

## PLANNING BOARD

April 21, 2022

## MEMORIAL BUILDING

7:00 P.M.

*The following are to be considered draft minutes only until approved by the Board at their next meeting.*

Board Members Present: Ken Jacques, Darrin Patten, Dan Saulnier and Mike Howard  
Vicki Davis UVLSPC via Zoom  
Absent: Tim Bray and Peter Keene

Also present: Amy Lewis (Select Board Rep) Roger “Whit” Smith (Zoning Coordinator), Bryan O’Day (Zoning Board), Poul Heilmann (Select Board), Jenny Roberts, Rob Thorp (Zoning Board) and John Trachy

Ken moved to have Darrin act as Chair in the absence of Tim Bray, Mike 2<sup>nd</sup> Board Passed

Minutes of March 27<sup>th</sup> Ken wanted to verify that Peter Crowell understood the road he is building for the subdivision he is working on will need to meet town road specifications and approved by the town engineer. Whit stated that he would speak with Peter to verify. Ken moved to accept minutes as written, Amy seconded Board approved minutes as written Mike abstained due to his being absent from the meeting.

Discussion of Short-Term rentals: Poul summarized his discussion with Tim regarding the process to ensure consistency and clarity in working through applications to include a checklist. Monday’s Select Board meeting will have a significant amount of discussion on how the Board wants to move forward. There are currently two applications pending for the Zoning Board and the possibility of moving those off to June or beyond so that everyone is better prepared. Mike asked if the State has a definition of Short-Term Rentals, rentals for 185 days or less are considered short term. At that point Meals & Rooms tax is required to be collected. An important question is when is it a business? Ken brought up that the Town can’t pick and choose who is running a business.

Forms: Dan started a review of the forms he has updated for the Board. Site Plan Review Application. Mainly cleaned up the application and made it easier to follow. Question of whether the fee of \$40 should be updated. That amount has been the same for MANY years. Application for Waiver: was this something the board needed to fill out or expect the applicant to fill it out. Whit shared that he has found there are some applicants or their agents who would have no problem with the form while many others would not fully understand what they needed to properly fill it out. Many times, the Board chooses to waive items as they are going through the process of an application, and it might be easier for the Board to take care of the form that way. Site Plan Checklist: Board decided to review the form and discuss at the May meeting.

Noise Ordinance: Board decided to wait until Tim and Peter were in attendance to further the discussion.

Dan brought up the situation concerning Alternates. John Trachy contacted him wanting to be nominated as an Alternate. The Board felt it was best to put off discussions until Tim and Peter were present. Topic will be added to the Agenda for May.

Ken questioned whether an apartment complex was considered a Short-Term Rental. There appears to be one in Town not far from the Town Office and questions if the property had or needed a Special Exception and Site Plan. One- or two-family dwellings don't need either but once the property goes beyond that number it is possible. What are the State regulations regarding health and safety? What was done with Wonderwell? The State Fire Marshall was involved in that situation. Would that be the case here? Possibly though there are times when this type of control falls back on the Town Fire Chief.

To Do:

- Add discussion of Zoning Ordinance Article 5 specifically 5.20 Home Business to ongoing agenda items.
- Add discussion of Alternates to the Agenda

Meeting adjourned 8:15 p.m.

Tamara Butcher