

NEWFANE PLANNING COMMISSION

Meeting Minutes Draft Until Approved by Planning Commission

Meeting Location: Newfane Town Hall

Meeting Date: October 27, 2014

Attendees: Ed Druke, George Friend, Tristam Johnson, Pat Weisbrich
Absent: None
DRB Attendees: None
Zoning Admin.: None
Public Attendees: Gary Delius, Susan McMahon and Piet Van Loon of the Windham Regional Commission.

DISCUSSION ITEMS AND ACTIONS

- I. Meeting called to order at 6:58 p.m. Attendees as noted above.
- II. Review and Approve Minutes:
 - a. Minutes from the Planning Commission meeting on September 22, 2014 were reviewed. It was determined that the 9/8/2014 Planning Commission Meeting Minutes should not have been approved by a 2:0 vote. To ensure a proper vote, Ed Druke made a motion to approve the minutes from the 9/22/2014 as amended. The motion was seconded by George Friend. The motion was approved, 3:0:1, with George Friend abstaining.
- III. Review Agenda and approve the agenda
 - a. Ed Druke made a motion to recommend to the Selectboard that Gary Delius be appointed to the Newfane Planning Commission. The motion was seconded by George Friend. With no discussion, the motion was unanimously approved.
- IV. Recognize members of the public:

Susan McMahon, Associate Director, Windham Regional Commission (WRC)
See below under "New Business"

OLD BUSINESS

- V. Address attendees wishing to interview for the Secretary position: No interested parties were present.

NEW BUSINESS

- VI. Notes and Communications from the Selectboard – None
- VII. Meet with Susan McMahon to discuss an inclusive public process for developing a new, contemporary Newfane Town Plan
 - a. Tristam began the discussion with Ms. McMahon by asking what the correct process to engage the residents of Newfane in a public discussion regarding the creation of a new Town Plan would look like.
 - b. Ms. McMahon provided the following documents as reference material from which the answer to Tristam's question could be found:
 - ◆ Town of Newfane Town Profile 2014
 - ◆ Planning Manual for Vermont Municipalities, Vermont Department of Housing & community Affairs, 2000
 - ◆ Essentials of Local Land Use Planning Regulation, May, 2007, Vermont Land Use, Education & Training Collaborative
 - ◆ Vermont Statutes Online, Title 24: Municipal and County Government, Chapter 117: Municipal and Regional Planning Development, Sub-chapter 005: Municipal Development Plan, 24 V.S.A. §4382: The plan for a municipality.
 - ◆ Hard copy of a powerpoint presentation, "Developing Your Town Plan".

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- ◆ Samples from other Town Plans including a Natural Resources survey and a Land Use survey from the residents of Whitingham, and an Action Plan from the Town of Readsboro.
- c. Ms. McMahon reviewed the aforementioned Power point presentation, with emphasis on:
 - ◆ The role of the Municipal Plan
 - ◆ The four State planning process goals
 - ◆ The eight steps in the Town Plan Process
 - ◆ The 13 State planning goals that need to be incorporated into a Town Plan
 - ◆ The 12 required elements of a Town Plan
 - ◆ A discussion of the planning process goals and the importance of public participation. The Town Plan, after all, is our Town Plan. Suggestions for engaging the public included:
 - Community visioning sessions
 - Engaging the public in a community survey
 - Use of technology to achieve goals
- d. Tristram asked how the 13 State Planning Goals and the 12 Required Elements should be integrated into the Town Plan. Susan said all of this could and should be weaved together as opposed to addressing each goal and element as separate entities.
- e. Gary said the Town Plan should be a living document. In theory, it should be updated each year, thereby negating the necessity of embarking on a major overhaul after a long period of time. He also asked if there is staff available at WRC to assist in the development of questions to engage the public.
- f. Discussion following the **Developing a Town Plan** power point:
 - ◆ Process should include a series of community meetings which might involve a pot-luck supper or dessert to spur community interest.
 - ◆ Planning Commission needs to set the tone by determining what the purpose of creating the Town Plan is. Therefore, there needs to be a vision, a focus and a calendar to keep the process on task and moving forward toward the goal.
 - ◆ Questions regarding what residents have for a vision of the Town of Newfane should be created to engage the public in a meaningful discussion.
 - ◆ Question can also be posed in the internet or via *Survey Monkey*.
 - ◆ *Front Porch Forum* was also suggested as a medium to engage the public.
 - ◆ A calendar needs to be created to progress strategically through the Town Plan process.
 - ◆ Susan emphasized the need for follow up.
 - ◆ There was a discussion regarding the creation of a budget for the Town Plan process and the necessity of working with contiguous towns to ensure each Town Plan correlates with the plans of other towns.

VIII. Next meeting: Monday, November 10, 2014 at 7 p.m., at the Newfane Town Hall.

IX. Move to adjourn at 8:15 p.m.

Respectfully submitted,

Pat Weisbrich

Patricia H. Weisbrich