

**Planning Commission Town of Sunderland, Vermont, January 22, 2020**

A meeting of the Planning Commission (Commission) of the Town of Sunderland was called on Wednesday, January 22, 2020, at the Sunderland Town Offices pursuant to the Warning fixing the time and place of the meeting.

Commissioners Lewis Hebert, Rob Zeif and Tucker Kimball were present. Chair Ed Bove attended by phone. The Commissioners present and attending by phone constituted a quorum of the Commission. Also present at the meeting was Missy Bell-Johnson, Zoning Administrator and Jason Walla of Blue Heron Holdings.

Commissioner Hebert opened the meeting at 6:00 pm.

Mr. Bove motioned to amend the agenda to add approval of the minutes for both the October 23, 2019 and the November 20, 2019 Regular Meetings of the Planning Commission. Mr. Zeif seconded the motion and all voted in favor.

Mr. Hebert then motioned to approve the October 23, 2019 minutes and the November 20, 2019 minutes. Mr. Zeif seconded the motion and all voted in favor.

Mr. Bove then provided an update on the Town of Sunderland Draft Bylaws and provided the approval process from this point forward. He asked that the Commissioners and Ms. Bell-Johnson continue to review the document for typographical errors but that the point where any substantive adjustments could be made outside the hearing had passed. The Public Hearing for approval has been set for Wednesday, February 26, 2020.

Mr. Walla then provided an update regarding the old Basketville building. Alternative uses for the building were discussed. After a short discussion it was determined that a Change of Use for the building was not needed at this time. Mr. Zeif noted that while storage on the first level was approved by the Findings of Fact and Conclusions of Law for the use of the building for retail that all storage should be limited to the interior of the building. He expressed that shipping containers located on the outside of the building would not be acceptable. Mr. Walla agreed. Mr. Walla had questions regarding permits needed for a farmer's market possibility. Ms. Bell-Johnson answered that an amendment to the existing permit for the retail business could be made so that Special Events Permits would not be needed.

The possibility of having food trucks on the property was also discussed. The pre-approved VTrans access and egress was mentioned and Mr. Walla volunteered that parking attendants may be hired to assist.

Ms. Bell-Johnson provided the Zoning Administrator's update and reviewed two changes to the administration of zoning procedures. The Commissioners agreed with Ms. Bell-Johnson's proposed changes.

There being no further business, Mr. Hebert motioned to end the meeting and Mr. Kimball seconded the motion and all voted in favor. The meeting ended at 6:29 pm.

The next Regular Meeting of the Town of Sunderland Planning Commission and the Public Hearing for Bylaw Review is scheduled for February 26, 2020 at 6:00 pm.