1	TOWN OF CHESTER
2	PLANNING COMMISSION
3	June 6, 2022, Draft Minutes
4 5	Commission Members Present: Peter Hudkins, and Cathy Hasbrouck, and Hugh Quinn at Town Hall; and Barre Pinske and Tim Roper via Zoom.
6 7	Staff Present: Preston Bristow, Zoning Administrator at Town Hall; and Susan Bailey, Recording Secretary, via Zoom.
8	Citizens Present: Steve Mancuso and Scott MacDonald via Zoom; and Bill Lindsay at Town Hall
9	Call to Order
10 11	Chair Hugh Quinn called the meeting to order at 6:30 p.m.
12	Decisions Made:
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	 Tentatively agreed to Tuesday 7/5 for the PC meeting given Monday 7/4 is a holiday. This may need to change based on the CCC meeting schedule. Agreed via motion to review the Draft Legacy Use and Adaptive Re-Use with the DRB. Tim agreed to present initial community survey work at the 7/5 PC meeting. Barre & Hugh agreed to identify a future PC meeting to have a representative from the Vermont Arts Council speak about expanding the arts in Chester. Hugh agreed to lead the work on item #2 from our topics list on "PC Mission, Scope & Goals" Agreed to the following with respect to the PC topics priority: # 6 to update the UDB's was a top priority. Understanding this is an extensive body of work with a longer timeline other items can and will be worked in parallel #8 to update UDB Administration Section will be worked in parallel led by Preston with help from Peter and Cathy # 4 Accessory Dwelling Unit Enablement and #5 Short Term Rentals are related and considered a high priority and will be worked in tandem
29	Action Items: None
30 31	Agenda Item 1, Add or Delete Items on the Agenda, if necessary.
32 33 34	Hugh asked if there were any changes and there were none.
35 36	Agenda Item 2, Review and Approve Minutes from the May 2 and May 16, 2022, meetings
37 38 39 40 41	Hugh moved to review and approve the May 2 nd and May 16 th meeting minutes and Cathy seconded the motion. Hugh noted on the May 2 nd minutes in the section where the decisions made are itemized that they had made the decision to forward the request for the home occupation permi amnesty to the Selectboard. It was in the detail of the minutes, but he wanted it added to the decisions made. There were no other changes for the 2 nd .

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Tim noted a typo on page 3, line 8 which started with "Got the third workshop, they hope to get the Windham and Windsor Housing Trust to meet with them." Tim wondered if "got" should be "for" and Hugh agreed. Tim thanked Sue for her hard work and the phenomenal job on the minutes.

There were no other changes. A vote was taken, and the motion carried unanimously, and the minutes were approved as amended.

Agenda Item 3, Citizens Comments

Hugh asked for comments on items not on the agenda. Steve Mancuso asked for a list of workshop dates so he could spread the word and try to get people from the business community involved. He thanked them for their hard work and thought their work should be the role model for the planning commission community.

 Hugh responded that the first workshop was tentatively scheduled for June 20th at Town Hall. He needed to confirm the date with Jason Rasmussen. Hugh said they planned to hold a workshop each month. Hugh said the workshop would consume the Planning Commission's regular scheduled meeting on that night.

Agenda Item 4, Prioritize PC Agenda Items.

Hugh said they would prioritize from the list of topics they had compiled and felt would make sense to pursue. He had asked the members to identify their top 3 out of the 11 items on the list.

Cathy said item #8 was her first priority, which was almost a third finished.

 Her second priority was #6, to review the town plan, which she thought would involve picking up on the document from Brandy that discussed the town plan and adopted bylaws. Hugh said it was broader than that. He said #6 encompassed all the work that Jason and Preston would ultimately be doing under the Bylaw Modernization Grant, which would also include the work they will do in the housing study. He asked her to keep in mind that the scope was broad. She thought it could start with that because she has never been able to look through Brandy's report and get all the insight out of it that she thought was there. Hugh thought that was one of the first things in the foundational workshop they would want to address.

Cathy's third priority was #2, the PC mission, scope, and goals from a very high level. She didn't want to get into the weeds. She was thinking they could review what the state had for documents and maybe look at it to see if it suited what they're after and possibly add or drop things, if necessary.

Peter's priorities were #8, #6, and he had been researching both #5 and #4 and felt they overlapped a lot. Hugh said they did but they weren't the same. Peter thought they would find when they were doing them, they would overlap. Peter said once they started looking at short-term rentals, they would also affect the auxiliary dwelling enablement. Hugh said when one of them was worked on if there was one related to it, it would probably drag along. Peter decided he would go with #4.

 Tim said when he looked at #10 which wasn't discussed much, and he thought it had been introduced by Cheryl Joy Lipton as something they needed to take under consideration. He asked if Jason would be taking it into account as he looked at the bigger picture of working on the rewriting of the UDBs. Hugh said that was a great question and one would think yes because if the idea is under this work, they're supposed to make sure the bylaws are aligning with the town plan and any other legislation that is relevant. He hadn't confirmed it with Jason yet, so it was an open question. Tim thought maybe when Jason returned from vacation they could find out.

Tim said his #1 would be #4, accessory dwelling unit. He thought it was critical to Chester.

Tim's #2 would be getting the community survey draft out to the Planning Commission as he thought it would entail a lot of discussion to get agreement on what it should look like and get it finalized and saw it as taking multiple meetings to get through it.

Tim said his #3 would be #6, getting to work on updating the UDBs.

Barre's first interest was #2. He wanted them to see what they're able to do as a Planning Board and the economic aspects, which were important. It would be nice to get the UDBs done. With the mission, scope and goals, if it included an economic element, he thought it would be good for Chester.

Barre said if he is the champion of the Arts and Culture thing, he would want #11 to be his second priority.

Barre said out and about in town, people had been talking about community. He had spoken with people about the Stone Village, and they were concerned with the number of Airbnbs there and how they were losing their neighborhood. If people become elderly and there's nobody to help them or kids in the neighborhood. He was not against Airbnbs but thought they needed to tighten it up to make sure they aren't losing their community, possibly limiting the number of days they were in use. He thought that was important. Barre's third priority was #5, short-term rentals.

Preston's first was #8, and his second was #6, and his third was #9.

Hugh's first was #6, his second was #5, short-term rentals, and his third was #7. His rationale for #7 was there was a timeframe on it. If there was anything they could do as a planning commission as it related to the adoption of cannabis retail, they need to make sure they have it under control before October. Hugh felt the same way as Barre that there was a ton of activity in Vermont and cities and towns all over the country about what to do as it related to short-term rentals, so he chose it as his second priority. He put #6 first because at the end of the day for him, they've been on this path trying to update the bylaw and align them with the town plan, the Village Center Master Plan and whatever legislation is upon them. He chose it first because he probably just wants to figure out how to get it done.

Hugh thought there was at least some consensus around #8, as three members had it as their first priority. #6 had four people who had it as their top three priorities. There didn't appear to be a clear winner for a third priority so they may need to think about it a little more. Hugh said they all

agree they don't need to do things serially. He used Tim's example as his second priority is to make some progress on the survey. There is nothing to prevent someone who is assigned something to start making some headway on it and reporting the status back to the Planning Commission. Some of the other work items like #6 and #8 have a longer tail and may be actively worked by other folks on the Planning Commission. There's nothing that says more than one thing can't happen at a time.

Tim noted that Peter had mentioned #4 and #5 were related and by Tim's tally, between the two of them, there are four votes for making one or the other of those a top priority. Hugh liked Tim's logic. He said #6 was obvious and as Hugh had said, it was a body of work that had been going on for a long time. Tim thought they would probably visit it in some aspect at every meeting. Hugh agreed.

Hugh said it was unfair to think about #6 as it related to other items on the list because some of the other items have a fairly finite work scope and people can envision the beginning and end of those in a matter of weeks or months and not a year and a half. He suggested they understand that #6 is a top priority with a long tail and is going to run its course. What it means to him is if there's work that comes to the Planning Commission that's associated with advancing #6, they should make it a priority. He gave the example if Jason is creating some work product or Jason and Preston are working on something together and they have cycles to do some other things and can just pick something else up, what they've agreed for #6 is the heavy lifting and will be done by Jason and Preston. Preston will continue to bring feedback and updates back to the Planning Commission if at any point in time there is something the Planning Commission needs to consider and possibly act on, he would be the person with the most insight and could report back. Hugh said when that happens, they will be sure to move it to the top of the priority list so #6 can keep moving. If that's a model that will work, they can move on.

With that, he was seeing #8 and then #4 and #5, which were accessory dwelling unit enablement and short-term rentals as a thing, so he put them together. They handled how #6 would work and #8 was already under way. The question he had was the UDB administration section was a broad area and all they were currently listing was home occupation permit, which was done. They were about to talk about legacy use and adaptive reuse in the meeting so he wondered what else they should be considering in that scope that Preston and Peter may chug away at.

Preston said one of the things that Brandy handled well was the list of exempt structures. There was a lot of clarity. He thought it would be good to include it. The current bylaw is broad regarding fences and Brandy brought in detail about it so there were other things in the administrative section they could work on. Hugh thought they could do a couple of things to track how it was running. They could continue to add new things to the list. At some point, they could say it looked like everything on the list had been handled and then there will be something else. Preston said a lot of bylaws put a lot of ink in to address ponds and swimming pools, while their bylaws said nothing. Hugh assumed those sorts of things they may address were independent in overarching of any zone. He asked if that was typically true. Preston agreed and said it was another piece they could address sooner than later. Peter said it was easily chunked out. Nonconformities would get rewritten and then the section would be done.

 Hugh said when work came into the Planning Commission that was related to #6, they would prioritize it. #8 was already assigned to Peter but he would add Preston to that, and they could continue to advance it if it wasn't taking priority over something under the banner of #6, which was more important, and they needed them to weigh in on it.

Hugh said the same as Cathy was giving updates on the status of the Village Green, it may make sense for Tim to figure out how he wanted to move forward on the survey. He asked if Tim had bandwidth to work on it with the other stuff they were discussing or if they should establish another timeframe. Tim said he wanted to make time to work on it because he thought getting a good sample back from the community on a well-crafted survey would help inform a lot of the work they were doing. He knew the next meeting was the workshop so they wouldn't have time then but wanted to present a draft of the survey for the full committee to review and consider at the first meeting in July. He was sure they would discuss and edit it but wanted to get a draft out for consideration. Hugh thought that made sense.

Hugh thought #2 was a behind-the-scenes Planning Commission operating type model activity which would be good for the group but didn't necessarily advance any of the agenda items that would move the needle on things the community cares about. He thought of #2 as the back-office stuff and would prioritize it a little lower. He was going to offer to take #2 and own it and was happy to do that unless there was someone else who had a lot of passion for it. Tim thought it would be fantastic if Hugh took it. Hugh agreed to take it and didn't want Cathy and Barre to feel like it was being dropped.

Hugh told Barre he thought #11 was just a matter of scheduling Zon Eastes to come to a meeting. Barre said when he first moved to Chester, he spoke to the Select Board and suggested they spend a few bucks on Paradise City Magazine, who produces two nice arts and crafts fairs in Massachusetts, one in Marlboro and one in North Hampton. He thought Route 103 was valuable and underutilized. He's championed that cause since moving to Chester and has encouraged others to move onto Route 103, some of whom bought the antique store and are doing well. He didn't think Chester was utilizing arts and culture in town like they could. He thought it was like planting a seed. If someone came in and gave a presentation, hopefully it would have a positive effect. He really wanted to get the arts and culture seed planted and watered because he thought it could really bear fruit for the community. He thought it was overlooked in Chester compared to other communities and wasn't sure why. Hugh said the next meeting would likely be the bylaw modernization workshop. They would be doing some survey work at the first meeting in July with Tim, so Hugh wanted to coordinate with Barre to identify some available Planning Commission meeting dates so Barre could reach out to Zon. Barre said it could be October. He thought the sooner the better because there could be more important things. He would be happy if he knew there was an opportunity at some point.

Hugh said July's meeting will fall on July 4th. He wondered if anyone would object to pushing the meeting to July 5th. Barre noted he was on the Cannabis Control Board which would meet on Tuesdays so he didn't know if they would be having one on that date. Hugh said they wouldn't meet on the 4th so to let him know if they had another date. Tim was open to meeting on the 5th and wondered if it would be a conflict with Cannabis Control meeting. Peter said it was about space. Cathy, Peter, Hugh, and Preston could do the 5th. Hugh said they would figure out if the

CCB was meeting and if they were, they would regroup.

Hugh said they discussed #11, he was taking #2, Preston and Peter were working #8, Tim was working #1. #6 is a top priority whenever the work comes in and #8 was Peter and Preston. He asked if there were any other thoughts on the topic before they closed it out.

Steve Mancuso said several the items were within the Planning Commission's scope to write bylaws for but not necessarily market. He suggested allowing the CBC to put whatever they are seeking, such as arts and crafts, on their next agenda and dig up the right people to follow in their footsteps. Hugh appreciated that.

Agenda Item 5, Review Draft Legacy Use and Adaptive Reuse content

 Preston noted on the first sheet there were only two things in red which were to rename the headings to legacy use and adaptive reuse. The legacy uses on the second sheet were already approved but could be reopened. Although there were several models out there, for adaptive reuse, they decided to pick Windsor due to their proximity and tweaked it some. Some provisions say it should be on the National Register and some only apply it to barns but item C under adaptive reuse, the list is a church, school, armory, barn, or industrial facility. Windsor had listed a prison because they have one, but Chester doesn't so it was removed. Preston said he's a churchgoer but also knows they go out of business and then there's a question of what to do with the building. There's one school in town that's been converted into affordable housing. They have an armory. They have a few classic barns and a few industrial facilities. There had been some discussion about it, and they put a lot of weight on the DRB to use their judgment about legacy use and adaptive reuse. Preston is of the belief that if you try to write a bylaw too tight, you say no to a lot of things. He felt it was always possible they could become a board that lacks integrity or rigor but the board they have now wouldn't give away anything without being thoughtful about it.

 Peter thought when this would come to the DRB it was different because it wasn't checking boxes but required thinking about it. He referenced the old auction house on Route 10 which wasn't one of the examples but could apply here. When you get the oddball building out, it can be used for something, and you don't have to specifically call out it was used for something else first. It would then be up to the DRB to decide how they're going to do it. One of the things not in there but in several other ones was with an eligible building whether there was outdoor storage. He thought they had it covered in their performance standards. He would take them to the DRB and get their edits and bring them back to the Planning Commission. Hugh said if the thought this was okay, the next step would be to meet with the DRB and have them provide some feedback. Peter said the DRB would be the ones to enforce it so they would want to know if they had a problem with it. Hugh thought it made sense but asked in C (1) about the uses of the building such as church, school, armory, barn, or industrial facility, if they were examples and not the only thing considered in the adaptive reuse consideration. Preston suggested they could put the lengthier phrase of "including but not limited to." Hugh just wanted to know the intent and Preston said that would be his thought that "such as" was such as.

Tim said he was in the same spot looking at it and wondered and maybe it was a question for the DRB, but would it be better to add some clarity there so people don't focus on the uses listed. Tim

noted Peter had mentioned the auction house and Tim was thinking about Buck's Auto on Route 11 which were two examples that would not be covered by C (1) or (2) specifically as it's written. Hugh suggested they use Preston's suggested phrase of "including but not limited to."

Hugh said the only other thing he was calling out was under legacy use they made one change. He thought they softened the language on what the applicant should demonstrate. Preston said he had said the burden of proof and people thought it was heavy handed. He didn't think the new one said that. Preston said they had word smithed it out of legacy uses as it was part of the last meeting approval.

 Hugh asked for any other feedback. He thought it was great and would get good community feedback because nobody wants a building that isn't useful. He couldn't see a downside to either one of them. Preston was envisioning that because they were both conditional uses that would go the DRB that neighbors would have opportunities if they didn't like them to say something. The DRB can give the thumb up or down. They can say no if they think it's not worth doing. He thought it added a lot of flexibility to the bylaw. Tim thought it was an important decision. The armory was an example. It was sort of being used right now but the adaptive reuse clause could apply to it. Cathy noted there were towns in Massachusetts that promoted recycling of buildings. Preston said they were looking at the cultural aspect, but Cathy was pointing out the cost of tearing a building down and throwing it into a landfill. Hugh added the cost of raw materials going into something new.

Hugh thought it sounded like everyone was in support of it. Tim moved they forward the edits to the legacy and adaptive reuse clause to the DRB for discussion at one of their future meetings. Hugh seconded the motion. A vote was taken, and the motion passed unanimously. Tim added it was with the one change Preston captured and everyone agreed. Hugh said Preston and Peter would take it and see when it made sense to get with the DRB. Preston said they were motivated to move it along.

Agenda Item 6, PC Roundtable

Tim said he already voiced his opinion during the priority discussion.

Barre felt the same as Tim. He thought the arts and culture was valuable and would be nice to get something moving forward with that. He said someone from the Stone Village came to their meeting last time, so the Airbnb issue was important. He was glad Hugh was taking on #2, mission and scope. It was their job to get the bylaws done. From going back home and seeing what goes on in other places, he wondered what their scope could be and how they could help their community more than just by doing the bylaws.

Preston was happy with the June 1st Selectboard meeting. It was a positive crowd, which he thought was likely there because of the library issues and was good to have that many people viewing and have the Selectboard and others compliment the Planning Commission. And Arnie as chair was quite positive.

Peter said the more he looked at short-term rentals the less it becomes a zoning problem and more

a municipal ordinance problem. He said people have talked about fees to slow it down and then it becomes more of an ordinance than zoning. Tim said that was a great observation. One of the things he had just become aware of was Key West, Florida has a huge issue with short-term rentals because service workers can't afford to live there. What the city of Key West did was created an ordinance that requires a license to operate a short-term rental. They limited the number of licenses issued based on the percentage of total habitable dwellings. It was right in alignment with what Peter was saying that maybe it was something the Selectboard needed to address, and the Planning Commission could advise them on. Peter said there would need to be something that goes hand in hand when they do something regarding zoning. Hugh agreed and said it wasn't something that was either/or. There would be changes if they move it forward in the bylaws and perhaps some complimentary ordinances. Hugh echoed what Tim said about Key West saying that San Diego did the same thing where you apply for a license and if it's granted, it's only for two years and then you reapply. This process in San Diego would cut the short-term rental population by fifty percent. Hugh wasn't suggesting they do those things but said there was a lot of passion surrounding it and they couldn't pretend it wasn't happening and needed to address it. Barre remembered hearing something similar in Aspen. Barre remembered when they were working with Brandy and the topic came up, they set the number of days people had to be in their house. Barre was surprised that some people didn't know what Airbnb was or how it started. He said some college students blew up an air mattress and put it in the bedroom to assist with their rent. The initial concept was to help someone traveling. The idea that people are buying homes and not living in them and turning them into Airbnbs is not at all relative to the initial concept. Unfortunately, it's taking people out of our community. He said it was a tough thing. It wasn't intended to end up the way it currently is and was creating some issues.

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Scott MacDonald's concern was they have a housing shortage and there are second homeowners in various stages wondering how often they're going to be here. They are all getting letters nowadays from real estate corporations telling them how much they can make with second homes. It could really change the landscape of our community. He thought Chester needed to be careful and he wouldn't go as far to say turn into the next Ludlow but something like that could happen. They need to look 20 miles down the road instead of just 20 feet. We have innkeepers who are paying the 9% tax. He had just visited Vermont's tax page to lookup the rules and said even second homeowners who are renting are supposed to be paying that tax and many are not. The people who are listing with Airbnb are paying quite a fee and running it as a business and suggested the question is whether it's a change of use which then falls into the DRB. They were things he wanted to mention. It's healthy to have them since there are only a limited number of rooms available at the inns. The inns are paying a lot in taxes, and it must hurt and anger them to see all the Airbnbs getting away with nothing. He was asking them to consider a registry and fees. Hugh responded that many of the platforms that homeowners use to advertise their short-term rentals handle the collection of the Vermont State Meals Tax. In many cases, it's no longer up to the homeowner. The platform is handling it and getting the money to the state. Scott said that was wonderful. Scott added with the Airbnbs and second homeowners and housing shortage, it wasn't an easy thing and it sounded like the Planning Commission was considering everything. He commended them for doing such a great job. He thought the Commission had a diverse array of people which had suddenly pulled together and were getting a lot of work done and he was very impressed. He said Barre was 100% right about arts and crafts and Chester was ready for something like that. He thanked them for their time.

Steve Mancuso didn't think they had to reinvent the wheel concerning ordinance versus creating a zoning bylaw. He said Springfield had gone down the same road about a decade ago and realized the short-term rentals were slipping through the cracks. What they did in Springfield was institute a registry that requires all rentals to register with the town of Springfield. He wasn't going to tell them it wasn't without its pros and cons. The fertilizer hit the ventilator at first. He suggested they talk it over with them.

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> Cathy had been thinking a lot about short-term rentals and was thinking they could make a lot more money doing a short-term rental for a property than long-term rentals. If they tried to stop it, they wouldn't win. She thought they needed to look at shaping it and finding ways to help it fit into the town. She wondered if they could offer a break to properties that have a live-in caretaker that create a caretaker apartment, so that it wasn't a house that a bunch of wild people move into for a few days and tear apart and disturb all the neighbors. As it happened, Preston was dealing with a person on The Green who is unhappy with the activity on the weekend. It was a single person in an apartment she found and now there was more activity there than she enjoys. Cathy was thinking it would be useful to have more small apartments scattered around town in places that weren't on The Green. If they could shape it so there was more caretaking going on, the property would accomplish two goals: it would create more housing and supply some work for people and would hopefully tone down some of the excesses. She wasn't saying it would provide 2- and 3-bedroom apartments which was another thing they needed badly. She was thinking if they fought the economics of it, they would lose, and she didn't want that. Hugh thought at the end of the day, there was a spectrum for everything and if you tried to eliminate the ability for people to do short-term rentals, it was a losing proposition for everyone. The other end of the spectrum would be a free-for-all, which wasn't good either. There is middle ground. When he first started to study it, it seemed like hardly anyone was doing anything. Then you started to see registries and a little bit of an attempt to understand what was happening. In communities that are heavily tourist related like San Diego and Jackson Hole, they are going to an extreme to figure out how to reduce the number of them because it is changing the community. There was a huge spectrum of possibilities but trying to eliminate them was unrealistic. Cathy thought now that the grand list was lodged with the town clerk, she would have time to figure out how many second homes there were and get some clear numbers. She thought it was important to understand how Chester was experiencing it. Hugh agreed and said the last time he looked; he may have found 75 to 100 properties that were being short-term rented. Cathy thought they needed to be clear about what goes on in Chester because it's not Ludlow or San Diego and they had the ability to do that.

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Scott MacDonald said with what Cathy had mentioned, he thought the issues with taxes and the cost of building one thing, they may want to consider if people had enough acreage to build a small cottage for a long-term rental and defer the taxes for a couple of years and encourage construction and new people moving in where there are enough setbacks. Instead of just being business-friendly, they could be friendly to people who own properties and homes who might be thinking about adding a second income.

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Sue Bailey said she liked Scott's idea. She also added in the U.S. that 1 in 5 properties purchased are used for rentals and corporations are buying them. She said they weren't just for short-term rentals, but long-term rentals and they were limiting people's ability to become homeowners. She wasn't sure if it was happening in Chester. Hugh said that was a great point of input. In other

words, investors have figured out there's money to be made in buying properties and doing short-term rentals without the intention of coming there to live. He didn't know how pervasive it was here but if it was happening somewhere else, it was bound to. He said it could be happening like everything else with the pandemic and people chose to find property in Vermont because it's a great place to be when everything is too tight in the city. Hugh thought it was a great point. Cathy could only think of one corporation in the past year and a half of land transfers, but she would hunt for it.

Barre thought some of these things fix themselves and it's difficult to solve some problems that are bigger than people can solve. He remembered when he bought his place in 2007 and places were for sale longer and then COVID caused a spike in sales. Now people are talking about going back to work, interest rates are going up, and we have inflation. There are real problems with short-term rentals and Airbnbs, and we do have a housing crisis and we are here to try and help these things but some of them may balance out a little bit. It wasn't that long ago that things weren't selling and if people do go back to work and interest rates go up, there may be some corrections just by the nature of economics. They couldn't get all wild about everything and think they can make a lot of things happen because they're just a small-town board. Hugh agreed it was a spectrum. They need to do something but couldn't solve everything.

Cathy said a positive thing about the situation was if the industry collapsed, they won't be left with a lot of rotting melons or nuclear waste. They will be left with housing stock which wasn't bad.

Hugh wanted to share some things from his list. At the last Selectboard meeting they approved the Village Green District, which was great news. He commended Cathy for doing a great job. They also approved the waiver of the home occupation permit fee. Folks that have home occupations can feel free to get their home occupation permits if they don't have them and only pay the \$15 recording fee. The Planning Commission provided an update to the Chester Business Coalition at their May 23rd meeting. They shared what was going on with the bylaw modernization and the draft legacy use work and gave them the update on the Village Green. He expects to send a list of reading material to the Planning Commission members in preparation of the workshop that may happen on June 20th. It would be a foundational workshop and would involve understanding what's in the town plan, what the future land use maps looks like, what the zoning audit that was done in 2018 look like. There was a lot of material that would be considered as part of kicking off the work that Jason and Preston will do. He would forward an email he received from Jason Rasmussen to the members. Hugh thought they may tackle it as a divide and conquer because everyone wouldn't be able to read everything. He would try to at least have a high-level awareness of everything. As things get rolling, they may decide it makes sense to each pick something and read it in detail. They could talk about it later. Cathy asked if he would work the reading list out via email. His guidance was everyone should become familiar with the documents and if they choose to focus on one more than the other, great. If the workshop happens on the 20th, he didn't want them to show up completely unaware of what Jason would want to talk through.

Agenda Item 7, Adjournment

Hugh moved to adjourn the meeting and Cathy seconded the motion. A vote was taken, and it passed unanimously. The meeting was adjourned at 7:45 p.m.