

**Town of Hinesburg**  
**Planning Commission Meeting Minutes**  
**March 24, 2021**  
*Approved April 14, 2021*

**Members Present:** Barbara Forauer, Marie Gardner, John Kiedaisch, Rolf Kielman, Denver Wilson, James Donegan.

**Members Absent:** None. Note – there are currently three vacancies on the Commission. Terms expired in February for Dan Myhre and Maggie Gordon. Dennis Place recently resigned to have time to serve on the Select Board and Development Review Board.

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

**Members of the Public:** Nina Friscia (for just the first few minutes).

**1. Call to order:**

Rolf K. called the meeting to order at approximately 7:02 PM.

**2. Zoning Administrator candidate interviews:**

Rolf K. explained that the Commission would be interviewing three candidates for the Zoning Administrator (ZA) position. These three candidates were forwarded to the Planning Commission after a first interview with a smaller group comprised of Denver Wilson, Barbara Forauer, Alex Weinhagen, and Joy Dubin Grossman (Interim Town Manager). Pursuant to State statute (Title 24, Chapter 117, Section 4448), the Planning Commission is charged with nominating one or more ZA candidates to the Select Board. The Select Board is then responsible for appointing/hiring a ZA for a three-year term.

John K. **moved to go into executive session to conduct the interviews**, pursuant to the Open Meeting Law allowance in Title 1, Section 313(a)(3) of State statute. Denver W. **seconded the motion. The motion passed 6-0.** The Commission entered executive session at approximately 7:10pm.

**3. Zoning Administrator candidate recommendation:**

At approximately 9:15pm, the Commission came out of executive session. Denver W. **moved to nominate James Jarvis for the Zoning Administrator position, and to forward this nomination to the Select Board.** Barbara F. **seconded the motion. The motion passed 5-1** with Marie G. voting no.

**4. Other Business & Correspondence:**

Alex W. noted that the April 14 meeting would include a public hearing on the draft Zoning Regulation revisions dealing with home occupation contractor yards and home occupation vehicle repair services. Topics for future meetings: river corridor continued discussion (started March 10), Rural Residential 1 district rezoning, architectural design standards public hearing. Alex W. said he would email more information on river corridors and the RR1 district.

Rolf K. adjourned the meeting at approximately 9:20 PM.

Respectfully submitted,  
Alex Weinhagen, Director of Planning and Zoning