

Berlin, VT
Planning Commission Meeting
October 28, 2020
7:00 PM

APPROVED MINUTES

Planning Commissioner Members Present: Karla Nuisl (KN), Polly McMurtry (PM), Jacob Coakwell (JC), David Huber (DH)

Absent: Jared Felch (JF)

Others: Brandy Saxton (BS), Paul Simon (PS), Flo Smith (FS), Eileen Hee (EH), Matt Moore (MM), and Thomas Badowski (TB).

7:00 PM Call to Order by Chair Nuisl

Public Comment: None

Approval of Minutes

PM moved and DH second a Motion to approve the Minutes of October 14, 2020, as written. With a roll-call vote, Motion passed unanimously.

BTC Updates

BS distributed in advance links on discussion items including:

DRAFT Neighborhood Development Application (NDA): BS discussed each of the NDA application submittals including:

- A. The application checklist from the Neighborhood Development Area Guidelines
- B. A letter from the Central Vermont Regional Planning Commission stating that Berlin's planning process is confirmed
- C. Wastewater compliance form
- D. Complete streets checklist
- E. Municipal bylaw checklist
- F. A map of the area proposed for Neighborhood Development Area designation
- G. Flood and fluvial erosion hazard areas map
- H. Wetlands map
- I. Primary agricultural soils map
- J. Slope map
- K. Resource & mitigation narrative
- L. Town of Berlin Official Map [a draft map is included with the preliminary application]
- M. Town of Berlin Zoning Map
- N. Section 2101. Town Center Zoning District of the Berlin Unified Development Regulations [draft language is provided for review]
- O. A resolution from the Berlin Selectboard authorizing submission of this application [draft included with the preliminary application with the understanding that an adopted resolution will be submitted with the final application]
- P. Letters of support

DRAFT New Town Center Application (NTC): application package: PS produced Version 4 Concept Plan depicting an urban built form for the Route 62/Berlin Mall Road with Municipal Building, Restaurant, Residential Housing Building, Fox Run Housing, Dousevicz Senior Housing, Recreation Facilities (basketball and pickle ball courts) and Wetlands Enhancement Area.

BS discussed each of the NTC application submittals including:

- A. The application checklist from the New Town Center Application Guidelines including Cover letter and 15 page introduction.
- B. Verification that Central Vermont Regional Planning Commission and Central Vermont Economic Development Corporation have been notified of Berlin's intent to apply for NTC designation
- C. A resolution from the Berlin Selectboard authorizing submission of this application [draft included with the preliminary application with the understanding that an adopted resolution will be submitted with the final application]
- D. Excerpts from the Berlin Town Plan demonstrating that Berlin meets the requirements for Municipal Plan Integration
- E. A letter from the Central Vermont Regional Planning Commission stating that Berlin's planning process is confirmed
- F. A community investment agreement [the draft language of the agreement is provided for review along with letters of support from the property owners within the area proposed for designation with the understanding that the signed agreement will be submitted with the final application]
- G. A map of the area proposed for New Town Center designation
- H. The Berlin Town Center Concept Plan
- I. Official Map [a draft map is included with the preliminary application with the understanding that the map must be adopted prior to Berlin submitting a final application]
- J. Section 2101. Town Center Zoning District of the Berlin Unified Development Regulations [draft language is provided for review with the understanding that the revised regulations must be adopted prior to Berlin submitting a final application]
- K. Capital Improvement Program [a draft of the CIP is provided for review with the understanding that the CIP must be adopted prior to Berlin submitting a final application]
- L. Water and Wastewater Compliance forms
- M. Water and Wastewater Allocation Ordinance [a draft ordinance is provided for review with the understanding that it must be adopted prior to Berlin submitting a final application]
- N. Town of Berlin Zoning Map
- O. A resolution from the Berlin Selectboard regarding future siting of a municipality facility within the New Town Center
- P. Letters of support

EH agreed to contribute narrative to the NTC application as it pertains to Central Vermont Medical Center. MM expressed his opinion that the Version 4 Concept Plan was a significant improvement in thought and design.

After discussion of next steps in the DRAFT NDA and NTC Application process, PM moved and JC second a Motion that the Berlin Planning Commission accept the DRAFT NDA and NTC Applications as presented and forward same to the Berlin Selectboard with the recommendation that the Berlin Selectboard accept the DRAFTS and have staff forward Applications to the Vermont Department of Housing and Community Development for their review. With a roll-call vote, Motion passed unanimously.

Adjourn Chair KN adjourned at 8:36 PM