



**Long Range Planning Committee Meeting
May 3, 2023
8-10:00 am**

Hybrid Meeting:

In Person: Council Chambers B

Virtually via Zoom:

To view the meeting via Zoom, [Click Here](#)

Members of the public may attend virtually or in person. Committee members are expected to attend in person unless the member meets one of the circumstances established in the Committee's remote participation policy.

In Attendance: Allen Paul, Rick Shinay, Ken Johnson, Rachel Hendrickson, Marvin Gates (via Zoom), Autumn Speer, Karen Martin (via Zoom), Eric Sanderson

Allen Paul opened the meeting at 8:02AM. The Agenda was noted to have today's date as May 5th instead of May 3rd. The Agenda date was changed to May 3rd.

I. Review Minutes, March 3, 2023

Motion made by Ken Johnson to approve the March 3, 2023 minutes, seconded by Rick Shinay. Motion passes 4-0-0.

II. Elect Vice-Chair

Motion by Allen Paul to elect Rick Shinay as vice chair, seconded by Ken Johnson. Motion passes 4-0-0.

III. Appoint Liaison to the Transportation Committee

Allen Paul noted that he is the current Long Range Planning Committee liaison to the Transportation Committee, and that until a replacement is nominated, vetted by the Appointments & Negotiations Committee, and gone through 1st and 2nd reading by Council, he will remain in that post. The appointment of the new liaison will likely not occur until Summer (July timeframe). The Committee appointed Marvin Gates who will be recommended to the Appointments & Negotiations Committee for consideration.

IV. Review Acceptance of the Comprehensive Plan Documentation

Karen Martin gave an overview of the state approval of the Comprehensive Plan. In short, the Planning division of the Department of Agriculture, Conservation, and Forestry (DACF), which reviews Comp Plans for consistency with state law, requested more information from the town. Items the state requested clarification on were implicit staff or policy the town has had followed for many years (certified Code Enforcement Officers, following state law, etc.). Much of this information was either already in place or in the plan, and Karen worked over the last year to provide answers to DACF's questions.

The result was addition of one column to the approved implementation plan/table of the Comp Plan. The additional column notes the page of the plan that depicts the information required by state law (the "policy" noted in the implementation table). Additionally, Karen and Planning Department staff provided written responses and updated plan data working through this table. These pieces of information do not change any wording in the 2021 Council approved Comp Plan and were noted by the Committee to be more "procedural" in working with the state to identify pertinent sections that meet state law. Finally, Karen gave an overview that some of the state data set associated with the Comp Plan was lost from the town's website when it was updated last year. This data has been restored and the most recent figures provided.

The DACF Comp Plan certification process includes sending the newly certified plans to various state agencies. Upon this distribution, the town received several letters from state agencies requesting further information. In DACF's letter approving the Comp Plan, they recommend the town provide responses to these inter agency questions. This is another item for the Committee to consider whether the Council should act on providing further information after the Plan is approved.

The Committee noted that the Plan remains approved unconditionally. Whether Council chooses to amend the plan to provide responses to the inter agency comments is irrelevant with respect to the plan's approval with the state. Ken Johnson and Rick Shinay were generally in favor of providing a response, with Ken indicating at a minimum the town could indicate it will make an effort to address these items leading up to our next plan. Rachel Hendrickson agreed with Ken and suggested inclusion of a "state review process" section with a prologue noting that that particular section identifies items in the plan that the state had questions on. The most updated Capital Improvement Plan was included in what was provided to DACF, which the Committee supported.

A motion was made by Marvin Gates to table the discussion to the June meeting, seconded by Rick Shinay. With tabled motions not allowed to be discussed, Rick withdrew his second.

A motion was made by Ken Johnson to have a joint workshop with Council, seconded by Rick Shinay. The Committee discussed the motion, noting that a joint meeting would not be productive as the Committee would need to make some decisions and provide information to Council ahead of any meeting. Rachel emphasized that the Committee's charge is to decide whether "inclusion of additional materials" referenced in the state approval letter of the plan requires a Council action or amendment. The Committee was generally not comfortable making a recommendation to Council at this point, and requested staff come up with several options for recommendations to Council for review. At the conclusion of this discussion, Ken Johnson withdrew his motion. The consideration will be discussed and further reviewed at the June meeting.

V. Commercial Design Standards Tour Results

Autumn gave an overview of the results of the tour. Generally, the Committee seemed to like limiting EIFS and Dryvit, and liked wall projections, tripartite architecture and red brick. Infill was also discussed with respect to development in Eight Corners (i.e. Starbucks/Marden's). There is an opportunity with this type of infill development to have single rows of accessible parking and wrap the building around any additional parking. Rachel suggested staff show the Committee recent building architecture of proposed and approved Planning Board projects, including Opechee Construction's hotel on Southborough Drive, The Downs Haigis/Market multi building commercial development, and AR Building. Limiting the length of "strip mall" types of buildings was discussed. The Committee was requested to go through existing language provided by staff pulled from the Site Plan Review Ordinance and Design Standards in preparation for the June meeting.

VI. Commercial Designs Standards – Draft Ordinance Materials Review

VII. Commercial Design Standards – Draft Ordinance Landscape Review

VIII. Staff Updates – New Calendar

IX. Public Comment

X. Adjournment

Prior to adjournment, Allen Paul noted the July meeting is the day after the Holiday (July 5th). He suggested to allow folks to travel back and have the most members attend, that this meeting be moved to the following Wednesday, July 12th. The Committee members agreed and staff will update calendars accordingly.

Marvin Gates made a motion to adjourn, seconded by Rick Shinay. Motion passes unanimously and the meeting was adjourned at 10:00 AM.