

November 10, 2016

Call to Order: The monthly meeting of the Sterling Planning and Zoning Commission was called to order at 7:35 p.m.

Roll was called: Dana Morrow-present, Frank Bood-absent, Ross Farrugia-absent, Chris Turner-present, Cindy Donall-absent, Alternate Walter Moriarty-absent, Alternate Caren Bailey-present, and Alternate Paul Ezzell-absent.

Alternate C. Bailey was seated for F. Bood.

Staff present- Jamie Rabbitt, Russell Gray, and Joyce Gustavson.

Audience of Citizens: None.

Approval of Minutes: C. Turner made a motion, seconded by C. Bailey to approve the meeting minutes of 8/18/2016 as written and presented. All voted in favor of the motion.

Correspondence: 1) D. Morrow read into the record an email from F. Bood, dated 11/8/2016 asking that the Commission hold off on voting for positions so that everyone can be present to vote and that he would like to be Chairman this year. 2) Myron O. Stachiw, Chair of the Woodstock Historic Properties Commission sent an email to Heather George, Town Clerk, dated 11/2/2016 asking that she forward an invitation/flyer to the Commission regarding the upcoming Historic Cemetery Presentation set for Tuesday, 11/29/2016 at 7:00 p.m. at the Woodstock Town Hall.

Unfinished Business:

a. Commission Calendar for 2017: J. Rabbitt stated that he is available the first (1st) and third (3rd) Tuesday of the month, the second (2nd) and fourth (4th) Wednesday of the month, but J. Gustavson has another meeting to cover the second (2nd) Wednesday of the month, and the first (1st), second (2nd), and third (3rd) Thursday of the month, but J. Gustavson has another meeting to cover the fourth (4th) Thursday of the month. D. Morrow stated that most Commission members are available the fourth (4th) Tuesday of the month. Discussion followed. J. Rabbitt stated that the Secretary of State needs Commission calendars submitted at the end of the year. If we set the calendar of meetings tonight and have to readjust it in January, we would have to send a new revised calendar to the State. If the Commission holds a special meeting, you cannot add any new business to the agenda the night of the meeting.

C. Turner made a motion, seconded by C. Bailey to approve the 2017 Schedule of Meetings pending the Chairman's decision as to what day the Commission will meet each month in 2017. All voted in favor of the motion.

D. Morrow will notify everyone by email when he reaches a calendar date for meetings.

C. Bailey made a motion, seconded by D. Morrow to table this item to the next scheduled meeting. All voted in favor of the motion.

New Business:

a. Discussion Regarding the Plan of Conservation and Development: J. Rabbitt distributed the latest version of the Municipal Plan of Conservation and Development (POCD) Inventory provided by the Office of Policy and Management (OPM) showing the date of each municipality's adopted POCD. The Town of Sterling has an adopted POCD date of 1/1/2009 with an end date of 2019. It should take approximately eighteen (18) months to plan on how to address the POCD plan moving forward. State Statute states that each municipality must prepare or amend and adopt a plan. J. Rabbitt recommends to begin with a soft and conservative review followed by a full review when the data from the 2020 census is available, which would be in 2022 or 2023. D. Morrow made a motion, seconded by C. Turner to table this item to the next scheduled meeting. All voted in favor of the motion.

b. Consider & Act on 2017 Schedule of Meetings: This item was discussed earlier tonight. D. Morrow made a motion, seconded by C. Bailey to table this item until the Chairman acts on a possible meeting date. All voted in favor of the motion.

c. Election of Officers: D. Morrow made a motion, seconded by C. Bailey to table this item to the first meeting in January. All voted in favor of the motion.

Audience of Comments: None.

Any Other Business:

a. Commission Workshop: C. Turner made a motion, seconded by C. Bailey to table this item to the next scheduled meeting. All voted in favor of the motion.

Adjournment: D. Morrow made a motion, seconded by C. Turner to adjourn at 8:15 p.m. All voted in favor of the motion.

Attest: _____
Joyce A. Gustavson, Recording Secretary

Attest: _____
Christopher Turner, Secretary