

**PLANNING AND ZONING COMMISSION
MEETING MINUTES
September 1, 2020**

**DUE TO THE COVID-19 PANDEMIC, THE COMMISSION HAS DECIDED TO MEET VIRTUALLY UNTIL FURTHER NOTICE.
TO ATTEND THE MEETING VIRTUALLY PLEASE USE THE LINK BELOW.**

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- 1. CALL TO ORDER:** Chairperson Robinson called the meeting to order at 6:30 p.m.
- 2. PLEDGE OF ALLEGIANCE:** Building Official Doudy led the virtual meeting in the pledge of allegiance.
- 3. ROLL CALL**
PRESENT: Commissioners Robinson, Truelsen, Tucker and Heeney
Ex Officios: Trustee Lewis and Watters
Staff: Interim Manager (Manager) Charles, Building Official Doudy, Attorney Kelly, Planner Garvin and Assistant Clerk Swope
ABSENT: Commissioner Garlick (submitted a letter of resignation on August 27, 2020)
- 4. IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.** None
- 5. APPROVAL OF THE AGENDA** Commissioner Tucker moved and Commissioner Truelsen seconded to approve the agenda.
Yes: Tucker, Truelsen, Robinson and Heeney
No: none
- 6. REVIEW OF THE CONSENT AGENDA,**
 - 6.1 Approval of Minutes**
 - a. Minutes for July 7, 2020
 - b. Minutes for August 4, 2020Item below was moved to a separate item because the title of item one was only for minutes
 - 6.2 Other business:**
 - a. Continue this meeting to September 15, 2020Commissioner Truelsen moved and Commissioner Tucker seconded to approve the minutes of July 7, 2020 and the minutes of August 4, 2020
Yes: Tucker, Truelsen, Robinson and Heeney

No: none

Commissioner Heeney moved and **Commissioner Tucker** seconded to continue this meeting to September 15, 2020

Yes: Tucker, Truelsen, Robinson and Heeney

No: none

7. REMOVED CONSENT AGENDA ITEMS: none

8. STAFF REPORTS:

a. August 18, 2020 Workshop summary

9. PUBLIC PARTICIPATION: none

10. NEW BUSINESS: Temporary Use Permit- Zoe's Ice Cream LLC, 18390 Hwy 145, food truck business.

10.1 Discussion and possible action: This application was submitted to the town on August 11, 2020 and was reviewed by the Building Official. Upon submission of the plans for the Food Truck showing that it met the criteria for food service safety and proper waste handling and determining the Principle business site met the requirements for parking and access, Building Official Douady made the recommendation to approve the Temporary Use Permit.

Commissioner Truelsen moved and **Commissioner Tucker** seconded to accept staff recommendation of approval for one year beginning when Eso Terra Cider has a final certificate of Occupancy.

Yes: Tucker, Truelsen, Robinson and Heeney

No: none

11. PUBLIC HEARING - none

11.1 Discussion and possible Action:

12. REVIEW OF DRAFT SECTIONS OF THE LAND USE CODE UPDATE PROJECT

A. Parking and loading: Building Official Douady has requested the Planner Garvin add in ADA standards to this code section. Planner Garvin will provide parking standards of comparable cities for the Commission to review. A section specific for Marijuana premises will be developed. The Off-Street Parking standards Table 9-1 is formatted to relate to the Permitted Use table whereas the existing off-street parking table is by zone. Snow storage is required but is found in Landscaping section. Trustee Watters requests that it is referenced in the parking chapter as well. Planner Garvin spoke of creating a parking zone district. Vacant properties were identified that could be considered though they are all private property. Attorney Kelly spoke of "payment in lieu of" fees to resolve circumstances where the developer would not have the area for off street parking but had on street parking available. Planner Garvin will be adjusting the parking section and the Commission will review it again.

B. Landscaping and Screening: The Commission requested some adjustments to wording for low water use plants rather than native in the purpose statement. Commissioner Robinson will help

Planner Garvin develop the inventory of preferred trees and shrubs. Commissioner Tucker would like some language for weed prevention and control. There was discussion about residential landscaping standards versus Commercial zone and mixed use zones landscaping standards. On tree preservation the commission will consider whether to leave the existing standards in the code, amend the standards for new development or take the section out.

C. General Provisions Article 1: Will be reviewed at the next meeting. Other Agenda items are: Site and Structure standards, outdoor lighting and sign standards.

13. PRESENTATIONS FROM OTHER ORGANIZATIONS: none

13.1 PARKS COMMITTEE OR OTHER ORGANIZATIONS: none

14. ITEMS CONTINUED FROM PREVIOUS AGENDAS –none

15. ADMINISTRATIVE: none

15.1 Appointments, memos, etc.

16. ADJOURNMENT: Chairperson Robinson adjourned the meeting at 8:39 p.m.

Approved:

Linda Robinson, Chairperson

Ann Swope, Assistant Clerk