

**Approved
Minutes
Planning Commission
February 12, 2018**

Present: Bruce Riddle, John Reid, Peter Merrill, Quinn Colgan, Toby Dayman, Jacques Harlow, Matt Osborn, Town Planner, and Jo-Ann Ells, Zoning Administrative Officer

Absent: Robin Adair Logan and Mike Morris, Selectboard Liaison

Administrative Matters

1. Discuss amending the Quechee Lakes Master Plan with Steve Saunders

At the Planning Commission's hearing in January, Application #17-23 for the conversion of an existing structure into four dwelling units at 176 Waterman Hill, in the Quechee Lakes Planned Development was denied.

Attorney Steve Saunders and the Planning Commission discussed amending the Quechee Lakes Master Plan so that the project could be approved.

Peter Merrill expressed concern with allowing dwelling units that are not owner occupied.

Jacques Harlow noted that it was his opinion that only one dwelling should be allowed on a commercial lot in the Quechee Lakes Planned Development.

Bruce Riddle noted that amendments to the Master Plan have been made to allow uses on specific lots. He stated that he would not object to this as long as it was consistent with the underlying HC zoning.

Ultimately, it was agreed that the best option was to apply for an amendment to the Quechee Lakes Master Plan to add specific language about development of the subject lot as suggested by Bruce Riddle.

2. Hartford 2019 Master Plan Update

Town Planner Matt Osborn reported that the Town Plan (Hartford Master Plan) was last updated in May, 2014 and will expire on May 27, 2019. He noted that the 2019 update is underway and will be a modest update to meet the statutory requirements and the May, 2019 deadline. Staff expects to work on a more involved update in the next few years. Statutory changes include a flood resilience plan, forest blocks and habitat connectors, and a more detailed energy chapter.

Matt distributed a timeline for the Master Plan update. The schedule includes having a completed draft Plan by the end of October, 2018, public hearing with the Planning

Commission in February/March, 2019 and public hearings with the Selectboard in April/May, with adoption in May, 2019.

Matt stated that staff plans to create a Master Plan Steering Committee to work with the Planning Commission on the update similar to the 2003 and 2007 Master Plan updates. Matt noted that for the next year, workshops will take place once or twice a month. Staff will develop a schedule of workshops and asked the Planning Commission to reserve the following dates for the first three workshops; March 12th, April 9th, and April 30th. The Planning Commission agreed.

Matt noted that the Conservation Commission will be taking a lead on the Natural Resources Chapter, the Energy Commission on the Energy Chapter and the Community Resilience Organization on the Flood Resilience Chapter

Bruce Riddle thanked Matt Osborn for coming to the meeting.

Public Hearing

Bruce Riddle opened the Public Hearing, introduced the Commissioners and Zoning Administrator, asked that anyone who intended to speak to sign in, explained the interested party rule, and administered the oath.

1. Application #18-01 by the Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for changes to parking and circulation, lot 42-0006-000 and 43-0093-000, Highland Avenue (Hartford High School and Middle School), White River Junction, in an R-2 zoning district.

Tom DeBalsi, Dave Laurin, and Dave Conger were present.

Peter Merrill recused himself because is on the School Board.

Jo-Ann Ells distributed an email received on February 12, 2018 from Tim Schaal.

Dave Laurin gave a general overview of the project. He stated that the project had been being worked on for a very long time, multiple public meetings were held, and the design team had met with staff from the Town and VTrans.

Dave Laurin explained that travel and parking surfaces need to be replaced and made safer, cars and buses need to be separated, and circulation needs to be improved. He added that the biggest change will be the conversion of Tenney Field to parking.

Dave Laurin shared that currently middle school students walk through the parking areas to get to Tenney Field which is not safe. To address this, parking behind the tennis courts will be converted to green space. He then reviewed the proposed circulation pattern for buses and drop off.

In response to the email from Tim Schaal, Dave Laurin stated that there would be no additional traffic from the project or physical changes to intersections so a traffic study was not done.

Bruce Riddle asked Dave Conger to point out the various items and areas mentioned in the project narrative.

The Commission reviewed AM and PM drop off locations for buses and passenger vehicles, and the location of entrances to the High School and Middle Schools.

There was discussion of the location of a proposed pedestrian walkway in the grassed area in front of the High School and a connecting sidewalk.

Toby Dayman asked if people will use the parking spaces as designated on the plans. Tom DeBalsi stated that they would and it was noted that students would have assigned parking spaces.

John Reid expressed concern with the location of the proposed pedestrian walkway in the grassed area in front of the High School noting that visitors will likely just walk on the grass to the school.

John Reid questioned if the two handicapped parking spaces in the northwest corner of the Middle School parking area should be moved closer to an entrance to a building. Dave Conger stated that the handicapped parking spaces were located for use during outdoor athletic events.

John Reid questioned if there was adequate lighting in several areas of the campus. Dave Laurin noted that there was adequate lighting and that the lighting plans did not include the existing wall mounted lights.

Toby Dayman asked if the only handicapped entrance to the Middle School was the main entrance. Dave Laurin confirmed that the only handicapped entrance to the Middle School was the main entrance.

Toby Dayman asked if there was adequate room for buses at the High School drop off area. Dave Laurin confirmed that there was adequate room and added that people from the bus service company had attended meetings with the design team.

Toby Dayman suggested a gap in the fence by the Tenney Field parking area be provided for pedestrian access.

Screening of and access to the dumpsters at the Technology Center was discussed.

Toby Dayman expressed concern with the layout of the Tenney Field parking area and suggested that it could be re-designed to provide better pedestrian access.

Bruce Riddle questioned if the proposed bio-retention areas would survive since students are likely to walk on them. Dave Laurin stated that a pedestrian walkway could be provided through the islands, but this would result in the loss of parking spaces.

Jacques Harlow asked if there was a landscaping plan. Dave Laurin stated that one was provided. Jacques Harlow stated that more landscaping is needed. Dave Laurin reviewed the proposed landscaping plan.

Jacques Harlow stated that the application lacked a focus on improvements to the access road to the High School.

Quinn Colgan asked about the timing of construction of the project. Dave Laurin stated that they have a start date of June 25, 2018 and a completion date of August 10, 2018.

Acknowledging the inquiry from Tim Schaal, Quinn Colgan asked if there would be additional buses on Highland Avenue. Dave Laurin stated that the project would not result in additional bus traffic at the intersection of Route 5 and Highland Avenue, and all buses would be routed out onto Highland Avenue by the Middle School to allow more room for cueing/stacking on Highland Avenue.

Quinn Colgan asked if the faculty parking area would be used by Middle School and High School faculty. Dave Laurin stated that the faculty parking at the Middle School would be used by faculty from the Middle School and the High School.

Bruce Riddle asked about the location of directional signs and suggested they be added to the plans.

Abutter Caitlin Adams Barker introduced herself and asked about landscaping/screening and lighting by her house which is near Tenney Field. It was agreed additional landscaping would be added in this area and the applicant would consult with Ms. Barker.

Caitlin Adams Barker asked if she would notice the exhaust from vehicles in the Tenney Field parking area. Dave Conger stated that based on other projects he did not anticipate this would be an issue.

Caitlin Adams Barker stated that after heavy rain events there is standing water in Tenney Field. Dave Conger reviewed the bio-retention areas planned for this parking area.

Skip Nalette questioned why the entrance road to the High School was not being fixed. Dave Laurin stated that it was not in the budget. He added that if there is money left over when the bids come in it can be considered.

Toby Dayman asked about the adequacy of the soils in the proposed rain gardens. Dave Conger stated that the top layer will need to be replaced.

Quinn Colgan moved to close the Public Hearing. John Reid seconded and the hearing

5. 02-12-18

was closed.

The Commission discussed changes to the Findings of Fact.

Quinn Colgan moved to approve the application with the noted changes to the Findings of Fact. Jacques Harlow seconded, and the motion passed unanimously.

Administrative Matters Continued

Peter Merrill joined the Commission.

1. Minutes of January 9, 2018

Jacques Harlow moved to approve the minutes with three edits. Quinn Colgan seconded, and the motion passed unanimously.

2. Projects Receiving Administrative Approval

None.

3. Availability for the next Public Hearing

Jo-Ann Ells noted that the March hearing was canceled; no application were submitted.

4. Public Comment

None

Adjournment

At 8:08 PM Quinn Colgan moved to close the Hearing. Jacques Harlow seconded, and the Hearing was adjourned.

Respectively Submitted,

Peter Merrill, Clerk