

MINUTES OF THE SHAFTSBURY PLANNING COMMISSION  
January 5, 2010  
COLE HALL  
SHAFTSBURY, VERMONT

**Board Present:** Norm St.Onge , Chris Williams, Craig Bruder  
**Others Present:** Bill Pennebaker

**1. Call Meeting to Order:**

Chairman St.Onge called the meeting to order at 7:05 PM.

**2. Minutes:**

Approval of prior meetings minutes was deferred to next meeting. Minutes for December 8 may not be approved due to lack of quorum of remaining Planning Commission members present for that meeting.

**3. Old Business:**

- i) Sign Ordinance, Final Review: Typographical corrections and minor grammatical corrections were made to section 3.4. Section 3.9 – Food and Beverage Machines, was discussed briefly. Mr Williams questioned if these machines, due to their size, did not really seem to fit in with other types of signs otherwise allowed by the ordinance. It was decided that wording would remain as presented. Finally, item 5.2, under Non-Conforming and Non-Complying Signs was moved from section 5 to become a new Section 6.5 under the Administration, Interpretation, and Enforcement Section as this is the nature of the wording of this section. With these revisions, the Planning Commission feels that these revisions to this section are now complete and ready to become part of overall recommended By-Law changes to be presented to the Town for review at hearings to be scheduled in the next few months. Mr. St. Onge will make the mentioned corrections.
- ii) Town Highway Access Ordinance: The draft document for this item was reviewed. The Planning Commission felt that it included all of the changes that had been presented by, discussed and ultimately agreed upon during discussions between the Select Board, Developmental Review Board and Planning Commission. The proposed section offered by the DRB regarding a Bonding Requirement will not be included in the final draft, due to the overall unavailability of this protection for the majority of the projects for which this ordinance will commonly apply. One change was discussed and ultimately made, with Section IV.c. having the

following wording added: "...to be approved by the Road Foreman." Mr. Pennebaker will make this final change.

Mr. Williams inquired as to the location where Town Ordinances are kept and if they are officially published. Mr. Bruder will inquire with Margy Becker regarding these questions. It was noted that the current sign ordinance is published with the Town Zoning By-laws, but the other known ordinances are not. These others include:

Animal Control  
Subdivisions  
Cemetery Regulations  
Highway Access (new)  
Building in Right-of-Way (new)

The Planning Commission agreed that it would be prudent to include all of the Town Ordinances in the next printing of the Town By-laws.

The Planning Commission then discussed whether the Highway Access Ordinance and Building in Right-of-Way documents should be ordinances or by-laws. Mr. Pennebaker will update each and forward to Chairman St Onge so he can consult with Town Attorney, Rob Woolmington.

- iii) By-law Revision Submittal Status: Margy Becker provided documentation regarding on requirements and timelines leading up to proposed by-law revisions. Mr Bruder will compile these notes and distribute to Planning Commission members. Commission members were asked to draft cover note describing changes to portions of the By-law in which they led discussion during review.

#### **4. New Business:**

Planning Commission Vacancies – Mr St Onge led discussion regarding the need for addition of members. We have only three active members currently, with Mr Pennebaker currently serving in ex-officio capacity. Members agreed to actively contact folks to try find candidates.

Plans for the year for 2010 – Commission members discussed which projects they would look to undertake during this year. Consensus was that three top items would be to actively pursue:

- Expansion of Village Residential District
- Zoning Administrative Procedural Manual
- Process related to monitoring permits with conditions.

#### **5. Executive Session - Personnel**

**Motioned by Mr. Bruder, Seconded by Mr. Williams to enter into Executive Session - Personnel. Motion carried unanimously. Executive Session entered at 8:45 PM.**

**Motioned by Mr. Williams, Seconded by Mr. Bruder to leave Executive Session - Personnel. Motion carried unanimously. Executive Session ended at 9:10 PM.**

**Motioned by Mr. Williams, Seconded by Mr. Bruder to adjourn. Motion carried unanimously.**

**Meeting adjourned at 9:11 PM.**

Respectfully submitted,

Craig Bruder