

**Town of Hinesburg**  
**Planning Commission Meeting Minutes**  
**November 9, 2022**

*Approved January 11, 2023*

**Members Present:** Lenore Budd, Nick Chlumecky, Barbara Forauer, John Kiedaisch, Alison Lesure, Denver Wilson.

**Members Absent:** Dan Baldwin, James Donegan, Marie Gardner.

**Also:** Alex Weinhagen (Director of Planning & Zoning).

**Public Present (in person):** None.

**Public Present (via Zoom):** None.

Denver W. called the meeting to order at approximately 7:00 PM.

**1. Agenda Changes**

None.

**2. Public Comment for Non-agenda Items**

No comment.

**3. Minutes of October 26 meeting**

Denver W. **made a motion, seconded by John K., to approve the minutes as presented (with a minor correction to the spelling of Alison Lesure's name). The motion passed 6-0.**

**4. Planning Commission Work Plan & Budget Review – 2023-2024**

**a. Updated project list and time horizons**

Alex W. provided an overview of the project list included in the Planning Commission's work plan. He noted that the Planning Commission is currently working on two zoning-related projects pertaining to revisions to the energy regulations and Rural Residential 1 zoning revisions. He said that for the former, he thinks that a December public hearing and then submission to the Selectboard is a reasonable timeframe, and that for the latter, a public hearing in February would be reasonable. He said that also on the horizon for the Planning Commission is a bylaw modernization project, for which the Town has received a grant to help pay for a consultant to facilitate those revisions. He said that the purpose of this project would examine existing zoning and make changes to help encourage the creation of more housing. He reviewed the projects that have been paused, which include regulations around flood hazard areas and river corridors and the water and wastewater allocation system zoning regulations. He then reviewed future topics for the Planning Commission to take up, which include new zoning regulations for cannabis establishments, updates to the Town Plan in 2024, and zoning "housekeeping" changes to keep up to date with suggested zoning changes.

Lenore B. strongly recommended that the Planning Commission complete their revisions of the Rural Residential 1 Zoning District regulations, as well as energy revisions related to the energy action items in the Town Plan. She also suggested focusing on affordable housing. Alex W. noted that the bylaw modernization project will tie into the affordable housing conversation (and will include discussion of inclusionary zoning). Lenore B. also asked whether vernal pools should be discussed as a more global item (rather than just in the current RR1 revision discussions).

Barbara F. expressed support for continuing discussions around the river corridor and flood hazard area regulations.

John K. said that he would like to finish discussing revisions to the energy standards and the RR1 zoning district and then begin the bylaw modernization project.

Denver W. said that the Town Plan update and community engagement activities around it are a priority. John K. asked how other commissions and committees were involved in the 2017 update to the Town Plan. Alex W. replied that each of the committees were assigned relevant sections of the Town Plan and were tasked with reviewing and providing updates to them. John K. suggested notifying other committees in the near future that a Town Plan update is going to occur in the next year and that they may be tasked with doing a similar exercise for the 2024 update.

The Planning Commission decided that over the next year they will complete their current projects and focus on housing (through the bylaw modernization project), the Town Plan updates, and the flood hazard areas/river corridor regulation updates.

b. Town Plan update – bulk of work in 2024

Alex W. said that the Selectboard needs to adopt the updated Town Plan in 2025 and that he would like to aim to submit revisions to the Town Plan to them by the beginning of 2025. He said that in order to do that, the Planning Commission would need to have a public hearing on the updates in late 2024. Working back from that, he suggested that they should begin Town Plan updates by surveying residents on their top priority areas, as well as embarking on a 5-to-6-month community engagement campaign. He said that in terms of a survey, about half of the questions they asked in 2014 they could reuse for this survey (which would also help show trends over time in certain areas).

Alison L. asked if the Town has ever engaged with the school district about updates to the Town Plan, saying that that is a demographic that could provide valuable input (both school-aged children and their parents). Alex W. replied that one priority areas he suggested to the Selectboard was to have a project that addresses equity, and noted that school-aged children and people in their 20s and 30s are demographic groups that they tend not to hear much from. He agreed that more targeted engagement to the schools and parents will be a good focus area for outreach for this update to the Town Plan.

c. FY24 Municipal Planning Grant Application – Town Plan update project

He noted that a municipal planning grant is available to help with Town Plan updates for FY24. He said that the Selectboard has already signed off on the grant application and is requesting that the Planning Commission discuss and sign off as well. He said that the local match for this grant is 10%.

**Lenore B. made a motion, seconded by Barbara F., to that the Planning Commission approve the municipal planning grant application for the Town Plan. The motion passed 6-0.**

d. FY23-24 Planning & Zoning Budget

Alex W. walked through the proposed Planning and Zoning Fiscal Year 2024 budget. He noted that the budget does not propose major increases in expenses beyond cost-of-living adjustments for staff. He noted that they should see an increase in revenue due to permitting fees associated with the larger developments that were approved, as well as an increase in DRB applications (and their associated fees).

## **5. Other Business & Correspondence**

### **a. News, announcements, etc.**

Alex W. spoke about the Northern New England Planning Conference in Maine and about the sessions he attended.

Alex W. noted that the Economic Development Committee makes recommendations to the Selectboard about how to distribute funds through the Town's revolving loan fund. He said that the Selectboard recently approved of a \$50,000 grant to the developers of the Kelly's Field senior housing development to offset some of their fees.

### **b. November 23 meeting cancelled**

Denver W. **adjourned the meeting at approximately 8:33 PM.**

Respectfully submitted,  
Amy Coonradt, Recording Secretary