

**Town of Sunderland Planning Commission Board Meeting**  
**Wednesday January 17, 2024 6:00 PM**  
***Draft Minutes***

Members in Attendance:

Ben Travis  
Michael Pugliese  
Gordon Dossett  
Robert Zeif (*Chair*)  
David Kiernan  
Debbie Clark

Others in Attendance:

Mia Smith- Secretary  
Dixie Zens- Selectboard Chair

1. Call to Order by Rob Zeif at 6:05 pm.
2. Introduction of Board Members and speakers by Rob Zeif: David Kiernan, Gordon Dossett, Michael Pugliese, Ben Travis, and Debbie Clark. Mia Smith, secretary. Dixie Zens, Selectboard Chair.
3. Additions / Deletions to the agenda-none.
4. Approval of Minutes – October 24, 2023 and December 27, 2023
  - Rob Zeif asks for motion for 10/24/23 minutes
  - David Kiernan makes a motion.

Mover: David Kiernan  
2nd: Ben Travis  
Result: Passed

- Rob Zeif asks for motion for 10/24/23 minutes
- Ben Travis makes a motions.
- Gordon Dossett makes edits for misspelling of his name, and to specify name of attendee.

Mover: David Kiernan  
2nd: Ben Travis  
Result: Passed

5. Zoning Administrator Update

- Is reviewing a building permit that isn't complete.
- Will be turning down the permit as it is up for a 30 day deadline this week, and does not have all information necessary.
- ZA would like to see plans of buildings with permit applications.
- Questions about Green Mountain Power hooking up power if no building permit exists.
- When discussed building area was approved in 2009 it had 25 lots on it, speculated building \$500,000 homes.
- Reviewing other permits for new houses going up on Hideaway Lane, some may need 911 numbers to houses.
- ZA says he is catching up with the permits left from previous ZA, and will be communicating with listers to ensure that new builds will make it onto tax bills.

6. Town Village update

- Dixie Zens says the application to the state was sent in. Waiting on Andrew McKeever to look over materials on application/details for bylaws, etc.
- Gordon Dossett asks how quickly BCRC will get back to town with next steps..
- Rob Zeif asks if there are updates on the church. Dixie Zens says Merrill Bent (town counsel) is working through reading the deed, the transcription says that if the church is used for anything but religious activities, it will return to the heirs.
- Gordon Dossett asks why individual people would be the heirs to a church. Dixie Zens explains how the property was originally passed from individual owner to the trustees, specifying future use.

7. Town Signs Update

- Board reviews drawings from elementary school with Dixie Zens to try to come to a decision.
- Gordon Dossett asks if there is a graphic artist in town willing to donate design.
- Discussion about the Randall Cow vs the Bridge vs a moose. Using the town seal with the bridge.
- Rob Zeif asks for consensus, and asks Dixie Zens to move forward with process.
- Rob Zeif asks for clarification of where there will be signs- northbound and southbound on 7A, as well as potentially Sunderland Hill Rd and the bridge.
- Michael Pugliese says he got a quote for \$300/sign from a sign maker.
- Rob Zeif asks about funding it, Dixie Zens says there are discussions about using ARPA funds. Clarification about whether funding will be a line item and needs to be discussed/pass at town meeting or is already allocated in the budget.

- Discussion about if ARPA funds are moved into the general fund and what might happen if congress calls back unused funds. Questions about the ways that residents of the town might want to use it.
- Dixie Zens reminds the board of ARPA fund meetings on sundays, and list of ideas on the website.

#### 8. STR Update

- A warning to be set, trying to plan around town meeting.
- Once the warning meeting is had and planning board passes final, then it moves to selectboard for adoption.
- Debbie Clark says it should be passed immediately, after receiving offers for open lots by development companies.
- Gordon Dossett supports this idea and says that the planning board should pass this and then return to certain aspects (e.g. out of town owners), to protect development
- David Kiernan says that the board passed it, work to move it on so that its on the books.
- Gordon Dossett asks if the selectboard will be bringing up STR bylaw at town meeting?
- Rob Zeif says that people who show up with opinions on STR don't want their own lives/properties impacted without thinking of the overall aesthetic or needs of the town.

#### 9. Old Business

- Reminder of proposed meeting with two members from each select and planning boards to discuss Zoning Admin position.
- Some discussion needed about enforcement of bylaws.
- A Vermont organization coalesces town residents to discuss ARPA funds, Rob Zeif wonders if this is still in the works/on the calendar.
- Gordon Dossett wonders if bringing this up at town meeting will help get people participating and involved. Brings up the possibility of having meetings at Hill Farm.

#### 10. Public Comment, Visitors / Concerned Citizens- none.

#### 11. Next Meeting February 28, 2024

#### 12. Adjourn at 6:55 pm.

Mover: Ben Travis  
2nd: David Kiernan  
Result: Passed