

**Town of Danville
Planning Commission Approved Minutes
Thursday, October 26, 2017
Danville Town Hall 7:30 pm**

Present: Glenn Herrin, Jeff Paquet, Kate Whitehead, Vince Foy, Jill Kelleher

Guests: Linda Leone (ZA), Mike Smith (DRB), Ted Chase (DRB)

Jeff opened the meeting at 7:30pm

Approval of Minutes

Motion made by Glenn Herrin to approve the minutes of September, motion seconded by Jeff Paquet. Motion carried.

Subdivision Bylaws

The DRB has proposed changes to the subdivision bylaws that will provide clarifying language for subdivision survey requirements. A Public Hearing on the proposed zoning bylaw changes will be held at the December 14th Planning Commission meeting.

Zoning Bylaws

It was suggested that a section on “waivers” be added and/or included as a separate bylaw. Currently the zoning administrator does not have the authority to issue a waiver. The use of variances was also discussed in regards to conveyances re: undersized lots. Jeff suggested reaching out to NVDA for guidance and to look for examples from other towns that have included this language. It was also suggested that the PC look into a municipal planning grant for assistance with bylaw updates. Subdivisions vs. Lot line adjustments were also briefly discussed.

Sign Ordinance

It was recommended that the proposed sign ordinance be changed to a bylaw. A rep from the Vermont League of Cities and Towns had suggested this change, due to the fact that an ordinance would require that all proposed signs go through the SB for approval. A sign bylaw would require instead that the Zoning Administrator review, approve and enforce compliance for all proposed signs through the existing permitting process.

Motion made by Glenn Herrin to hold a public hearing to gather input on the proposed sign and subdivision bylaws at our December Planning Commission meeting, motion seconded by Jill Kelleher. Motion carried.

A Public Hearing for the proposed sign and subdivision bylaws will be held on December 14, 2017 at 7:30pm at the Danville Town Hall.

Upgrading Class 4 Roads to Class 3 Roads:

A request to upgrade the North Shore Road to a class 3 from a class 4 road has been made to the Selectboard. The Town maintains and plows all Class 3 roads. It was mentioned that North Shore Road may already meet the standards as a class 3 road, but this would need to be deferred to the Road Commissioner. The North Shore Road was discussed as well as the process and criteria for determining upgrades to roads. The PC will reach out to NVDA for guidelines as well as research what other towns have in place for determining upgrades from class 4 roads to class 3 roads. This will be an agenda item at our next meeting.

Other Business/Comments:

LVRT Trail maps for the St. Johnsbury to West Danville section are currently being reprinted and will include all trailheads/parking areas.

Better Connections Grant:

The request for proposals has been released. The PC discussed the grant application and the time line moving forward. Working meetings have been scheduled in between regular PC meetings to work on the grant application.

Meetings:

November 9th: PC Meeting
November 30th: Better Connections Working Meeting
December 14th: Public Hearing, PC Meeting
January 11th: Better Connections Working Meeting
January 25th: PC Meeting

Important Dates:

December 31, 2017	Pre-application Meeting Deadline & RPC Confirmation of Municipal Planning Process
January 31, 2018	Application Deadline
March 2, 2018	Award Decisions Announced

Next Meeting

Thursday, November 9th, 2017 at 7:30pm at the Danville Town Hall

Meeting Adjourned at 8:30pm

Respectfully submitted by Kate Whitehead

