

# Town of Chelsea, Vermont

## Planning Commission

### 2023 September 07 Meeting Minutes

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#### Meeting Information

Planning Commission Members: Bob Brannan, Chair  
Gregg Herrin, Secretary  
Ed Kuban  
Justin Sauerwein  
Neil Kennedy  
Shenia Covey  
Absent – Susan Hardin

Selectboard Members: None

TRORC Representatives: Sydney Steinle

Community Members: None

**Call to Order:** The meeting was called to order on 2023 September 07 (Thursday) at approximately 7:00pm, at the Chelsea Town Hall.

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#### Old Business

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##### Prior Meeting Minutes

Bob Brannon made a motion to approve the draft minutes from the 2023 July 18 meeting and 2023 August 23 hearing, and transmit those minutes to the Administrative Assistant. Justin Sauerwein seconded the motion, and it passed unanimously.

- Gregg Herrin** to transmit final minutes from the 2023 July 18 meeting and 2023 August 23 hearing to the Administrative Assistant.

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## New Business

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### Preparation for Town Plan Transmittal to Selectboard

Information on Responsible Parties was completed to the best knowledge of the Planning Commission members. Some items remain unclear, so the Selectboard will need to review carefully to ensure that all line items are accurate.

Sydney Steinle provided updated information related to demographics and other numerical data within the Plan, and led discussion and edits on all remaining flagged items from the entire Plan draft.

Justin Sauerwein raised concerns about the mixed use section, since indicating an area for development doesn't automatically make that location attractive for a business. Gregg Herrin asked about the ability to modify the plan after this round of approval, and Sydney Steinle confirmed that we can make additional changes and go through the process again whenever we want.

**Decision Summary:** The Planning Commission's approach to remaining areas of concern or unclarity is to move ahead with pre-existing content for the sake of pragmatism, with the intent to revisit after this Plan is approved.

Shenia Covey made a motion to have Sydney Steinle finalize all edits and transmit to the Selectboard. Justin Sauerwein seconded the motion, and it passed unanimously.

- Sydney Steinle** to finalize Plan edits as agreed, and transmit to the Selectboard.

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### Approval Timeline

Sydney Steinle confirmed that the remaining steps and timeline for modifying or approving the Plan is now in the hands of the Selectboard, and any questions about the timeline can be directed to her. Planning Commission members should make an effort to attend Selectboard meetings and hearings where the Plan will be discussed.

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### Planning Commission 2023 Group in Microsoft 365

Gregg Herrin noted that he had received an invitation to join a Microsoft 365 Group named "Planning Commission 2023". He asked if anyone else got similar invitations, which some did and some did not. He indicated that it may be an effective tool for coordinating, but could also result in additional administrative complexity.

- Gregg Herrin** to contact the Administrative Assistant and ask for clarification about the Microsoft 365 invitation and underlying intent.

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### Next Meeting

No additional Planning Commission meetings will be scheduled now, but members will coordinate additional meetings as needed.

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## Adjournment

The meeting was adjourned at approximately 8:45pm.