



## Town of Burlington

### PLANNING AND ZONING COMMISSION MINUTES OF REGULAR MEETING JULY 25, 2019 BURLINGTON TOWN HALL

**PRESENT:** Richard Miller-Chair, Rob Wilson, John Hebert, Sonia Higley sat for Rudy Franciamore, Lynn Buthe, and Eric Lindboe sat for JP Parente. Rich Miller arrived at 7:10pm  
Jerry Burn, Zoning Enforcement Officer.  
Allison Tharau, Recording Secretary.

#### 1. **CALL TO ORDER:**

##### A. **Attendance and Designation of Alternates**

Chairman Miller was present for meeting and called the meeting to order at 7:00pm.  
Regular members present were seated for the meeting.  
Eric Lindboe sat for Rudy Franciamore and Sonia Higley sat for Rich Miller.

##### B. **Approval of Minutes**

MOTION Wilson, seconded Lindboe to approve the minutes from the June 13, 2019 regular meeting as submitted; unanimously approved.

##### C. **Communications:**

- A. Letter dated June 26, 2019 from Ellie Parente regarding 2019-20 purchasing/payment requests/deposits/budgets
- B. Copy of letter dated June 13, 2019 to Ted Shafer from FEMA regarding 30 day Engineering Models Notification.
- C. Planimetrics Invoice dated June 24, 2019.

#### 2. **NEW APPLICATIONS/NEW BUSINESS:**

##### A. **Application #2152**-Lattanzio-Special Use Permit-In-Law Apartment-Johnnycake Mountain Road #193.

MOTION Wilson seconded Higley to accept Application #2152-Lattanzio-Special Use Permit-In-Law Apartment-Johnnycake Mountain Road #193 and set the public hearing for August 22, 2019 regular meeting; unanimously approved.

##### B. **Application #2153**-Sepa-Special Use Permit-Storage Barn-George Washington Tpke #240.

MOTION Wilson, seconded Higley to accept Application #2153-Sepa-Special Use Permit-Storage Barn-George Washington Tpke #240 and set public hearing for August 22, 2019 regular meeting; unanimously approved.

#### 3. **PENDING APPLICATIONS:**

##### A. **None**



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4. **PUBLIC HEARING(S):**

A. None

5. **OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:**

A. None

6. **CITIZEN COMMENT:**

A. None

7. **ZONING OFFICER REPORT:**

- A. Regulations Discussion- Outdoor Illumination-ZEO sent letter to residents on Hill Top and Mountain Top Pass with respect to outdoor lighting and being respectful of neighbors. ZEO updating a light measurement app to help with enforcement. Working on draft for language for lighting in regulations.
- B. ZEO received an incomplete application with respect to a subdivision on Ford Road. Will continue to work with applicant and engineer towards a complete application to submit to Commission.

8. **STAFF/COMMISSION COMMENTS-**

Parente submitted an email to the Commission suggesting that the Commission take one section of the regulations at each meeting and review making any appropriate changes/updates. He went through the regulations and made notes and suggestions for the Commission to review.  
Chairman Miller stated that we should identify areas/sections to be reviewed and work on one section at each meeting.  
Parente's comments will be submitted to Jocelyn at the Planning Group for feedback.

ZEO stated that the Town has met with Cardinal Engineering firm as a potentially new Engineering firm for the Town.

9. **ADJOURN:**

**MOTION** Wilson, seconded Hebert to adjourn the meeting at 7:30pm; unanimously approved.

Respectfully submitted,  
Allison Tharau  
Planning and Zoning Clerk