

**Shaftsbury**  
**Planning Commission**  
**Cole Hall at Buck Hill Road**  
**September 13, 2011**

**Members Present:** Chris Williams (Chair), David Spurr, Bill Pennebaker, Norman Gronning

**Others Present:** Jennifer Viereck (Zoning Administrator), Bob Whitney (Recording Clerk)

**1. Call to Order:** This meeting of the Shaftsbury Planning Commission was called to order at 7:02 p.m.

**2. Approval of Minutes:**

A motion was made by David and seconded by Bill to approve the Minutes of July 26, 2011. The motion passed 4-0-0

A motion was made by Bill and seconded by Norman to approve the Minutes of August 23, 2011. The motion passed 3-0-1 (David was not present at the August 23 meeting).

**3. Discussion with Jennifer Viereck about hours and duties of Zoning Administrator:**

Jennifer suggested that a block on the public sign-in sheet be added for citizen's e-mail addresses so they can be notified of decisions. Jennifer asked for an increase in the amount of her working hours in order to accomplish all of her duties. The Planning Commission members reiterated their commitment to support her in her role as Zoning Administrator. Curb cuts and drainage situations were discussed.

**4. Flood Hazard Bylaw:**

The planning commission has a deadline at the end of the year to send a flood hazard bylaw to the select board. David will take the lead on this bylaw. Chris will talk to Jim Henderson about getting a comprehensive map detailing the flood plains in the town. The Federal Emergency Management maps, including 11 plates, may be referenced in this bylaw but a comprehensive map utilizing that date would be more effective. David will return next meeting with an initial draft.

**5. Historic District bylaw - Norm Gronning:**

Norman exhibited a map of historic properties along the Route 7A corridor that he prepared. All properties, except two, have 911 numbers. Norm feels there should be two major parts of this historic corridor. Norman proposed that the Shaftsbury Historical Society be consulted, in an advisory capacity, when a property in the historic corridor is considered to be altered. Chris does not want to increase the bureaucratic burden on property owners. Norman will expand his map to include historic properties outside of the Route 7A corridor. Bill suggested starting small by identifying historic properties first.

**6. Adjourn: Bill made a motion to adjourn this meeting at 9:25 p.m. and David seconded the motion. The motion passed 4-0-0.**

Respectfully submitted,

Bob Whitney