**LANDGROVE PLANNING COMMISSION**

Minutes of Meeting

November 19, 2020

**Attending:**

 Mary Licata Ryan Foster

 Joshua Wengerd Michael Morfit

 William Goodwin (Zoning Administrator)

The meeting was called to order at 5:34 pm, with 4 Commissioners and the Zoning Administrator present. The Chair welcomed our new member, Ryan Foster, to the group.

**1. Public Hearing on Application by Amanda and Nicholas Careless** (108 Landgrove Road)

The Landgrove Planning Commission duly warned that it would hold public hearing for the purpose of receiving comments regarding the application to construct a swimming pool on this property located in the Utley Flats Scenic Overlay District. Detailed information was also available to the public at the Town Office.

The Chair cited the legislative authorities that permit the hearing to be held online. The Chair also invited Commission members to announce any conflict of interest with this application. None was identified.

The applicants were represented by Nicholas Careless. No members of the public requested information or access to participate in this hearing.

In his overview statement, the Zoning Administrator stated that the application raised no issues or concerns on his part.

The Zoning Administrator has received no inquiries from any of the neighbors with contiguous property. The Planning Commission, the Zoning Administrator, the Select Board and Town Clerk have to date received no objections from the public.

In response to questions from the Commission, the applicants provided the following clarifications:

* The unheated pool would be built on a shelf or small plateau of land above the current residential structure, and thus would be invisible from the road;
* No ancillary or mechanical structures (e.g., pool house, gazebo, or pumphouse shed) or terrace area are planned);
* No lighting is planned;
* No fencing is currently planned (although any fencing less than 5 feet in height would not require ZBA approval).

There being no further questions from the Commission and no other abutting property owners or other members of the community present and wishing to speak, the Chair closed this public hearing at 5:52 pm.

The Commission legally has up to 45 days to provide a formal response to this application, but past practice suggests that the applicants will probably receive notice in about 14 days.

**2. Deliberative Session on Careless Application.** The Commission moved into deliberative session at 5:52 pm to discuss this application.

**3. Commission Action.** The Commission came out of deliberative session at 5:55 pm and unanimously approved the application as presented.

**4. Report from the Zoning Administrator.**

*Certificate of occupancy.* The requirements to issue a certificate of occupancy after the completion of an approved building project have been unclear and unevenly applied. Apparently few of our neighboring towns have a requirement. There was agreement that this certificate is not particularly relevant or useful for the town. We should consider eliminating this from the town Bylaws when they are next revised.

*Filing System.* The files of building permit and zoning applications have now been fully reorganized according to specific parcels or sites. (Previously these were organized according to the date of application.)

*Document storage.* All legal documents concerning properties and town approvals, including site maps, must be stored in the vault at the Town Hall. As a result, it is not possible to adopt alternative storage shelves and/or racks, and this suggestion from the Zoning Administrator is withdrawn.