

**Planning Commission Town of Sunderland, Vermont, October 24, 2018**

A meeting of the Planning Commission (Commission) of the Town of Sunderland was called on Wednesday, October 24, 2018 at the Sunderland Town Offices pursuant to the Warning fixing the time and place of the meeting.

The members present in person were: Tucker Kimball, Scott Magrath and Lewis Hebert. Chairperson, Ed Bove appeared by telephone. The Commissioners present constituted a quorum of the Commission. Also present at the meeting was Missy Bell-Johnson, Zoning Administrator.

Paul Carroccio of VT HELIOS LLC was the only member of the public present at this meeting.

Mr. Bove called the meeting to order at 6:01 pm. Ms. Bell-Johnson recorded the minutes from the meeting.

The agenda was amended to correct phasing of "Approval of Agenda from August 22, 2018 Meeting" to "Approval of Minutes from August 22, 2018 Meeting." Mr. Hebert motioned to approve the agenda as amended. Mr. Kimball seconded the motion and all voted in favor.

As hard copies of the minutes from August 22, 2018 meeting were not available, Mr. Hebert motioned to continue the approval of these minutes until the next regular meeting of the Planning Commission scheduled for November 28, 2018. Mr. Magrath seconded the motion and all voted in favor. Mr. Bove noted that the notes taken on September 26, 2018 could not be approved as minutes because there was no quorum at this meeting.

Mr. Bove motioned to begin the public hearing for VT HELIOS LLC's site plan review. Mr. Kimball seconded the motion and all voted in favor. Mr. Carroccio provided handouts to the commissioners and Ms. Bell-Johnson and continued by explaining the plans to install a man door, a garage door and a gravel access driveway to the doors at Unit 1 at 350 Old Camp Road. He explained that he had recently purchased the unit, and the unit is being leased back to the existing tenants. The purpose of the modifications to the unit were explained. Mr. Carroccio also explained the need to cut down some trees on the West side property line due to water issues and mandated storm water ditch maintenance. Mr. Bove mentioned that work outside the building was not within the responsibility of the Planning Commission and asked if this would affect the Act 250 permit. It was determined it did not.

All questions and concerns addressed and their being no public comment, Mr. Magrath motioned to close the public hearing. Mr. Kimball seconded the motion and all voted in favor. Mr. Bove outlined the procedure for the Findings of Fact and Mr. Carroccio mentioned that the project was not urgent in nature.

Ms. Bell-Johnson provided the zoning administrator's update.

There being no further business, Mr. Kimball motioned to end the meeting and Mr. Hebert seconded the motion and all voted in favor. The meeting ended at 6:31 pm.

The next meeting of the Planning Commission is scheduled for Wednesday, November 28, 2018.