

**Planning Commission  
Preliminary Minutes  
November 15, 2022**

**I. Call To Order**

Terry Gurdak-Carter called the meeting to order at 6:00

**II. Roll Call:**

**Planning Commission:** Terry Gurdak-Carter, Judy Pullinen, Ted Stryhas, Ryan Sylvestri

**Staff Present:** Scott Murphy (Town Manager)

**Public Present:** Martha Harrison (MARC), Allison Hopkins (MARC), Bob Sanford, Steve Meyers, Leslie Stuart, Patty Greenwood, Okemo Valley TV

**III. Opening Statement by Chair:**

Terry Gurdak Carter began by thanking Lisha Klaiber for her years of service as Recording Secretary for the Commission. She also thanked Judy Pullinen for stepping in to take minutes. She asked the public to make any comments during the Public Comment section on the agenda, and not during other agenda items which are for board discussion only. She asked that comments not be repetitive. Once it is said, the comment is on record. This is a regular committee meeting, not a public meeting. There are also time limits listed with agenda items. Board members are also asked to raise hands to speak.

**IV. Changes/Additions/Deletions to Agenda**

None. Terry said that although there are time limits on agenda items, she did not think that item #8, Review Parking, would take 15 minutes. Terry asked Ryan to act as timekeeper for the agenda items.

**V. Approval of Minutes**

1. Sept. 20, 2022 - Judy moved to approve minutes. Ryan seconded. The following changes were noted
  - a. Page 3 #33, Delete line "Jason Rasmussen said".
  - B. Page 5 #37. Corrected to read "Judy Pullinen said there is already one there." Motion approved with correction noted.
2. October 18, 2022 - Tabled until next meeting. Terry would like to review them using the recording of that meeting before approving.

**VI. Comments From Citizens**

- a. Leslie Stuart - introduced self and said she was here to be part of the process. She is a resident, business owner, part of streetscapes
- b. Bob Sanford - Asked if we were going to change the existing zoning on Andover Street?
- c. Terry replied that that was why the new R2 zone was being considered.

- d. Bob: As an abutter, he is not in favor of changing the zoning. The abutters he has talked to and himself believe the request has been somewhat misrepresented. The abutters expressed a change of zoning to be the same as Village Residential.
- e. Terry replied that is what we are talking about tonight
- f. Ryan asked what part of the village district are you specifically looking at?
- g. Bob: R2 on the 2017 map R2 is gold, and the village is yellow. He would like to be yellow - all of it.
- h. Ryan explained the map is more than just a color. What parts of village zoning do you want? All of it or just specific parts.
- i. Bob - We want duplexes, nothing commercial, no high density, no multi level apartment buildings as brought up at last meeting.
- j. Ryan explained the R2 district we are creating to maintain conformity for certain parcels that fall within that, so the auto garage, warehouse on Parker Ave. We are trying to tailor to what's already there. So (it) stays conforming but also changes some other requirements. The overall plan is about density changes to the village as well, which we are going to propose to Trustees.
- k. Bob asked if it could be grandfathered in?
- l. Terry responded that they can be grandfathered but it can't be altered or expanded. In our motion, we changed that section of Andover Street to Village Residential in July. It then goes to the Trustees; they would have to agree. Since that meeting, she spoke with Dave Rose, head of the Village Trustees, and asked if he had concerns with that. He expressed concern that the Ludlow Service Center could be hindered commercially. The reason why we are creating the Village Residential 2 District is that there are several things in the Village Residential District that Rose felt, and the board agreed, are not appropriate for Andover Street, like the Funeral Home and many others. So we took those out. The new district allows Tony to keep his automotive business. We want to know that something could be done with the old mill parcel because Sal put so much money in it. Village Residential means he can have a residential building there. We are also working on definitions to go with that. Tonight I will ask the commission if they want to go with Village Residential 2.
- m. Bob: What does that mean for the parcel you refer to?
- n. Terry: If the definition goes through, he could do something with the lot, but would have to conform to new conditions. An Inn allows 25 rooms. We will get to that.
- o. Bob: All abutters want is to be residential, not be commercial in any way. This is not what we intended; the request has been modified.

## **VII. Municipal Planning Grant**

- 1. Review and Adopt Purpose Statement for Village R-2 District
  - a. Terry read the Purpose Statement: The Village Residential District is primarily a walkable medium-density residential neighborhood. Municipal water and sewer

make the District suitable for a mix of housing and lodging types that serve a broad spectrum of income levels. The District is also suitable for low intensity professional uses compatible with the residential character of the District, which lacks the parking infrastructure for higher intensity uses. Densities in this district should not exceed the capacity of the lands, waters, services, and facilities to support them.

Terry asked the commission for their thoughts on the definition. It is the same as the Village Definition.

- b. Allison: The definition was not the same. It was tweaked from the village definition. The changes include: low intensity professional use, keeping the residential character of the district, and noting lack of parking infrastructure parking to allow for larger commercial development. These are the differentiating factors between the Village Center and the Village Residential 2 District.
  - c. Ryan: This fits what Andover St already is. We need to talk about Inn and Bed and Breakfast definitions. The Auto Service Center fits under low intensity commercial because it does not have a fuel pump or retail sales. Low intensity Commercial also includes mixed residential use such as residential housing that is being used as an office space. An example is Lexi's law office on corner of Pleasant and Depot St. I think that fits Andover St.
  - d. Terry: We want the district to reflect what is already happening on Andover St. It will not affect the abutters in a negative way.
  - e. Ryan: When I think of Inn, I think of the Governor's Inn. It's beautiful, well maintained, fits the aesthetic of the neighborhood, and has a residential aesthetic. We need to define hotel, which is high density and lots of rooms.
  - f. Ted: It should be more residential than anything else
  - g. Judy: Good purpose statement, but need to look at definitions.
  - h. Allison - good purpose statement
  - i. Consensus was reached to adopt Purpose Statement
2. Review and Adopt a Village R-2 map  
Passed by consensus
  3. Review and Adopt Definitions
    - a. Auto Service Center  
Terry read the definition as follows: An establishment at which motor vehicles are serviced or repaired, which does not include fuel pumps and does not involve retail fuel sales. Consensus was reached to adopt Auto Service definition as read.
    - b. Inn  
Terry read the definition aloud as follows: An owner occupied building used to provide overnight accommodations, and one or more meals, to guests. Inns shall not have more than 25 guest rooms, which shall be primarily accessed from inside the building. There was discussion about the number of rooms, and that such a building would not fit in the one parcel that might be developed. Judy suggested not including an Inn in allowed uses of Village Residential 2, as a building with 25 rooms is not fitting with the character of the neighborhood, but

instead to include Bed and Breakfast as an allowable use. It was agreed to take Inn out of the allowed uses of Village Residential 2.

c. Bed and Breakfast

Terry read the following definition aloud: A residential structure with 10 or fewer rooms for rent for overnight lodging by the day or by the week. The structure must be the primary residence of the owner or operator of the Bed and Breakfast, who may provide meals only to guests, not the general public. This definition passed by consensus.

d. Transient

Terry read the following definition aloud: A guest or boarder who stays for a short time only and whose permanent address for legal purposes is not the lodging facility where they are staying. The definition was passed by consensus.

4. Dec/Jan Agenda Items

a. Ryan would like to talk about Streetscapes in Preservation District

b. Terry wants to discuss streamlining permitting process

c. Allison - discuss parking. Terry commented that there is a statement in Village-R that parking will follow general regulations for parking in the Village area.

## VIII. Village R-2

1. Review dimensional Standards adding 2 dwelling unit. Need to look at Lot area measurements. A Single Dwelling Unit is 5,000 square foot minimum.

a. Ryan: Do we want to encourage multi unit dwellings? Do we want to incentivize multi unit dwellings?

b. Terry: If we keep 2 units dwellings at 5,000 square feet, it would be a smaller unit. It still requires parking for 2 units. Should we make it larger for more parking?

c. Judy suggested 6,000 square feet for a 2 unit building.  
Board agreed on 6,000 square foot lot for a 2 unit dwelling.

2. Review Parking -

a. What are the parking requirements for an Auto Service Center? Terry used the definition of Section 530 of General Requirements. Next month: this district has to follow parking requirements under General Requirements.  
Don't single out the service center.

3. Next Steps

a. Terry stated that there needs to be a public hearing on the Village R2 District. The Village Trustees do not want recommendation of the Village R2 District unless it is in its entirety. Terry would like to adopt a new Village R2 in its entirety - purpose, map, new definitions, allowed and conditional uses, parking and dimensional standards.

b. At this point it was agreed that citizens could comment even though it was not during the comment section of the agenda.

4. Citizen Comments

a. Mr. Sanford: bunch of definitions last meeting

Steve Meyers: What is the definition of a housing unit? Terry responded it is under other definitions.

- b. Ryan - District is whole area of Andover Street
  - c. Steve Meyers: Is B and B 10 rooms? Terry - yes  
Steve Meyers - there is no standard for a housing unit.
5. Board Resumed discussion of next steps
- a. Terry would like a motion to adopt the new district
  - b. Judy stated that she thinks we need to move the motion after all the work put into it since July. All agreed.
  - c. Judy made a motion to accept the Village R2 District with purpose statement, map, new definitions, parking, dimensional standards and permitted and conditional use standards as agreed by this commission. 2nd ? Motion passed.
  - d. Question - on Parking, there is a 5,000 square foot requirement on 1 unit, 6,000 on 2 units and 2,500 per unit on multi-unit dwelling (3 units or more). Is this correct? Yes.
  - e. Ryan - multi unit needs to be defined as 3 units or more.

#### **X. Other Business**

- a. Ryan - Board needs to start looking at municipal parking if we are limiting # of parking units
- b. There was discussion about the scarcity of parking in the village, especially on Pleasant Street and during peak times
- c. It was suggested use of the term Public Parking not Municipal Parking for terminology
- d. Leslie suggested that those working downtown use municipal parking so as to free parking space for customers.
- e. Ryan suggested creating a shuttle route
- f. Terry asked Bob if he was comfortable with the Village R2? Bob replied nothing needs to be on the lot except housing.
- g. Terry thanked everyone for attending and for their input. She also stated the need to get a definition for a housing unit
- h. Leslie asked what is the process for approval of the Village R2 district?  
Terry: First the Planning Commission holds a public hearing and may tweak our current plan after receiving public input. Then we ask the Trustees to hold a public hearing. As soon as the hearing is warned the district goes into effect until the Trustees approve or disapprove it.

**XI. Adjournment:** Ryan moved to adjourn. Terry Seconded. Meeting adjourned at 7:20

Respectfully submitted,

Judith Pullinen