

MINUTES OF THE SHAFTSBURY PLANNING COMMISSION  
February 9, 2010  
COLE HALL  
SHAFTSBURY, VERMONT

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

**1. Call Meeting to Order:**

Chairman St.Onge called the meeting to order at 7:10 PM.

**2. Bhima Nitta Introduction**

Bhima Nitta was introduced to board as a possible candidate to join the Planning Commission. He now lives in Sunderland, having recently moved from Shaftsbury, but works in this area for Efficiency Vermont. Statutes do not require Town residency for Planning Commission membership. He discussed his background with Board.

**3. Minutes:**

November 10, 2009 Minutes – Under section 3 – Minutes, second line, Mr. Pennebaker noted that “renewed” should be corrected to “reviewed.”

**Motion by Mr. Bruder to approve minutes as amended, second by Mr. Williams. Approved 3-0-0.**

November 24, 2009 Minutes – Under Section 2A. – Sign Ordinance, Mr. Pennebaker suggested that in the seventh line down, “sides” should be corrected to “side’s”. He also suggested that the entire fourth sentence, “He also asked... has to be restored...” be deleted, and that the 5<sup>th</sup> sentence be amended as follows: “Craig suggests rewording this language regarding restored signs from ‘must be’ to ‘has been’ previously restored.” Mr. St Onge noted that the ending time of item 6 - Executive Session, as well as adjournment time had been omitted. The following wording is added: **“Motion by Mr. Carter, second by Mr. Williams to exit Executive Session at 8:59 PM. Motion approved 4-0-0. Motion by Mr. Bruder, second by Mr. Carter to adjourn meeting at 9:00 PM. Approved 4-0-0.”**

**Motion by Mr. Williams to approve minutes as amended, second by Mr. Bruder. Approved 3-0-0.**

January 5, 2010 Minutes

**Motion by Mr. Williams to approve minutes as submitted, second by Mr. St. Onge. Approved 3-0-0.**

January 26, 2010 Minutes – Copies of these minutes have not yet been distributed for review. Tabled for review at next meeting.

**4. Old Business:**

i) By-Law Revision Submittal Status

- Reviewed proposed update to Home Occupations by-law and accompanying Executive Summary. Two corrections were made to proposed by-law; the words “full-time” were stricken from items 4.1.3.1.2 and 4.2.3.1.2. Mr. Bruder will update this document and forward final draft to Planning Commission members.
- An Executive Summary for proposed Village Residential expansion proposal needs to be drafted and a map made to present proposal. Mr. Williams will draft Executive Summary and secure the map.
- Executive Summary for Building in Right-of-Way and Curb Cut to be drafted by Mr. St. Onge, and then sent to Attorney Woolmington for final review as to whether these proposed documents should be By-Laws or Ordinances.
- A brief discussion of adoption process was presented to Mr. Nitta.

ii) Review of Projects List

Mr. Williams asked that add item, “Update of Permit Application”. Specifically, wording regarding plot plan accuracy responsibility of applicant and any related costs as a result of such is also responsibility of applicant. This task will be assigned to Zoning Administrator to draft initial language.

A discussion of fines ensued. State statute says \$100 maximum per occurrence. However, it should be noted that each day violation remains is considered a separate occurrence. It was decided that statute should be referenced on application as well, and on Violation Letter that is sent by the Zoning Administrator.

Mr. Nitta inquired about project listed as “Alternative Energy”. Planning Commission members discussed to what title applied, and basic thinking that to date.

**5. New Business:**

Historic District By-Law Revisions

Mr. Williams handed out information on Historic Preservation and a draft by-law document for Historic District. This led to extensive discussion regarding building styles, particularly the concept of whether or not

building construction should be “a product of its own time” in the Historic District.

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

**Meeting adjourned at 9:10 PM.**

Respectfully submitted,

Craig Bruder