

TOWN OF ESSEX
DRAFT PLANNING COMMISSION MINUTES
May 23, 2024

Note: This meeting was held on Zoom and In-House.

PLANNING COMMISSION (PC) PRESENT IN ROOM: Dustin Brusco, Chair; Jonathan Schumacher; Georgia Lavigne, Clerk; Trefor Williams and Alternate Paula Duke (a voting member for this meeting.

PC ATTENDING VIRTUALLY: Josh Knox, Vice-Chair.

OTHERS PRESENT IN ROOM: Katherine Sonnick, Community Development Director; Kent Johnson, Planner; and Community TV.

OTHERS VIRTUALLY: Sharon Kelley, Zoning Administrator; and Ian Carroll.

AGENDA ITEM 1: CALL TO ORDER: Chairman Brusco called the meeting to order at 6:03 p.m.

AGENDA ITEM 2: AGENDA ADDITIONS/ CHANGES: None.

AGENDA ITEM 3: APPROVE AGENDA: Commissioner Schumacher Moved and Alternate Duke Seconded to approve the Agenda. The Motion passed 6-0.

AGENDA ITEM 4: PUBLIC TO BE HEARD: None.

AGENDA ITEM 5: APPROVAL OF MINUTES 5/9/2024: Commissioner Lavigne Moved and Vice-Chair Knox Seconded a motion to approve the minutes as written. The Motion passed 6-0.

AGENDA ITEM 6: PLANNING COMMISSION WORK PLAN DISCUSSION:

Katherine Sonnick walked through the 2024 Annual Work Plan which included the following topics:

- Getting the word out on the 2024 Town Plan Update.
- Development Review.
- Development Review Board (DRB) transition.
- Update on the Bylaw Modernization Grant
- Work on proposed zoning changes and creating a unified bylaw; updates on Act 47; and other topics to include if time allows.
- Updated Official Map
- Possible State Designations

AGENDA ITEM 7: ZONING REGULATION WORKSHOP:

Katherine Sonnick walked through proposed changes to be included in the Unified Bylaw, which will be known as "Land Use Regulations. Topics included:

- Changes to Article V, (site plan and conditional use).
- Changes to the Subdivision section, noting that Act 47 allows the Zoning Administrator

to approve changes versus going before the Commission (soon to be DRB).

- Changes on the number of required parking spaces and density requirements for properties located in the water and wastewater service areas.
- Potential changes by combining site plan, conditional use and subdivision under a new Development Standards chapter; possible additional waiver language; and small changes resulting from the ETC|Next Plan.

The PC requested that staff coordinate a joint meeting with the Zoning Board of Adjustment to discuss the transition and the application process review.

AGENDA ITEM 8: EXECUTIVE AND/OR DELIBERATIVE SESSION: None.

The meeting adjourned at 8:06 p.m.

PLANNING COMMISSION

By: _____

Dustin R. Brusio, Chair