

Meeting Notes
North Bennington Planning Commission
Wednesday November 16, 2022

The meeting was held at the Depot office and was called to order at 7:00 PM by Co-Chair, Kim Hall. Other Commission members present were Chris Damon, Bob Howe, and Mary Rogers. Members Matthew Patterson, and Steve Lenox were unable to attend.

Mary Rogers made a motion to revise the agenda to include an Executive Session to discuss candidates interviewed for the Zoning Administrator position. This was seconded by Chris Damon and so voted.

Minutes of the October 26, 2022 meeting were reviewed. A motion to accept the Minutes was made by Kim Hall, seconded by Chris Damon and voted affirmative by all attending.

Mr. Damon led a discussion on the number of Planning Commission members, now six, and whether Village policy calls for a specific number of members. The group discussed the need to cultivate others interested in serving in the event any current member chooses to step down or serve as an advisor versus as a voting member. The discussion was tabled so that the definition of quorum could be researched.

Mr. Damon noted that some municipalities choose to incorporate signage in their Zoning Bylaws and some choose a separate Sign Ordinance. The Village presently has a Sign Ordinance. Including it in the bylaws allows matters managed by the Zoning Administrator to be published on one document. Mr. Damon will investigate the thought process and experience with neighboring municipalities choosing one or the other option.

Mr. Hall noted the need for a new Development Review Board member. Ms. Rogers recently discussed interest with several residents. Where there may be interest, Ms. Rogers will follow up and request a letter of interest be sent to the Planning Commission.

Mr. Hall presented a draft Permitting/Inspections/Standards checklist. When a zoning request is received, applicable items on the list would be marked by the Zoning Administrator with a copy given to the applicant. The checklist includes links to various municipal and State resources for relevant topics. Members attending the meeting were unanimous in support of a checklist to aid both Zoning Administrator and applicants. The draft is a work-in-progress. Items noted for edit include:

- Researching whether the Town of Bennington has a site sewer permit, and if so, including the reference link
- Add a standard for As-built drawings and designer certificate

A page-by-page review of the Section 4 Draft Zoning Bylaw was led by Mr. Hall. Items noted for potential edit include:

- Whether the bylaw should refer to the Zoning Administrator as Administrative Officer since the latter appears in Statute.
- Under section 4.2.1 Zoning Permit Not Required, delete items 1, 3, and 5.
- Amend item 7 to "an owner's permitted property or driveway".
- Amend item 8 to "decorations that are not in the Village right-of-way".

- Amend item 9 to “handicapped meeting required setbacks”.
- Add an item for mailboxes conforming to US Post Office requirements.
- In Section 4.2.2 include language from current bylaw stating anything not on the exclusion list is not permitted.
- Under Section 4.2.3, remove the word “promptly” in the first sentence of the sixth paragraph.
- Include a definition of DAY as a non-holiday weekday.

The detailed review will commence at the next meeting with Section 4.2.4.

At 8:24PM Mr. Damon made a motion to enter Executive Session. This was seconded by Ms. Rogers and so voted. The session ended at 8:37 PM. Ms. Rogers made a motion to accept the recommendation of the Interview Committee and forward such to Trustees at their next warned meeting. This was seconded by Mr. Howe and so voted.

The next meeting is set for Wednesday January 18, 2023. Ms. Rogers motioned to adjourn at 8:39 PM, seconded by Mr. Howe and so voted.

Prepared by Mary Rogers

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