

### **Planning Commission Town of Sunderland, Vermont, November 20, 2019**

A meeting of the Planning Commission (Commission) of the Town of Sunderland was called on Wednesday, November 20, 2019 at the Sunderland Town Offices pursuant to the Warning fixing the time and place of the meeting.

Commissioners Lewis Hebert and Tucker Kimball were present. Chair Ed Bove and Commissioner Rob Zeif 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. There was no one from the public present.

Mr. Bove opened the meeting at 6:02 pm.

Mr. Hebert motioned to amend the agenda by removing references to the on-site visit at 0 Schoolhouse Woods Road as this visit will be rescheduled when daylight savings time resumes. Mr. Kimball seconded the motions and all voted in favor.

Mr. Bove asked for a motion to approve the minutes from the October 24, 2019 meeting of the Planning Commission. Mr. Hebert explained that a full copy of the minutes was not available for review and asked that the approval of the October minutes be tabled until the January 22, 2020 meeting. Mr. Zeif seconded the motion and all voted in favor.

The most recent draft of the Town of Sunderland Bylaws was reviewed. Comments and suggestions were proposed, discussed and made. Mr. Bove is anticipating that the Bylaws will be reviewed at a public hearing to be warned for January 22, 2020

Ms. Bell-Johnson presented the Zoning Administrator's Report and expressed concern regarding temporarily missing zoning files. The Commission was asked for a recommendation on how to handle the issue. After discussion, it was unanimously suggested that the zoning file cabinets be locked.

There being no further business, Mr. Hebert motioned to end the meeting and Mr. Zeif seconded the motion and all voted in favor. The meeting ended at 7:12 pm.

There will be no Regular Meeting of the Planning Commission in December due the holidays. The next meeting of the Town of Sunderland Planning Commission is scheduled for January 22, 2019.