

**PLANNING COMMISSION
PRELIMINARY MINUTES**

REGULAR MEETING

June 15, 2010

6:00 p.m.

MEMBERS PRESENT:

Fred Glover
Terry Carter

Christine Fuller
Steve Stengel

Norman Vanasse

MEMBERS ABSENT:

Alan Couch

OTHERS PRESENT:

Rose Goings

Jason Rasmussen

Michelle Stinson – LPC TV

1. Call to Order

A. Fred Glover, Chairman called the meeting to order at 6:02 p.m.

2. Roll Call by Recording Secretary

A. All members present, except Alan Couch.

3. Approve Minutes

A. The minutes to be approved are from the regular meeting of May 18, 2010.

B. Norman Vanasse noted the following corrections:

- i. Page 2, AA- “life” should be “like”
- ii. Page 3, TT – boom let should be one word
- iii. Page 4, xii – “Steve Stengel noted that in the existing town plan, under recommendations, we listed to inventory natural resources” should read “Steve Stengel noted that in the existing town plan, under recommendations section, we listed that we need to inventory natural resources.”

C. **MOTION by Terry Carter and seconded by Norman Vanasse to accept the minutes from May 18, 2010 with corrections indicated above. Motion passed unanimously.**

4. Comments from Citizens

A. There were none.

5. Town Plan Updating

A. TRANSPORTATION

- i. Jason Rasmussen said that he had prepared drafts for the Transportation and Local Economy sections. He added that the board had previously worked on these sections.
- ii. Christine Fuller said that this is to review any questions that were outstanding.
- iii. Jason Rasmussen discussed Class IV roads and wanted to know if there were any that should be listed in the town plan.
- iv. Rose Goings mentioned the VAST trails.
- v. Terry Carter said that we could talk to the people working on the ancient roads.
- vi. Rose Goings said that project is done.
- vii. Terry Carter mentioned Stage Coach Road (runs from South Hill to Town Farm Road.)
- viii. Fred Glover said that the VAST trails might not be on the town highway list.
- ix. Rose Goings said that the town is no longer identifying ancient roads and that many of them are privately owned. She added that Green Mountain Turnpike is partially owned by Okemo and they may not want that listed.
- x. Terry Carter said it is okay to list the hiking trail at Jackson Gore.
- xi. Rose Goings said that VAST trails are already mapped.
- xii. Fred Glover said that if a road is discontinued and on private property and we list it, it may cause a problem. He mentioned Tiny Pond is used for hiking. It is an old service road and close to Tyson.
- xiii. Jason Rasmussen said that these all might be listed under the recreation section instead of transportation. The original intent was to list specific roads and trails here. Maybe we should move it to recreation.
- xiv. There was a general consensus among board members to move this to recreation.
- xv. Jason Rasmussen suggested a change under Road Maintenance to list just the percentage of the combined town and village budgets that is allocated to maintenance.
- xvi. There was a general consensus among board members to just list 23% of the combined town and village budgets for FY2011. He added that development on Class IV roads is only allowed with written approval from the town and if the road is upgraded to town standards. He referred to the Policies section and began a discussion regarding design hour volume. He said that at one time it was recommended that in Ludlow it be determined by the 50th highest hour instead of the 30th highest hour that is the state standard. This was because of the seasonal traffic volume in the winter. It is a big policy decision.
- xvii. Terry Carter asked who made this recommendation.
- xviii. Jason Rasmussen said it was in 1995 in a study done by a traffic engineer. He added that it does not need to be included in the town plan.
- xix. Fred Glover asked if someone would look at this from the Act 250 standpoint.
- xx. Jason Rasmussen said that it would make it easier for development to happen. The requirements for traffic mitigation would be slightly less. The 30th hour would be the worst case traffic and 50th would be less.
- xxi. Terry Carter said that she does not think that we should make it easier for developers and it should be left at 30th highest hour.
- xxii. Christine Fuller asked that if someone were questioning a decision, wouldn't the court look to the town plan.
- xxiii. Fred Glover asked what the standard is for Ludlow now.
- xxiv. Jason Rasmussen said that it is not in the town plan and therefore would be 30th.
- xxv. Christine Fuller said that she would like to see it included in the town plan.
- xxvi. Terry Carter said to make it 30th.
- xxvii. There was general consensus to include it in the town plan and leave it at 30th highest hour.
- xxviii. Jason Rasmussen said that the board could revisit this at a later date. They may want to get a traffic engineer in to explain this and could use some of the grant money.
- xxix. Fred Glover asked what size development would cause traffic to hit the 30th hour mark?

- xxx. Jason Rasmussen said it would come into play at Act 250. He added that the DRG also looks at traffic impact. You may want to consider putting a traffic mitigation process in the zoning regulations.
- xxxii. **MOTION by Christine Fuller and seconded by Norman Vanasse to accept the Transportation section as presented in the 6/14/2010 draft, including changes as made 6/15/2010, with the exception of Bullet #2 under Transportation policies for future clarification. Motion passed unanimously.**
- xxxiii. Rose Goings said that someone could come in to discuss the design hour volume standards or traffic studies in general.
- xxxiiii. Christine Fuller asked Jason Rasmussen if he might know of someone who could come in to discuss this at no cost to the Planning Commission.

B. LOCAL ECONOMY

- i. Steve Stengel noted that on page 7, there was a typo and it should read “Ludlow Economic Corporation that is being...”
- ii. Jason Rasmussen said that that organization was formerly called the Ludlow Development Corporation.
- iii. Rose Goings said that was the group that was working on the Howard Dean Park. Ron Bixby and Marji Graf are part of the group. They are starting up again.
- iv. Jason Rasmussen noted that there are no major changes in this section. He wanted to talk about the organizational capacity section and discuss what organizations to list. He asked if the Black River Academy Museum (BRAM) is economic or cultural.
- v. Fred Glover said that he would consider it more cultural and historical.
- vi. Terry Carter asked about Streetscapes.
- vii. Jason Rasmussen said that Streetscapes is revitalizing the downtown.
- viii. Terry Carter said that BRAM had upgraded and revitalized that building.
- ix. Steve Stengel said that would be considered a community development project.
- x. Fred Glover said that BRAM does not seem like a good fit here. He asked if there was a section for recreation that might include culture, the library and historical organizations.
- xi. Jason Rasmussen said it is under Utilities, Facilities and Services.
- xii. Terry Carter said that they are part of revitalizing the economy of Ludlow.
- xiii. Fred Glover said he thought that this section was for groups that create economic development.
- xiv. Christine Fuller said that Streetscapes and BRAM are municipal initiatives.
- xv. Steve Stengel noted that educational facilities are listed under Utilities, Facilities and Services. He added that you could also include Fletcher Farm.
- xvi. Terry Carter said that they are non-fits that raise money to revitalize the buildings.
- xvii. Fred Glover said that we need a section to list the library, recreational, cultural and entertainment facilities.
- xviii. Rose Goings said that Streetscapes put in new brickwork at the Mini (Daniel Kesman) Park.
- xix. Christine Fuller referred to page 9 the 5th bullet and said that it should be changed to say that the municipality is actively engaged in the redevelopment of the armory building.
- xx. Rose Goings said the Armory facility would house a cafeteria, LPC-TV, and Black River Good Neighbor Services (BRGN.) She will provide a complete list of the improvements being made to that facility.
- xxi. Jason Rasmussen said that probably should be listed elsewhere.
- xxii. Rose Goings said we should also remove the reference about “women-owned” businesses and also the reference to the town survey.
- xxiii. Jason Rasmussen suggested that they might belong under Recreation in the Utilities, Facilities and Services section, Chapter 6 – Municipal Initiatives.
- xxiv. Fred Glover said you might want to delete the work Municipal.

- xxv. Rose Goings said that you could also add something about the village working toward a Village Center designation. She suggested changing it to Community Initiatives.
- xxvi. Jason Rasmussen said the Village Center Designation provides potential tax incentives to improve building facades.
- xxvii. Rose Goings said that they should also include something about the Lake Rescue Association. They do a lot of work up at the lakes. She will get more specifics.
- xxviii. Christine Fuller said that she would get more details about BRGN, Gill Home, the Senior Center and Fletcher Farm.
- xxix. Norman Vanasse said to remove “etc., etc.” from page 8.
- xxx. Rose Goings said that BRAM could go under Community Initiatives.
- xxxi. Fred Glover agreed that it should be moved there.
- xxxii. Rose Goings added Friends of the Ludlow Auditorium (FOLA.)
- xxxiii. Christine Fuller said that the board needs to see a copy of all of the changes and the laundry list of details needs to be added.
- xxxiv. Fred Glover mentioned that American Legion.
- xxxv. Christine Fuller added the Rotary.
- xxxvi. Steve Stengel said that he would ask David Almond if the Legion should be listed as part of Community Initiatives. He added the Community Garden and the Garden Club.
- xxxvii. Jason Rasmussen said that he thinks that these changes will complete this section.

C. OTHER TOWN PLAN COMMENTS

- i. Fred Glover asked how many more chapters are close to being completed. He would like to wrap them up, and then do the Introduction and then the final read-through.
- ii. Jason Rasmussen said that Natural Resources is pretty far along.
- iii. Rose Goings said that they had mentioned getting a consultant in for the energy section to discuss what would work best in Ludlow.
- iv. Norman Vanasse asked if everyone had received the email about the Introduction and omitting the Vermont history portion. He asked if the board wanted to retain the information about prominent Ludlow citizens over the years.
- v. Jason Rasmussen suggested that be in the appendices.
- vi. Rose Goings said we could blend it into the Introduction.
- vii. Christine Fuller said they should do the Introduction last, finishing the other chapters first.
- viii. Rose Goings said that she read the history of Ludlow book that is in the vault and there are a lot of interesting facts. She suggested that they might want to add an interesting fact at the beginning of each chapter. She used Hemingway School, the Fletchers and Calvin Coolidge’s relationship to BRAM. She would like to see the town plan more enjoyable to read.
- ix. Norman Vanasse asked if they decided if they want to format it vertically or horizontally.
- x. Christine Fuller said that she prefers book-like.
- xi. Steve Stengel said he likes horizontally.
- xii. Terry Carter said she had no preference.
- xiii. It was noted that changing the formatting would probably be more expensive.
- xiv. Steve Stengel asked how many of the total 12 chapters are complete.
- xv. Rose Goings said that the board had motioned to accept 4 of them.
- xvi. Jason Rasmussen said that Natural Resources and Housing are close.
- xvii. The board said they would probably like to do them at the next meeting.
- xviii. Jason Rasmussen said they could do housing and review the policies.
- xix. Christine Fuller asked which chapters have not been started.
- xx. Rose Goings said Relationships with Surrounding towns.
- xxi. Jason Rasmussen said Utilities, Facilities and Services could use some work.
- xxii. Rose Goings asked about possibly contacting Rockingham Land Trust for housing.
- xxiii. Jason Rasmussen said they are in transition.

- xxiv. Christine Fuller asked how they could benefit us.
- xxv. Norman Vanasse said we could have Loran Greenslet come in for Water/Wastewater.
- xxvi. Rose Goings said Loran Greenslet and Frank Heald. She added that she does not know if Rockingham could help us.
- xxvii. Jason Rasmussen said that maybe Roseanne and I could work with them on that section and then he could get back to this board.
- xxviii. There was a general consensus of the board that was a good approach.
- xxix. Rose Goings said that once the grant money comes in, we could get a consultant to come in to discuss energy. She would try to schedule Loran Greenslet and Frank Heald for July to discuss Water/Wastewater, the current project on Andover Street and future plans. They could also discuss the Aquifer District and source protection wells.
- xxx. Norman Vanasse said he would like a tour of the facility.
- xxxi. Fred Glover said that Rose Goings and Jason Rasmussen could determine the topics for the next meeting. He added that Frank Heald might also be able to discuss the 30th hour.

6. **Discuss Meeting Time**

- A. 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.
- B. After some discussion, the board decided to change it to 5:00 p.m.
- C. **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. Definitions
 - i. Norman Vanasse asked the board to give him a list of words or phrases that require definitions.
 - ii. Terry Carter said they would need to go through each section to see what was needed.
- B. Planning Commission Compensation
 - i. Norman Vanasse said that the board had not been paid for the last ½ year period.
 - ii. Terry Carter said she had been paid
 - iii. Rose Goings said that she believed they had been.

8. **Adjourn**

- A. **MOTION by Christine Fuller and seconded by Norman Vanasse to adjourn the meeting. Motion passed unanimously.**
- B. Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Lisha Klaiber