

## MEMO

To: Planning Commission

From: Matt Boulanger & Emily Heymann

CC: Geoff Ferrell & Taylor Newton

Date: January 18, 2022

Re: **Preparing for the Bylaw Amendment Public Hearing on February 1, 2022**

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### VERSION CONTROL

Packets are available for pick up with the warned hearing draft, version "PH-1." All text is black. Any changes made during the public hearing will use **pink text**.

### PUBLIC HEARING PROCESS

#### ***Review the proposed agenda and timeline for February 1, 2022:***

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|---------|---|
| 7:00 PM | CALL TO ORDER   |
| 7:00 PM | PUBLIC COMMENT (items not on agenda)  |
| 7:05 PM | Chair opens the hearing   |
| 7:05 PM | Opening Statement from the Chair (2 min, see script below) <ul style="list-style-type: none"><li>• Introduce Staff and Commissioners</li><li>• State the purpose of the hearing</li></ul>   |
| 7:10 PM | Staff Report, Matt (10 min) <ul style="list-style-type: none"><li>• Per WDB 8.2.4, summarize the amendment report, "<i>how it conforms with or furthers the goals and policies contained in the Town Plan, including the effect of the proposal on the availability of safe and affordable housing;</i>" and "<i>how it is compatible with the proposed future land uses and densities of the Town Plan;</i>"</li><li>• Overview of the proposed amendments (adopt Form-Based Code, amendment current bylaw chapters to incorporate the code, Zoning Map, Official)</li></ul> |
| 7:15 PM | Staff Report, Geoff (20 min) <ul style="list-style-type: none"><li>• Overview of the Form-Based Code</li></ul>  |
| 7:35 PM | Question & Answer (10 min) <ul style="list-style-type: none"><li>• Help participants understand the amendment process and to establish the facts.</li><li>• No statements of position or opinion will be taken at this time.</li><li>• Questions are directed to the Chair</li></ul>  |
| 7:55 PM | Testimony   |

- Time Limits Allowed: at chair’s discretion based on number of public participants.
- Chair: remind public to state name and address for the record.
- Statements are to address the merits of the proposed amendment
- Members may ask questions following any statement, with questions and responses being directed through the presiding member.

8:45 PM            Decision Options: Assess the status of the discussion (Has all public testimony been taken? Any outstanding questions or points of clarification from Commissioners?)

- Option 1: Close the hearing. Transmit the amendment and accompanying report as written to the Selectboard
- Option 2: Continue the hearing to February 15 to continue taking testimony, and/or take further action on the proposed amendments or accompanying report. Direct staff on revisions to make to proposed amendments and/or accompanying report.

8:55 PM            Minutes of January 18, 2022

9:00 PM            ADJOURN

#### **CHAIR SCRIPT**

**OPEN HEARING:** “The public hearing is opened at [time].”

**INTRODUCTION:** Thank you for coming to the meeting tonight. I am Meghan Cope, Chair of the Williston Planning Commission. I would like to introduce the commission and staff. Please turn your camera on and waive when I state your name. Chapin Kaynor, Vice Chair; Cate Lamar; Shayla Livingston; Alex Daley; and Jill Pardini. There is one vacancy on the Commission, contact staff if you’re interested in applying. I would also like to introduce Town Staff: Matt Boulanger, Planning Director, and [Emily or Melinda]. Our Taft Corners Consultant Team is also here tonight: Geoff Ferrell who wrote the draft code and Taylor Newton from the Regional Planning Commission.

**PURPOSE:** “The purpose of this hearing is to consider amendments to the Williston Unified Development Bylaws in accordance with the goals and policies of the Williston Town Plan.”

**QUESTION AND ANSWER:** “The purpose of the Q&A is to help the public understand the amendments and establish the facts. We will now answer questions about the standards of the new form-based code, how the form-based code works, or how the code complies with the Town Plan. Statements of opinion or position will be taken AFTER the Q&A. Questions and responses should be directed to me, the chair.”

**TESTIMONY:** “Testimony will be taken verbally, please raise your hand on the Zoom toolbar or comment in the chat if you’d like to speak. Questions and responses should be directed through me. When it’s your turn, please state your name and address. Statements are to address the merits of the proposed amendment.”

“Welcome \_\_\_\_, please state your name and address for the record.”