamber members to

give their input. Member Passarelli added that it could be collected and used as input during the development of the 2045 plan.

Development Ordinance sections deserving a closer look:

- **Highway District Signs**

- Mr. Wells presented the board with examples and information from peer communities. How to obtain the façade dimension was discussed. Member Passarelli and Member Appenzeller agreed that 10% of the façade seems reasonable. Vice Chair Mandeville expressed concern that small buildings could end up with signs that are too large. Member Johnson agreed. Her suggestion was to have a percentage and a maximum. Mr. Wells suggested 10% or 32 square feet- whichever is larger. The board requested Mr. Wells bring an example of his suggestion for better understanding to make an informed decision.

- **Kennels**

- Mr. Wells gave a brief rundown of what other peer communities had for their definitions of kennels and what is permitted. Vice Chair Mandeville suggested working on definitions for shelters, clinics, and boarding facilities. Kennels should only be allowed in AG, Industrial, and C74 districts. Veterinarian services without runs/ day clinics should be allowed in Main Street, AG, Industrial, C74, and TMU districts. Member Appenzeller stated there shouldn't be a shelter in town and how to avoid another situation like the cat shelter. Mr. Wells said that to prohibit shelters from being in town, they must be listed to show they are prohibited. He said he would align some of the definitions that could be used. Vice Chair Mandeville suggested emailing their thoughts to Mr. Wells to help craft these definitions. Chair Drake recommended looking at increasing screening density for outdoor runs.

Permits Issued Previous Month:

Three permits were issued last month—one fence permit, a business zoning permit, and an accessory building permit. Member Passarelli asked why businesses need to get a zoning permit. Mr. Wells said it helps to certify that the business is consistent with the table of uses and zoning.

Board Member Comments:

Member Johnson commented that the planning board should be a part of the Technical Review Committee. Mr. Wells replied that the TRC is a staff function, and his role would be to serve as a member of the planning board. Clerk Vincent explained the history of changes to Article 4 to the board. There was a brief discussion of proposing to the council a change to Article 4. Chair Drake asked the clerk to look into the policy for public comments for the planning board.

Public Comments:

No Public Comments

Adjournment: The motion to adjourn the meeting was made by Member Appenzeller and seconded by Member Stancill—all ayes.