

Montpelier Planning Commission
Monday, January 13, 2003
City Hall, 7:00 pm.

Subject to Review and Approval

Present: Vice-Chair David Borgendale, Members Carolyn Grodinsky, Sara Teachout, Bryan Mitofsky (arrived at 7:20 p.m.), Planning Director Valerie Capels, Planner Stephanie Smith.

Call to Order by the Vice Chair.

Mr. Borgendale called the meeting to order at 7:15 p.m.

Approval of the Minutes.

Ms. Teachout moved to approve the November 19, 2002 meeting minutes, seconded by Ms. Grodinsky. The motion passed 5-0.

Ms. Campbell moved to approve the November 25, 2002 meeting minutes, seconded by Ms. Grodinsky. The motion passed 5-0.

Ms. Teachout moved to approve the December 4, 2002 meeting minutes, seconded by Ms. Facciolo. The motion passed 5-0.

Ms. Campbell moved to approve the December 16, 2002 meeting minutes, seconded by Ms. Teachout. The motion passed 5-0.

The December 9, 2002 meeting minutes were not available for review or action.

Comments from the Vice Chair.

Mr. Borgendale thanked Nancy Wasserman for all her hard work as Chair in light of her resignation from the Commission. He added that the Commission is looking for a new member to fill the vacancy created by Ms. Wasserman's departure.

Election of Officers.

Ms. Grodinsky moved to nominate Mr. Borgendale as Chair, seconded by Mr. Mitofsky. Mr. Borgendale accepted the nomination. The motion passed 6-0.

Ms. Campbell moved to nominate Ms. Teachout as Vice Chair, seconded by Ms. Grodinsky. Ms. Teachout accepted the nomination. The motion passed 6-0.

Mr. Mitofsky moved that the planning department have primary responsibility for being the secretary for the Commission, with Ms. Grodinsky as a back-up, seconded by Ms. Facciolo. The motion passed 6-0.

Review of Transportation Outline.

Ms. Grodinsky suggested that she give her presentation on the "Transportation Outline"

prior to the review of the Draft Request for Proposals (RFP). She said it is a work in progress and hopes the Commission will provide comments on her preliminary research.

Ms. Grodinsky summarized her findings of transportation planning in Montpelier. She noted that the City of Montpelier has not produced many reports concerning transportation, but various others have, including the City-State Commission, Taylor Street Bridge Committee, and the Central Vermont Regional Planning Commission. Players will include the planning commission, City-State Commission, public transit entities, the regional planning commission, and CVRPC transportation advisory committee. Barriers include money, staffing. Projections show increases for car travel.

The suggestion was made to add "Land Use Implications" to the Subject Outline template.

Transportation Plan Update Scope of Work and RFP.

There was much discussion about whether there is a need for a "Transportation Committee" appointed by the City Council as recommended in the Master Plan and outlined in the draft Request for Proposals. The Commission determined that for the purposes of the RFP a committee appointed by the City Council would not be needed, but rather the Planning Commission and/or a sub committee appointed by the Planning Commission would work with the consultant to address transportation issues as outlined in the RFP.

Questions arose on how the public should be involved in the transportation planning process. Ms. Capels explained the RFP references one method of getting public input, but that there are many ways to include citizens in the planning process, such as a mailed survey, focus groups, neighborhood meetings, to name a few. It was suggested that the consultant choose and defend the most effective method or combination of methods to solicit input from citizens as it will be their responsibility to analyze the comments.

The Commission stressed the importance of differentiating between local users and regional users of the local roads. Are the transportation issues the same for both groups? Are the local users more important because they are the tax payers? These questions may be answered in the final document.

General comments from the Commission concerning the information contained in the RFP include inserting more background information about the city, and that a mix of solutions is the most important product, including : recommendations for zoning changes, list sources of funding for specific identified transportation improvements, and a analysis of how to accomplish specific goals.

The Planning Commission thought the consultant would work closely with, and refer to existing documents produced by, the Central Vermont Regional Planning Commission.

In the interest of being able to know whether the additional budgeted planning funds will be available if needed, the Commission moved the deadline for the RFP to just before Town Meeting Day.

Ms. Campbell moved that the proposals be reviewed by staff and the three best proposals be brought to the Commission for a final decision, seconded by Mr. Mitofsky.

Mr. Borgandale suggested only one proposal be brought to the Planning Commission at staff's recommendation, unless there were substantial reasons to present more than one proposal. The amendment was accepted by Ms. Campbell and Mr. Mitofsky. The motion passed 6-0.

Ms. Capels stated that, because she is personally associated with a consultant whose firm may or may not be interested in submitting a proposal, she may need to remove herself from the review process. In that event, she suggested that a member of the Planning Commission assist staff in narrowing down the selection if this is necessary.

Section 204.B Riverfront District Zoning Revision.

Ms. Grodinski moved to table this item to the next meeting, seconded by Ms. Facciolo. The motion passed 6-0.

Review of Retreat Summaries.

The Commission tabled item #7 on the Agenda, Review of Retreat Summaries until a new Planning Commission member was appointed.

Other Business.

Ms. Capels summarized the idea of having a public zoning and development review workshop.

Mr. Mitofsky volunteered to serve as the liaison to the Carr Lot Redevelopment Committee.

Adjournment.

Ms. Facciolo moved that the meeting be adjourned, seconded by Mr. Mitofsky. The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Stephanie A. Smith, Planner and Valerie J. Capels, Director