

**Town of Danville  
Planning Commission Meeting  
Draft Minutes  
December 10, 2020  
Danville Town Hall 7:30 pm**

In Attendance: Glenn Herrin, Jeff Paquet, Kate Whitehead, Jenni Lavoie, Vince Foy, Mark Nichols, Michael Hogue

Jenni called the meeting to order at 7:30pm

**Minutes**

**MOTION: Glenn Herrin made a motion to approve the minutes of November. Jeff Paquet seconded. Motion Carried.**

**General Updates**

**Train Station Subcommittee**

Michael presented the committee structure. He has stepped us as chair and there will be three subgroups focusing on fundraising, use and building renovations. Michael plans to present the structure at the January committee meeting. Regular meeting dates will be scheduled. Michael spoke with group in Cambridge about their RR Station Renovation project and they are willing to share process with/visit Danville to help. Glenn will revise/update Charter with new language related to meeting notices.

**Advisory Shoulder Evaluation Survey**

Kate presented the survey findings at the 12/3 SB meeting. SB plans to continue the discussion at the 12/17 meeting. Doug Morton will be presenting additional traffic data for Peacham Road.

**Town Meeting Language**

Jenni shared the Town Report write-up. Michael and Kate to review Town website (i.e. include new language for Train Station Committee).

**Zoning Bylaw – Draft Editing**

PC continued to go through comments and make necessary edits to draft bylaws. Discussions/Questions & Comments addressed:

- Section 301.4 references section 310.1 (remove and change language to herein)
- Flood Hazard Requirements
  - FEMA flood plain map (north of Rte. 2 – 5 buildings). FEMA will update flood plain map in 2025.
  - ZA must issue permit in special flood hazard areas. If use is conditional, it would trigger DRB review. Any use in flood plain needs to be submitted to ANR & DRB. Flood “zones” will be identified on the new FEMA maps. Flood Hazard language in bylaws is required for flood insurance.

- Travel Trailer/Recreational Vehicles – seasonal use only. It cannot be used as a permanent dwelling (i.e. not more than one year).
- Subdivision – survey plat is required – would not fall under “undue financial burden”.
- 701.5 Subdivision of nonconforming/undersized lots. Undersized lots that have been grandfathered in can be subdivided (or lot land adjustment) to allow for another nonconforming lot.
- State reviews/permits = (ex.)
  - Septic system = needs state approval/wastewater permit from the state
  - Towers – if state permit is granted, but contradicts bylaws, DRB can deny it
- DRB Hearing & Review
  - 806.2 add clarifying language that applicants need to submit the abutter list with their application or it will be considered incomplete.
- Define substantially commenced – added construction must be completed within 5 years.

Continue going through comments/edits at January meeting.

#### **Additional Comments/Discussion**

Jenni will connect with the SB about the ZA hiring process

**MOTION: Jeff Paquet made a motion to adjourn. Vince Foy seconded. Motion Carried.**

Meeting adjourned at 9:05pm

Next meeting scheduled for January 28 @ 7:30 at the Town Hall

Respectfully submitted by Kate Whitehead