

**MINUTES OF THE SHAFTSBURY PLANNING BOARD
DECEMBER 23, 2008
COLE HALL
SHAFTSBURY, VERMONT**

Board Present: **Bill Pennebaker, Norm St. Onge, Craig Bruder (Chairman), Bob Carter**

Board Absent: **Chris Williams**

Others Present: **Susan Swasta (Recording Secretary)**

1. Call Meeting to Order:

Chairman Craig Bruder called the meeting to order at 7:00 PM.

2. Minutes:

December 9, 2008 Minutes

Approval of the December 9 minutes was postponed because not all Board members had received the minutes.

3. Actions to be Taken:

Chairman Craig Bruder presented Recording Secretary Susan Swasta with flowers from Planning Commission members in recognition of her last meeting with the Commission. He thanked her for her service doing minutes.

Chairman Bruder stated that the hearing date for the revised Town Plan has been set for January 27, 2009. The Plan will be turned over to the Select Board for final approval the following day. All agreed on this date.

Chairman Bruder said that he had received an email from Development Review Board (DRB) member Jake Jakubowski stating that Mr. Jakubowski does not like the idea of the Zoning Administrator exercising "administrative approval," as discussed at the last Planning Commission meeting. Norm St. Onge said that the Zoning Administrator should handle black and white issues, and Chairman Bruder agreed, stating that the DRB should handle matters with variability.

Chairman Bruder said that he has copies of legal documents on the current status of the Hale Mountain Rod and Gun Club matter, so that Planning Commission members can be up to speed on it.

4. Old Business:

A. Town Plan Revision

Bill Pennebaker said that there are still a lot of things to be fixed in the Town Plan draft. He went over a list of minor changes. The only major changes are the need to fill in "xx" in section 6.1, and a new paragraph that Mr. Pennebaker added to 6.2. It was decided not to adopt new wording on school administration in 10.2.

Bob Carter made motion to accept all of Mr. Pennebaker's suggested changes except for wording on school administration in 10.2. Mr. St. Onge seconded. Motion carried 4-0-0.

B. Action Plan for 2009

Chairman Bruder handed out a list of Planning Commission action items for discussion. Concerning the item "Zoning Administrator Annual Performance Review," Mr. St. Onge recommended that Zoning Administrator Zazzaro's reports to the Planning Commission be more detailed. They should include what permits are open and what permits are closed, and what action was taken on closed permits. Mr. St. Onge stated that consistency and accountability are important.

Concerning the item "Develop Zoning Administrator Manual," Chairman Bruder stated that he will work on this with Mr. Zazzaro.

Concerning the item "Gravel Pit Collaborative Project with Economic Development Committee," Chairman Bruder said that he has emailed Cinda Morse of the EDC on this in order to keep things going.

Planning Commission members next discussed the action plan item "Zoning Bylaw Revisions." Chairman Bruder suggested grouping bylaw changes according to shorter term revisions to be taken up in the spring, and longer term changes that might not be considered until the end of next year. It was agreed that shorter term changes should include a mobile home park overlay, the exemption of small Town projects from zoning permits, definition of appurtenant dwelling size in terms of property percentage, and clarification of zoning rules on pole barn enclosure.

After discussion, Planning Commission members agreed that longer term projects, to be assigned the next level of priority, would be historic district expansion, rezoning of the Peckham property purchased in 2008, addition of a Light Industrial zoning classification, and adding animal kennels to the zoning bylaw. Other longer term bylaw revision projects, assigned a third level of priority, will be review of Paran Acres zoning classification, discussion of slaughter houses, rezoning around Shaftsbury center, and large subdivision rules.

Chairman Bruder said that he will put these action items in order and send them back out to everyone. They should begin collecting data on short term projects. He will email Jim Sullivan of the Bennington County Regional Commission (BCRC) for model language on trailer parks. Planning Commission members will begin looking at short-term bylaw changes at the next meeting. They will also begin planning for the Town Plan hearing.

Mr. Pennebaker made motion to adjourn. Mr. Carter seconded.

Meeting adjourned at 8:35 PM.

Respectfully submitted,

Susan Swasta