

**PLANNING COMMISSION
PRELIMINARY MINUTES**

August 31, 2010

MEMBERS PRESENT:

Fred Glover
Terry Carter

Alan Couch
Christine Fuller

Steve Stengel

MEMBERS ABSENT:

Norman Vanasse

OTHERS PRESENT:

Rose Goings
Rebecca Pfeiffer

Jason Rasmussen

Duncan Love – LPC-TV
Lisha Klaiber, Recorder

1. Call to Order

- A. Christine Fuller, Vice Chairman called the meeting to order at 5:03 p.m.

2. Roll Call by Recording Secretary

- A. All members present, except Norman Vanasse and Fred Glover.
B. Rose Goings advised that Fred Glover would be late.
C. Fred Glover arrived at 6:10 p.m.

3. Approve Minutes

- A. The minutes to be approved are from the regular meeting of June 15, 2010.
B. **MOTION by Steve Stengel and seconded by Christine Fuller to approve the minutes from June 15, 2010 as presented. Motion passed unanimously.**
C. **NOTE: There was no meeting on August 14, 2010 due to lack of quorum.**

4. Comments from Citizens

- A. There were none.

5. Town Plan Updating - - Representative from the Water Quality Division

- A. Rebecca Pfeiffer introduced herself and advised that she works for the State Agency of Natural Resources Water Quality Division.
B. Jason Rasmussen said that he sent Rebecca Pfeiffer a copy of the Natural Resources section of the town plan.
C. Rebecca Pfeiffer said that the town plan should be a vision with goals and objectives and focus on the town. She had prepared and presented a PowerPoint presentation on Watersheds Models and

advised that most of Ludlow is in the Black River Watershed. She said that flooding happens all over Vermont and all year long. Recently, there have been more localized storms as opposed to statewide storms. Water Flood Plains Provide:

- i. Flood water storage and movement
- ii. Agriculture, forests and water power
- iii. Ground water recharge
- iv. Water quality protection (traps sediment)
- v. Soil development
- vi. Habitat and biodiversity
- vii. Community recreation and beauty

She said that the effects of river channelization are inundation and erosion. She explained that FEMA has designated Special Flood Plain Areas as flood plains of defined storms and the land area is inundated by the 1% annual chance flood (100-year storm.) The flood way is the area needed to move the water during a flood. The flood fringe lies outside the flood way. FEMA provided flood maps in digital form. She said that many railroad tracks are in flood ways and built up high. The Flood Insurance Study done (FIS) by FEMA lists possible problem areas, past storms and areas of worst flooding. There are 226 towns that participate in this program. The FIS identifies

- i. Worst case floods
- ii. Dam breach
- iii. Infrastructure failure
- iv. Ice/debris jams
- v. Dynamic adjustments of stream channels
- vi. Impacts of stormwater or other changes to hydrology

The Fluvial Erosion Hazard Zone map prepared by the state shows more likely flood areas. She said that reasons not to fill in a flood Hazard Area are that the fill deflects the floodwaters towards and onto other land and it increases floodwater elevation, velocity and damage. She said that the state recommends

- i. No new structures on the Fluvial Erosion Hazard Zone
- ii. Improvements to be made one foot above the base flood line
- iii. No fill in the flood hazard area
- iv. Project Review Sheets
- v. Significant improvements determined cumulatively over 3 years
- vi. Certificates of Occupancy

Rebecca Pfeiffer advised that in July 2009, Phase II Geomorphic Assessment of the Black River Water Shed was put together by the South Windsor Regional Planning Commission. The River Corridor Plan helps to identify problems and how to address them. VLCT has put together model storm water regulations with low impact designs and how to treat problems on site. A state stormwater permit is required for anything over 1 acre of impervious area. She added that all hazard mitigation plans should compliment the town plan. Mitigation plans should identify acts that can lessen damages during flood situations and prioritize things needed to be done. Towns must have mitigation plans in place to qualify for FEMA grants. Mitigation Plans and River Corridor Plans should also work with the town plans. Some mitigation opportunities are new culverts and bridges and structures bought out and removed using FEMA or other funds. (Removal of structures in floodways.) Towns should have planning that identifies and integrates all natural and beneficial systems that contribute to water quality. They should identify existing and future opportunities for regulatory enhancement. They should integrate Natural and Water Resources goals into the town and village All Hazards Mitigation Programs. She added that The River Corridor Plan, Mitigation Plan and town plans are always changing, as are zoning regulations. She suggests that they have specific goals for water quality and how to improve and maintain it. They should identify partners, such as organizations on the lakes that the town can

work with. They should identify culverts and bridges in need of repair or replacement and possibly identify properties for buyouts.

6. Questions and Further Discussion on the Town Plan

- A. Christine Fuller distributed a list of organizations that would be listed in the Local Economy Section as community initiatives. She asked the board to read over this list and bring comments or suggestions to the next meeting. The lists includes
 - i. Friends of Ludlow Auditorium (FOLA)
 - ii. Fletcher Memorial Library
 - iii. The Rotary
 - iv. Streetscapes
 - v. Lake Rescue Association
 - vi. Ludlow Garden Club
 - vii. Black River Senior Center
- B. Terry Carter suggested they look over the Natural Resources section
- C. Christine Fuller said that the goals for that section look good.
- D. Jason Rasmussen said that Rebecca Pfeiffer had made some suggestions to him and he offered to expand upon them and write up something for the next meeting. He added that the board should consider improving the Flood Hazard Regulations later on. He also suggested that they have someone come in to discuss mitigation plans.
- E. Steve Stengel suggested that they expand upon Water Resources recommendations.
- F. Jason Rasmussen said that an Emergency Management Plan describes who is responsible for what during an emergency situation and a Mitigation Plan describes possible steps to be taken to avoid situations.
- G. Christine Fuller asked Jason Rasmussen to put something together with the suggestions Rebecca Pfeiffer had made for the next meeting (to be sent to board members before the meeting for review.)
- H. Jason Rasmussen said that he would do that. He added that at the last meeting in August when there was no quorum, Loran Greenslet had come and they discussed Water and Sewers. Jason Rasmussen said that he had drafted up something for the town plan and would also send that out before the next meeting.
- I. Terry Carter suggested that they set up a schedule for future meetings.
- J. Christine Fuller suggested that they take the September meeting to over Utilities and Natural Resources.
- K. Fred Glover asked the board if they would like to change the meeting start time from 6:00 p.m. to 5:00 p.m.
- L. After some discussion, the board decided to change it to 5:00 p.m.
- M. **MOTION by Terry Carter and seconded by Christine Fuller to change the meeting start time to 5:00 p.m. Motion passed unanimously.**

7. Other Business

- A. ACT 250 Permits
 - i. Rose Goings advised that she had brought recent Act 250 reviews and they would be available in her office. She added that these items have already been through the DRB.
- B. Christine Fuller said that she has 2 DVDs of pictures taken by the photographer to be incorporated into the town plan.
- C. Sign Regulations

- i. Rose Goings advised that she has been sending out quite a few notices of violations for signs and that there is no specific sign ordinance. If there was an ordinance, citations could be written. There have been a lot of sandwich signs, off premises signs and signs in the ROW. She said that she would like to discuss this at the next meeting and would draft up something for the board's review for the next meeting.
 - ii. Jason Rasmussen agreed that an ordinance would probably work better.
 - D. Meeting Times
 - i. Steve Stengel asked when the meeting times changed to 5:00 p.m.
 - ii. There was general consensus that the 5:00 p.m. time was not convenient for all members.
 - iii. Fred Glover asked the board if they would like to change the meeting start time from 5:00 p.m. to 5:30 or 6:00 p.m.
 - iv. **MOTION by Terry Carter and seconded by Alan Couch to change the meeting start time to 5:30 p.m. Motion passed unanimously.**
 - E. Fred Glover asked Rose Goings to have an advertisement put in the papers for the vacant position on the board.

8. Adjourn

- A. **MOTION by Terry Carter and seconded by Fred Glover to adjourn the meeting. Motion passed unanimously.**
- B. Meeting adjourned at 6:53 p.m.
- C. The board stayed on to review the DVDs.

Respectfully submitted,

Lisha Klaiber

Fred Glover, Chairman

Christine Fuller

Terry Carter

Steve Stengel

Alan Couch

Norman Vanasse