



Agenda
Planning Commission Meeting
City Council Chambers, City Hall
Monday, July 9, 2018
5:30 P.M.

1. Call To Order
2. Approval Of The Agenda
3. Comments From The Chair
4. General Business
(comments from the public about something not on the agenda.)
5. City Plan Update Discussion
 - a. Update On Plans For Kickoff Meeting With "All Committees".
6. Continue Review Of Punch List Of Zoning Fixes
7. Consider Minutes From May 14th And June 25th

Documents:

[PLANNING COMMISSION 05_14_18.PDF](#)
[PLANNING COMMISSION 06_11_18.PDF](#)

8. Adjournment

**Montpelier Planning Commission Meeting
May 14, 2018**

Subject to review and approval

Present: Leslie Welts, Kim Cheney, Stephanie Smith, Kirby Keeton, John Adams, Michael Miller.

Call to order by the Chair: The meeting was called to order by the Chair, Leslie Welts.

Approval of the agenda: The agenda was deemed approved.

Comments from the Chair: Any potential comments will be addressed further along the agenda. Later in the meeting, it will be decided if the next meeting (not meeting on Memorial Day) is needed.

General business (comments from the public about something not on the agenda): No one from the public was present.

Update on the City Council presentation (Mike and Leslie): Mike had presented a PowerPoint presentation on what the Planning Department and the Planning Commission do. The City Council is doing a strategic planning meeting, so Mike didn't detail a long list of "wants".

City Plan update discussion. Meeting with Seth Wood (the city's Information System and Technology Manager) to discuss digital/web based plan options as well as what other technology the city has to help with public input or strategic planning. Update on plans for kickoff meeting with "all committees": Leslie was thinking about having two meetings with all the committees – one to have each one give a 5 minute introduction and present goals, then another meeting after they've had time to meet with their committee to see if any can dovetail any goals.

After discussion, it was decided that Leslie's letter to all the committees would ask that the first meeting to have a representative to give a presentation of areas that they would like to see maintained, evolved, or transformed and that would be limited to 3-5 items. The letter will also provide an overview on how to use that language. Leslie will send the letter to Mike for editing. That will be followed up with the Commission writing summaries of each, then a short survey will be linked to the city's website and also on Front Porch Forum. A call to a reporter will also be made.

There wasn't really a clear plan created for the second meeting. Kirby volunteered to call venues. July 23 or 30.

File sharing will be done verbally at the meeting, since the letter will have enough other information in it. Seth will create a folder on the city's Google Drive that John will have permission to edit. Stephanie will work on the language for a survey.

Consider minutes from April 23, 2018: Kim made a motion to approve the minutes as printed, John seconded. Kirby had a comment on the line about him talking to Eric. "Eric is interested in working with the Planning Commission going forward" is the suggested change by Kirby and a motion to amend. Kirby's motion was approved. The motion to approve the amended was approved.

Adjournment: Stephanie made a motion to adjourn, John seconded.

Respectfully submitted,

Tami Furry
Recording Secretary

**Montpelier Planning Commission Meeting
June 11, 2018**

Subject to review and approval

This public meeting was recorded, and the video will be available for viewing at:

<http://www.montpelier-vt.org/416/City-Meeting-Videos>

Present: Leslie Welts, Kim Cheney, Barbara Conrey, Ariane Kissam, Stephanie Smith, John Adams.

Call to order by the Chair: The meeting was called to order by the Chair, Leslie Welts.

Approval of the agenda: The agenda was deemed approved.

Comments from the Chair: Kirby asked Mike to go to the meeting tomorrow night because there will be a vote on the regional energy plan.

General business (comments from the public about something not on the agenda): There were no members of the general public in attendance.

City plan update discussion:

a. Director will provide a list of committees and potential chapters.

Leslie is waiting for a list from Mike. There will be a survey going out to the public about the same time the kickoff meeting with the committees happens, which will be in the Montpelier High School auditorium.

b. Update on plans for kickoff meeting with all committees.

Mike has definitions and examples for the goals that are to be reviewed by each committee. The commission reviewed the letter that Leslie is going to send out. The term "goals" has been changed to "interests".

Leslie will clarify the letter so that it's understood that everyone is to hear the others. She will provide a link that will clarify the terms "evolve" "transform" and "maintain". She will ask for emails with a date deadline in advance of the meeting.

Leslie will work on the letter, Stephanie will work on the survey, John will work on the website with Seth, and Kim will keep in touch with Historic Preservation.

Receive punch list of zoning fixes and begin review: There are 50 fixes. This will have to wait until Mike is present and done as a consent agenda. The next meeting is June 25.

Consider minutes from May 14, 2018: The minutes will be tabled until the next meeting since they didn't seem to be attached to the agenda.

Adjournment: Kim made a motion to adjourn, Barb seconded.

Respectfully submitted,

Tami Furry
Recording Secretary