

**MINUTES OF THE SHAFTSBURY PLANNING BOARD
AUGUST 12, 2008
COLE HALL
SHAFTSBURY, VERMONT**

Board Present: **Craig Bruder (Chairman), Bill Pennebaker, Bob Carter, Chris Williams**

Board Absent: **Norm St. Onge**

Others Present: **Tony Zazzaro (Zoning Administrator), Susan Swasta (Recording Secretary)**

1. Call Meeting to Order:

Chairman Craig Bruder called the meeting to order at 7:01 PM.

2. Minutes:

July 22, 2008 Minutes

Bill Pennebaker made motion to approve minutes. Bob Carter seconded.

One correction to the July 22, 2008 minutes was requested: *Norm St. Onge was added to "Board Present."*

Motion to accept July 22, 2008 minutes as amended carried 3-0-1. (Chris Williams abstained because he had not attended the meeting.)

3. Other Business:

A. Zoning Administrator Report:

Zoning Administrator Tony Zazzaro reported that there had been 9 permits, 0 curb cuts, and 0 violation notices in July, 2008.

Mr. Zazzaro reported that the Hamilton issue, related to a garage extending onto a neighbor's property, has not been settled. The owner of the garage is now taking the matter to the Development Review Board (DRB). Mr. Zazzaro stated that he will ask Town Attorney Rob Woolmington to send a letter to the garage owner.

There was a discussion of DRB-related matters. Mr. Zazzaro stated that the DRB meeting on the Brownell property had been properly warned, so this was not the reason that the meeting had not occurred. He has sought advice on the Zoning Administrator web site as to the contents of a proper meeting warning, and was informed that a warning must include only basic information. In addition, the abutting property owners must be informed.

Mr. Zazzaro said that Mr. Brownell is doing a new site plan. He would be able to construct new buildings in the same locations as the ones that were destroyed. Mr. Zazzaro believes that new locations would be better. He has asked Mr. Brownell and his contractor, Brent Peacock, to meet with neighboring property owners Sternberg and Fisk to try to resolve issues on plantings.

There was a discussion of communications between Mr. Zazzaro and the DRB. Chairman Bruder stated that he feels it is the DRB chairperson's responsibility to direct the zoning administrator as to agendas and meetings. Mr. Zazzaro stated that he makes the agendas because the DRB only deals with things that can't be handled by the zoning administrator. He agreed that it is important for the DRB chairperson to be in touch with him. Chairman Bruder noted that Mr. Zazzaro's role is

administrative, not managerial, so the DRB chairperson should make the final decision as to what is on the agenda.

Mr. Pennebaker stated that there needs to be a way to inform applicants if a scheduled meeting won't take place. Mr. Zazzaro noted that this was not what happened with the Brownell meeting. The applicant was to inform Mr. Zazzaro if he was prepared for a meeting, and did not do so.

Chairman Bruder agreed that this was an unusual circumstance, but noted overall communication concerns. He asked Mr. Zazzaro to communicate with DRB chairperson Phylis Porio about this, and suggested that they agree to email one another at least each week to stay on top of things. Chairman Bruder does not want the Planning Commission to be in the middle.

Chairman Bruder asked Mr. Zazzaro if he had found out anything on the Town Compact. Mr. Zazzaro replied that he had not been able to get in touch with anyone to ask, but will contact David Mance when he returns on Monday.

Planning Commission members agreed that an assistant zoning administrator position, discussed at the last meeting, is not necessary.

4. New Business:

Chairman Bruder distributed a Planning Commission timeline for discussion. He said he had talked with Jim Sullivan of the Bennington County Regional Commission (BCRC) about planning grants and the Town Plan revision. Mr. Sullivan will be happy to assist in any way with the Town Plan, and to come in and meet with them. Mr. Sullivan gave Chairman Bruder a copy of the North Bennington Town Plan revision.

There was discussion of the time constraints involved in getting a planning grant. Chairman Bruder stated that BCRC will help even without the planning grant, should it not be available in time. Chris Williams said that a revision of the chapter on Shaftsbury statistics would be a good place for BCRC to start. The Planning Commission can do all they rest if they have to. Mr. Williams recommended that the BCRC be sent an electronic copy of the revised zoning bylaw and a paper copy of the gravel pit study.

Chairman Bruder said he will get a copy of the draft of the Town Plan revision to Mr. Sullivan as soon as possible. Commission members agreed that they should not schedule public meetings until the rough draft is revised. Chairman Bruder will email Mr. St.

Onge, who is working on the revision, to see if it can be ready for the next meeting, in two weeks. They will then start inviting people in to comment.

Mr. Williams recommended starting with groups that have a broad overview of Town matters -- the Select Board, DRB, and Economic Development Committee (EDC). They should be sent a draft and executive summary and asked for input. These groups could be invited to the September 23 meeting. Mr. Williams said he will gather maps and look at Town center land. Planning Commission members agreed to set up a time to walk around the Town center.

After the Select Board, DRB, and EDC, other groups would be invited to comment. Chairman Bruder suggested seeking input from

groups involved with recreation, the school, the fire department, soil and water conservation, forests, and regional planning.

Mr. Williams recommended also including private groups such as the Hale Mountain club and businesses like Dailey, Bernstein, and

Clearbrook. Mr. Pennebaker asked if they have time to cast such a wide net. Mr. Zazzaro recommended publishing one warning for

everyone.

There was discussion of how the Town Plan is voted on. Chairman Bruder said that they submit it to the Select Board, which may

make changes. The Select Board must hold two public hearings before voting on it. Mr. Zazzaro noted that the new state law says

that the Town Plan does not have to be voted on by residents, but may be approved by a Select Board. All agreed that they should

aim to complete the Town Plan by the first meeting in December.

There was a brief discussion of the Town Plan's emphasis on development in the Town center versus the reality of available land. Mr.

Williams described recent development in Martha's Vineyard as a possible model.

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

Meeting adjourned at 9:07 PM.

Respectfully submitted,

Susan Swasta