

**Johnson Planning Commission  
Meeting Minutes  
April 8, 2014**

Present:

Planning Commission Members: Bob Selby, David Butler, Ben Waterman, David Grozinsky, Brian Boyden, Cynthia Hennard, Kim Dunkley.

Others: Lea Kilvadyova (Community & Economic Development Coordinator).

**Note: All votes taken are unanimous unless otherwise noted.**

*Review of Meeting Minutes*

**David Butler moved and David Grozinsky seconded the motion to accept the minutes from March 11 , 2014 as amended. Brian Boyden abstained. All other members voted in favor. The motion passed.**

*Form based code: consultant selection and RFP*

Bob suggested starting the meeting by reviewing the various organizations we might want to contact about the RFP and then talk about how we might like to construct the RFP. Several planning commission members said they looked at the web pages of consultant firms listed in Lea's handout. It was noted that some firms on the list may not be interested in consulting with our small town or may be out of practical geographical reach. Bob said he liked the product of the work that was done in Shelburne. The graphic presentation was very telling; for example they showed a picture of a store with the imagery of what the store could look like if developed under form based code vs. conventional zoning. There were also images of what a neighborhood would be as a result of conventional zoning (typically there are cul de sacs) and a comparison to a neighborhood developed with form based code.

In terms of advertising the RFP, David Butler suggested posting the RFP on the Form Based Code Institute's web page. Lea added that the Town typically posts an ad in the newspaper or on a web site (such as FBC Institute, or the State of Vermont's advertising site). That way the RFP is open to everybody. Sometimes the Town also develops a short list of consultants to which the RFP gets sent directly.

Next, the Planning Commission began reviewing the RFP drafted by Lea. There was a discussion about whether the RFP should include the amount of money available for the consultant work. Kim suggested including a phrase "not to exceed".

There was a discussion about the role of the Planning Commission in the process. David Butler said that he envisioned the Planning Commission to have a supervisory role. Bob said he liked that in Newport the Planning Commission did not come to play until the end. Cindy reminded that the Selectboard asked the Planning Commission to be the lead. Lea said that her intent, in

writing the draft, was to provide to the consultant a local contact that would assist with getting oriented in our community and be the source of local knowledge.

As far as the scope of work for the consultant, there was a discussion about whether to pre-select an area in town to be coded or let the area become defined by the process. It was resolved that the area to be addressed should come out of the process. David Butler presented a concept of transect code that starts by looking at the community from the mountains (natural areas predominantly) down to lower elevations where more people live and all the way to the business district.

Lea asked Ben if he would be willing to incorporate the Planning Commission's input into the draft. Ben agreed. Lea said she will help by elaborating on the "Background" portion of the RFP. Per Bob's suggestion, Lea will provide up to five bulleted points with information about our community. There was a discussion about the final product to be delivered by the consultant. The commissioners agreed that the product should be a draft of the code that gets presented to the community for comment. The project will close with the consultant's presentation of the amended draft to the governing boards. As part of the presentation, the consultant should provide a brief guidance to the boards about the steps that are typically required to implement and administer the code.

To finalize the RFP, Lea said she will send the "Background" section of the RFP to Ben tomorrow. Ben will edit the RFP and send to Bob by next Tuesday. Bob will then distribute to the commissioners for comment. As soon as the comments are incorporated, we can advertise. We will advertise on the Form Based Code Institute web page, the State of Vermont web page and send the RFP to the consultants on our short list. Lea will also send the RFP to the LCPC.

#### *Town and Village Plan review*

Planning Commission members volunteered to review chapters from the Town and Village plans and report their observations at the next meeting. The work was divided as follows:

Recreation: Kim

Demographics and Housing: Cyndi

Economic Development: David Bergh

Natural, Scenic and Historic Resources: Ben

Education: David Grozinsky

Transportation: Brian

Energy: David Butler

Utilities and Facilities: Bob

Land Use: Bob

Lea will email the Town and Village plans (in Word) to the Planning Commission.

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Minutes written by: Lea Kilvadyova