

Sutton Planning Commission Regular Meeting

May 24, 2021 at Sutton Fire Station

Attendees: Byron Savoy—Chair, Hank Parker—Vice Chair, Darlene Ahrens—Chair Energy Committee, Robert Simms and Kurt Nygren; Paul Brouha—Clerk, Sutton Planning Commission; Joe Witt—Zoning Administrator.

Chair called meeting to order at 6:26 pm and Darlene asked to add an Energy Committee update under New Business—request granted.

Clerk read the draft minutes of 4/26 meeting and Kurt moved to accept them. Second by Rob and motion passed unanimously.

The first item under Old Business was approving updated application forms and supporting information for DRB and Planning Commission permits

The first document considered was *Zoning and Subdivision Permit Applications Supporting Information*. Clerk explained he had updated the previous edition by replacing the permit triggers with those provided by Regional Engineer Richard Wilson. These are required by state law. Hank moved approval and Darlene seconded—motion passed.

Hank then moved approval of the *Building Permit Application* and the *Subdivision Permit Application* while noting that the updates included changed fees language and changes to conform to law. Kurt seconded and the motion passed.

Finally, the *Sutton Residential Site Plan General Requirements* was considered and discussion ensued about whether information in the document should be required or whether it should be information that the Zoning Administrator is looking for. Byron was concerned, if taken literally, the applicant would have to hire an engineer to complete a site plan. Joe assured him that was not the case and that any applicant should be able to prepare a site plan. It was agreed that the title should be changed to *Sutton Residential Site Plan General Information and Guidance*. It was also agreed that the following sentence be added to the initial paragraph: “The more information you [the applicant] provide the more quickly your permit can be processed.” Byron was comfortable with document as amended and moved approval. Second by Hank and the motion passed.

These approved documents will be provided to the Town Clerk and posted in the Documents section of the Town of Sutton website so they may be downloaded by applicants.

The second item was consideration/approval of amended/updated original chartering resolution for the Development Review Board adopted by the Selectboard January 30, 2014. In addition to updating the membership and terms of office a notable change was the addition of the Planning Commission to the resolution. Hank moved approval and directed Byron to present the Resolution for adoption to the Selectboard at its next regular meeting. The motion was seconded by Rob and passed unanimously.

Darlene gave an Energy Committee update including that she, Byron, and Martha Tack had gone door-to-door in the village to share information about Window Dressers. They were well received. The building session will be each day, two four hour shifts 10/30—11/3 and Darlene said she would be bringing sign-up sheets to members to volunteer to work. Each day lunch is provided and, in response to

questions, she asked the Clerk to forward a 10-minute video about Window Dressers to the commission. Mary Waldron has agreed to handle the finances and plans are to provide windows to eight homes the first year (some homes may be in Burke if not all slots are subscribed in Sutton). Each window insert costs \$35-\$50 but ability to pay will not be a barrier as contributions have been made to support the effort. Hank asked for an update about weatherization progress at the Town Office—upgrades in lighting have been approved by the Selectboard and they are considering other actions to reduce energy costs.

Darlene moved to adjourn the meeting at 7:42 pm with Hank seconding the motion—motion passed.

Submitted,

Paul Brouha, Clerk