



City of Winooski
Vermont's Opportunity City

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Planning Commission Minutes

7/25/2019 - Minutes

I. Call to Order

Members Present: Mike O'Brien, Chair; Amy Houghton; Joe Perron

City Staff Present: Kristine Lott, Mayor; Eric Vorwald Guests Present: Sarah Van Ryckevorsel

Call to Order by: Mike O'Brien at 6:38pm

Minutes Recorded by: Eric Vorwald

II. Changes to the Agenda

None

III. Public Comment

Sarah asked where the Planning Commission was regarding addressing split zoning of properties. She also asked if there was a process for the City to get involved in issues where contractors are not being paid for work being performed in contract situations

IV. Approve Previous Meeting Minutes

Motion by: Joe

Second: Amy Decision: 3 - 0

Minutes from the July 11, 2019 Meeting were included. No changes were noted.

V. Election of Officers

This item was tabled due to a lack of members represented.

VI. Review of Updated Work Program

Eric provided an overview of the changes that were made to the work program since the last meeting. He specifically noted that the items were re-ordered to better reflect the sequence for beginning work on each action item. Mayor Lott noted that two of the items; parking regulations and incentives; would be included on the Housing Commission's work program to provide analysis of current conditions, but the Planning Commission would ultimately review and provide language for any changes that would be considered. Also, it was noted that grant funding would be sought for work related to historic preservation in order to conduct an inventory, provide public outreach, and develop recommendations for how to protect and preserve the existing resources.

VII. Review of Form-Based Code Charrette Document

Eric provided an overview of the summary document that was provided at the conclusion of the end of the design charrette related to the form based code. He noted several specific items related to the vision that was discussed by the community and how information was incorporated into the code that currently exists. The Planning Commission reviewed existing projects that have been built or are under construction and discussed specific characteristics that are desired in the corridors. It was noted that this would be an on-going discussion that will be the first task for the Planning Commission to work on going forward.

VIII. Department and City Updates

Eric noted that amendments to the zoning regulations that were approved by the Planning Commission in 2017 were, in fact, approved by the City Council, however the code book was never updated. He noted that the website has been updated with the current versions and new copies were being printed. The Mayor noted that a call for volunteers was going to go out regarding the various commissions that have been established to coincide with the Strategic Vision Areas and for people to spread the word.

IX. Other Business

Eric requested that the Planning Commission going back to one meeting per month. The group discussed this and decided it would be appropriate since a portion of the work outlined in the work plan will be done in conjunction with other commissions. It was decided to meet on the second Thursday of the month.

X. Adjourn

Motion by: Amy Second: Joe Time: 8:10pm