

**TOWN OF STOWE
PLANNING COMMISSION
Meeting Minutes
March 4, 2024**

The Town of Stowe Planning Commission held a meeting on **Monday March 4, 2024**, starting at 5:30 p.m. The meeting was held at the Stowe Town Office with remote participation via Zoom. The meeting began at 5:30 pm. Members present included Mila Lonetto, Bob Davison, Chuck Ebel, Heather Snyder, Jill Anne, and Neil Percy. Staff Sarah McShane was present.

The meeting was called to order by Chair M.Lonetto at approximately 5:30 pm.

Adjustments to the Agenda & Public Comments on Non-Agenda Items

None

Review Prior Meeting Minutes [02/13/2024]

C.Ebel motioned to approve the meeting minutes from February 13th. J.Anne seconded. The motion passed unanimously with N.Percy abstaining.

Chair M.Lonetto briefly explained the agenda items.

Open Meeting Law Discussion

Staff S.McShane provided a brief overview of Vermont Open Meeting Law. The Commission discussed the requirements of public bodies, the definition of a public meeting, quorums, and agenda and meeting minute requirements. Members discussed the requirements about communication outside of public meetings and what requirements might apply to the Commission's upcoming community engagement activities related to the Town Plan. Staff S.McShane will seek the counsel of the Town Attorney regarding specific questions related to open meeting law.

Anticipated Schedule for Updating the Stowe Town Plan

Staff S.McShane circulated a handout outlining a suggested ten step process for updating the Stowe Town Plan. Members reviewed each step of the suggested planning process. The steps are outlined as followed:

1. Review Existing Plan.
2. Identify Project Partners.
3. Host Project Partners Meeting- Assign and Delegate.
4. Meet with Selectboard to Identify Municipal Priorities.
5. Engage with Project Partners.
6. Listening & Learning- PC Plan Elements.
7. Project Partner Check-In's.
8. Project Partners to Present Findings and Recommended Updates.
9. 2025 Develop the Plan Together.
10. 2026 Finalize Plan, Public Hearings, and Adoption.

Staff suggested the Commission begin the process by evaluating the existing plan and discussing the plan elements that need to be factually updated, new information that should be included, groups or individuals that should be specifically targeted to participate and/or update certain elements, data needs, and broad community questions the Commission would like to consider during the update process.

The Commission and project partners will work with the Community Engagement Consultant to design specific engagement activities related to the different statutory town plan topics and maps. LCPC will also be available to assist with certain update elements. Members agreed to review existing Chapters 1, 2, and 3 for discussion at the next meeting. Members also requested that when reviewing the goals and policies section whether staff could prepare an implementation update to understand the status of projects and whether some had been completed.

Town Meeting Day – Community Engagement Posters

Members discussed the Commission’s planned community engagement poster project planned for Town Meeting Day. Members agreed to different time slots to stand near the poster and review the prompt questions with community members.

Updates/Correspondence/Other Business

None

Review Upcoming Meeting Schedule

Next PC Meeting Date- 3/18/2024

The meeting adjourned at approximately 6:45 pm.

Respectfully submitted,

Sarah McShane, Planning & Zoning Director

10 STEP PLANNING PROCESS



01. Review Existing Plan

Consider what information/aspects of the plan need to be updated? Does the plan contain information that is no longer needed? Are there new community issues that should be included? Are important events/information, etc. missing?

Who are the important people/groups that should be specifically targeted to participate in the update process?

02. Identify Project Partners

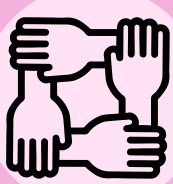


03. Host Project Partners Meeting-Assign and Delegate

PC should decide who will be responsible for preparing updates to different elements of the plan. In cases where there is an appropriate municipal body, the PC may decide to delegate some elements to be updated by others. For all other plan elements, the PC will lead the update process.

Once initial review of the existing plan is complete and Project Partners and associated tasks are identified, present the anticipated planning process to the Selectboard; discuss municipal priorities and areas of the plan the Selectboard would like the Commission to focus on.

04. Identify Municipal Priorities



05. Engage with Project Partners

- Staff to meet directly with municipal departments/ boards to gather information and prepare recommended updates for PC consideration.
- PC to invite specific identified groups/persons to PC meeting.
- Project partners to lead the update process of their respective elements.

PC to work on its elements throughout the spring, summer, and fall months. Invite specific departments/boards/groups to a PC meeting. Also consider non-traditional means of engaging the community and seeking public input.

06. PC Listening & Learning



07. Project Partner Check-In's.

Staff and PC to periodically check-in with Project Partners on delegated elements throughout the summer.

Municipal departments/staff to report back to PC in late summer/fall; Other project partners to report back to the PC in fall/early winter.

08. Findings and Recommended Updates



09. Develop the Plan Together [2025]

- Identify core community values.
- Develop shared goals.
- Prioritize action items.

Finalize Plan, Public Hearings, and Adoption.

10. Prepare Final Plan [2026]

