

*** Unapproved ***

DERBY PLANNING COMMISSION *MINUTES*** December 14, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Jane Clark, Richard Del Favero.

MEMBERS ABSENT: None.

OTHERS PRESENT: Gislaine Judd, Bradley Judd, Donald Emery Sr, Gisele Emery, Dwight Abbott, Amy Giroux, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the November 30th meeting as written. Seconded by Jane Clark. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-107 by Bradley & Gislaine Judd, PIN #TRD01006A7T, for preliminary and final plat approval for a 3 lot subdivision. Lot 1A – 151 ac, lot 1A1 – 33.63 ac, and lot 1A2 – 25.89 ac. This property is located at 160 Holland Road and is in the Rural Residential (RR) and Commercial (COM) zoning districts. Brad & Gigi Judd were present to explain the request. The commission reviewed the subdivision proposal. There were no comments from the public. Jane Clark made a motion to close application 15-107 by Bradley & Gislaine Judd. Seconded by Dave LaBelle. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-108 by Dwight Abbott, PIN #PRYDR001F2T, for site plan approval for a 20 ft by 40 ft shed/garage. This property is located at 639 Prouty Drive and is in the Residential 1-Acre (R1) zoning district. Dwight Abbott was present to explain the request. The building will be for personal use. The slab has been there for years and there will be a light by the exterior door on the new building. Abutting property owner Donald Emery Sr had a concern with how this might affect his drilled well and if it would increase traffic. Dave LaBelle made a motion to close application 15-108 by Dwight Abbott. Seconded by Dave LaBelle. **Approved by a unanimous decision.**

Dave LaBelle made a motion to remove application 15-095 by Mark & Amy Giroux, PIN #TRD07009F3T, for site plan approval for a 230 ft by 30 ft addition to their existing building and a 27 ft by 38 ft shed. Final uses on the lot shall include indoor recreation, retail, office, storage, mobile home, outdoor display area, and contractor's yard. This property is located at 292 Shattuck Hill Road and is in the Commercial (COM) zoning district from the table. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Amy Giroux was present to explain the request. Bob Kelley gave a brief history of the mobile home on the property and how it became a legal nonconforming use due to an error by a previous zoning administrator. There were no comments from the public. Dave LaBelle made a motion to close application 15-095 by Mark & Amy Giroux. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

After deliberations Dave LaBelle made a motion to grant site plan approval for application 15-096 by Jim Mulkin & Fred Oeschger as submitted (see attached written decision). Seconded by Jane Clark. **Approved by a unanimous decision.**

Dave LaBelle made a motion to grant site plan approval for application 15-108 by Dwight Abbott as submitted (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

Dave LaBelle made a motion to grant site plan approval for application 15-107 by Bradley & Gislaine Judd as submitted with the condition that a mylar of the approved plat must be filed with the Town Clerk within 180 days of this decision (see attached written decision). Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Jane Clark made a motion to grant site plan approval for application 15-095 by Mark & Amy Giroux as submitted (see attached written decision). Seconded by Dave LaBelle. **Approved by a unanimous decision.**

The commission discussed removing “Schools” as a conditional use in the COM/IND zoning district. Bob will check into the status of the school that was permitted in the district a couple of years ago.

The commission reviewed their mail.

8:25 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** November 30, 2015**

MEMBERS PRESENT: Joe Profera, Dave LaBelle, Richard Del Favero, Jim Bumps, Jane Clark.

MEMBERS ABSENT: None.

OTHERS PRESENT: Todd Wright, Amy Giroux.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the November 2nd meeting as written. Seconded by Jane Clark.
Approved by a unanimous decision.

Chair Joe Profera read the warning application 15-096 by Jim Mulkin & Fred Oeschger, PIN #NDRT5051G4T, for site plan approval to added 60 seats and a small prep kitchen in the DHL side of the building for VT Pie & Pasta. Total seating will be 200 including the patio area. This property is located at 4278 Route 5 and is in the Commercial (COM) zoning district. Todd Wright was present to explain the request. The application was discussed and a letter is need authorizing Mr. Wright to act as an agent for the applicant. There were no comments from the public. Dave LaBelle made a motion to close application 15-096 by Jim Mulkin & Fred Oeschger. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-095 by Mark & Amy Giroux, PIN #TRD07009F3T, for site plan approval for a 230 ft by 30 ft addition to their existing building and a 27 ft by 38 ft shed. Final uses on the lot shall include indoor recreation, retail, office, storage, mobile home, and contractor's yard. This property is located at 292 Shattuck Hill Road and is in the Commercial (COM) zoning district. Amy Giroux was present to explain the request. There were questions about the current uses and proposed used on the lot. The commission wanted to research the history of the lot. There were no comments from the public. Dave LaBelle made a motion to recess application 15-095 by Mark & Amy Giroux until 7:00 p.m. December 14, 2015 here in the municipal building. Seconded by Richard Del Favero.
Approved by a unanimous decision.

7:55 p.m.: On a motion by Jim Bumps and seconded by Jane Clark, the meeting was adjourned.
The minutes were taken by Dave LaBelle.

DERBY PLANNING COMMISSION *MINUTES*** November 2, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Jane Clark.

MEMBERS ABSENT: Richard Del Favero.

OTHERS PRESENT: ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the October 19th meeting as written. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-095 by Mark & Amy Giroux, PIN #TRD07009F3T, for site plan approval for a 230 ft by 30 ft addition to their existing building and a 27 ft by 38 ft shed. Final uses on the lot shall include indoor recreation, retail, office, storage, mobile home, and contractor's yard. This property is located at 292 Shattuck Hill Road and is in the Commercial (COM) zoning district. The applicant was not present to explain the request. Dave LaBelle made a motion to table application 15-095 by Mark & Amy Giroux until 7:00 p.m. November 16, 2015 here in the municipal building. Seconded by Jim Bumps. **Approved by a unanimous decision.**

The Rublee application is a moot point as it was denied conditional use approval by the Zoning Board of Adjustment.

The commission resumed deliberations on the Barrup application. Jim Bumps made a motion to grant site plan approval for application 15-090 by Rodney Barrup as submitted with the condition that no exterior lighting may be added without amending this permit (see attached written decision). Seconded by Dave LaBelle. **Approved by a unanimous decision.**

The commission reviewed their mail.

7:40 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** October 19, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Jane Clark, Richard Del Favero.

MEMBERS ABSENT: None.

OTHERS PRESENT: Karen Jenne, Elizabeth Bumps, Rodney Barrup, Elizabeth Lounsbury, Doug Lounsbury, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the October 5th meeting as written. Seconded by Jane Clark. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-090 by Rodney Barrup, PIN #TRD27011F3T, for site plan approval to add extra parking behind his shop. This property is located at 463 Quarry Road and is in the Commercial (COM) zoning district. Rod Barrup was present to explain the request. A 10 ft green strip is required around the perimeter of the lot. The applicant is taking care of State permitting. There were no comments from the public. Dave LaBelle made a motion to close application 15-090 by Rodney Barrup. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Dave LaBelle made a motion to remove application 15-073 by Douglas & Elizabeth Lounsbury from the table. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-073 by Douglas & Elizabeth Lounsbury, PIN #PLOHL004A7L, for preliminary and final plat approval for a 2 lot subdivision; Lot #1 – 1.15 ac with an existing single family dwelling and Lot #2 – 0.73 ac is a vacant lot. This property is located at 119 Pelow Hill and is in the Village Residential-1 Derby Line (VR1DL) zoning district. Mr. & Mrs. Lounsbury were present to explain the request. The applicant submitted a revised subdivision plat. The revised map had a minor change to the southwest corner of the property. Karen Jenne submitted a letter from James & Carole DeRoehn with concerns of not being properly notified, a letter from Bruce Muir with concerns with the property line bordering his property, and a letter from herself with concerns with the survey. The DeRoehns were not the property owner of record when the application was submitted. Proper notice went to the owner of record at the time of application. Mr. Muir's & Ms. Jenne's concerns are private matters between them and the applicant, the planning commission is not the proper avenue to resolve any potential property line dispute. Both proposed lots exceed the minimums for the district. Any potential changes to the survey in regards to the lot lines between the applicant and Mr. Muir or Ms. Jenne appear to be minor and have no bearing on this application. Dave LaBelle made a motion to close application 15-073 by Douglas & Elizabeth Lounsbury. Seconded by Jane Clark. **Approved by a unanimous decision.**

After deliberations Dave LaBelle made a motion to grant site plan approval for application 15-073 by Douglas & Elizabeth Lounsbury as submitted with the condition that a mylar of the approved plat must be filed with the Town Clerk within 180 days of this decision (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

No decision was made on the Barrup application tonight.

The commission reviewed their mail.

8:10 p.m.: On a motion by Jim Bumps and seconded by Jane Clark, the meeting was adjourned. *The minutes were taken by Bob Kelley.*

DERBY PLANNING COMMISSION *MINUTES*** October 5, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Jane Clark, Richard Del Favero.

MEMBERS ABSENT: None.

OTHERS PRESENT: Karen Jenne, Elizabeth Bumps, Tim French, Nathan Hamblett, Armand Belisle, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the September 21st meeting as written. Seconded by Jane Clark. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-083 by the State of Vermont, PIN #NDRT5036G3TTXM, for site plan approval for a 24 ft by 40 ft pole barn for brine tanks. This property is located at 4611 US Route 5. Tim French was present to explain the request. Brine is a mix of salt and water and is not a hazardous material. All State garages in the district will have brine tanks. It will be mixed in Derby and transported by tanker to the other garages. There were no comments from the public. Richard Del Favero made a motion to close application 15-083 by the State of Vermont. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-068 by Hamblett Holdings, PIN #NDRT5077F5C, for site plan approval for a 12 ft by 70 ft dry storage building. This property is located at 3262 Route 5 and is in the Village Commercial Derby Center (VCDC) zoning district. Nathan Hamblett was present to explain the request. The building will be dry storage only. There will be no power to the building at this time but it may be added in the future. Security lighting may be needed. There were no comments from the public. Dave LaBelle made a motion to close application 15-068 by Hamblett Holdings. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Because the Zoning Board of Adjustment has not completed Conditional Use review Dave LaBelle made a motion to table application 15-072 by Lynn Rublee until 7:00 p.m. November 2, 2015 here in the municipal building. Seconded by Jane Clark. **Approved by a unanimous decision.**

Dave LaBelle made a motion to remove application 15-073 by Douglas & Elizabeth Lounsbury from the table. Seconded by Jim Bumps. **Approved by a unanimous decision.**

The applicant was not present to explain the request. Dave LaBelle made a motion to table application 15-073 by Douglas & Elizabeth Lounsbury until 7:00 p.m. October 19, 2015 here in the municipal building. Seconded by Jim Bumps. **Approved by a unanimous decision.**

After deliberations Jim Bumps made a motion to grant site plan approval for application 15-083 by the State of Vermont as submitted (see attached written decision). Seconded by Richard Del Favero. **Ayes – Jim Bumps, Jane Clark, Richard Del Favero, Joe Profera. Nays – Dave LaBelle. Approved by a majority decision.**

Jane Clark made a motion to approve application 15-068 by Hamblett Holdings as submitted with the condition that any future exterior lighting must be down lit (see attached written decision). Seconded by Dave LaBelle. **Approved by a unanimous decision.**

The commission reviewed their mail.

7:35 p.m.: On a motion by Jim Bumps and seconded by Jane Clark, the meeting was adjourned. ***The minutes were taken by Bob Kelley.***

DERBY PLANNING COMMISSION *MINUTES*** September 21, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Jane Clark, Richard Del Favero.

MEMBERS ABSENT: None.

OTHERS PRESENT: Elizabeth Lounsbury, Douglas Lounsbury, Gilles Blais, Karen Jenne, Donald Emery Sr, Gisele Emery, Caroline Lucas, Elizabeth Bumps, Paul Prue, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the August 24th meeting with the correction that Richard Del Favero was absent. Seconded by Jane Clark. **Approved by a unanimous decision.**

Dave LaBelle made a motion to recess the meeting to go into a Public Hearing on a proposed bylaw amendment to change the zoning district for all properties abutting Prouty Drive from Residential 1-Acre to Commercial. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Caroline Lucas, Donald Emery, Elizabeth Lounsbury, and Paul Prue spoke out with concerns with the proposed amendment. Concerns included effect on the use of their property, increased traffic on an already busy road, spot zoning, noise, crime, and change to the area. All were opposed to the change. Mrs. Lucas and Mr. Emery both asked that their properties not be included in the change.

After all public comments were heard Dave LaBelle made a motion to close the public hearing. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-068 by Hamblett Holdings, PIN #NDRT5077F5C, for site plan approval for a 12 ft by 70 ft dry storage building. This property is located at 3262 Route 5 and is in the Village Commercial Derby Center (VCDC) zoning district. Because the applicant was not present to explain the request Dave LaBelle made a motion to table application 15-068 by Hamblett Holdings until 7:00 p.m. October 5, 2015 here in the municipal building. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-072 by Lynn Rublee, PIN #WBCHL006D2T, for site plan approval for a 2 room Bed & Breakfast. This property is located at 246 White Birch Lane and is in the Shoreland (SD) zoning district. Because the Zoning Board of Adjustment has not completed Conditional Use review Richard Del Favero made a motion to table application 15-072 by Lynn Rublee until 7:00 p.m. October 5, 2015 here in the municipal building. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-073 by Douglas & Elizabeth Lounsbury, PIN #PLOHL004A7L, for preliminary and final plat approval for a 2 lot subdivision; Lot #1 – 1.15 ac with an existing single family dwelling and Lot #2 – 0.73 ac is a vacant lot. This property is located at 119 Pelow Hill and is in the Village Residential-1 Derby Line (VR1DL) zoning district. Elizabeth & Douglas Lounsbury were present to explain the application. It was explained that the surveyor has told the Lounsburys he is making a minor revision to their southern lot line bordering the Jenne property. It was felt that a minor change to the southern lot line does not affect the proposed subdivision because the lot will still far exceed the minimum lot requirements for the VR1DL zoning district. Abutting property owner Karen Jenne would like to see the revised map before the commission continues with the application. The applicant has no problem with Ms. Jenne's request. Richard Del Favero made a motion to table application 15-073 by Douglas & Elizabeth Lounsbury until 7:00 p.m. October 5, 2015 here in the municipal building. Seconded by Jane Clark. **Ayes – Jane Clark, Richard Del Favero, Jim Bumps, Joe Profera. Nays – Dave LaBelle. The motion passes.**

The commission reviewed a proposed bylaw amendment to change the zoning district for all properties abutting Prouty Drive from Residential 1-Acre to Commercial. After listening to the public comments the Commission didn't think it was a good idea to proceed with the amendment. It was the consensus of the Commission that the large cold storage building on the Abbott property was grandfathered as a warehouse use. Dave LaBelle made a motion approve the proposed amendment. Seconded by Jane Clark. **DENIED by a unanimous decision.**

The commission reviewed their mail.

8:05 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** August 24, 2015 as amended**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Jane Clark.

MEMBERS ABSENT: ~~None~~ *Richard Del Favero.*

OTHERS PRESENT: Laura Suchla, Reginald Abbott, Sharon Sykes, Barry Sykes, Dwight Abbott, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the August 10th meeting as written. Seconded by Jane Clark. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-059 by Reginald Abbott, PIN #TRD41001G3T, for site plan approval for an 18 ft by 36 ft addition for retail sales. This property is located at 30 Crawford Road and is in the Commercial (COM) zoning district. Reginald Abbott and Laura Suchla were present to explain the application. Conditional use approval has been granted by the Zoning Board for the expansion of a nonconforming structure. The proposed addition will have a handicap ramp for access to the lower level of the building. The gravel parking area will be raised slightly to make it more level. One tree and 4 shrubs will be relocated. The entrance on the Route 5 side will be relocated to the south side of the proposed addition. There were no comments from the public. Dave LaBelle made a motion to close the hearing for application 15-059 by Reginald Abbott. Seconded by Jane Clark. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-063 by Randy & Sharon Sykes, PIN #TRD01006A7T & TRD01006A7L, for preliminary and final plat review for a 3 lot subdivision, lot 1A - 196 acres, lot 1B - 5.1 acres, and lot 1C - 13 acres. This property is located at 268 Holland Road and is in the Rural Residential and Commercial zoning districts. Sharon & Barry Sykes were present to explain the application. All lots exceed the minimum lot requirements for the district in which they are located. A new driveway is proposed to access lot 1A from the Holland Road. The Holland Road is paved. An access permit from the Road Commissioner will be required for the proposed new drive. There were no comments from the public. Jim Bumps made a motion to close the hearing for application 15-063 by Randy & Sharon Sykes. Seconded by Dave LaBelle. **Approved by a unanimous decision.**

The commission reviewed a proposed bylaw amendment by Dwight Abbott to changed zoning on his property located at 639 Prouty Drive from R-1 to COM. The commission was concerned about spot zoning. There are commercial uses across the road from this property. The commission felt a site visit would be beneficial. Dave LaBelle made a motion to recess the meeting for a short site visit of the Prouty Drive area. Seconded by Jane Clark. **Approved by a unanimous decision.**

Upon returning from the site visit the commission resumed discussion of the proposed amendment. From the site visit the commission felt it would be appropriate to change all properties abutting Prouty drive from R1 to COM. This is about 18 acres total. Dave LaBelle made a motion to proceed with a bylaw amendment to change the zoning district for following properties from Residential 1-acre (R1) to Commercial (COM): PTYDR001F2T, PTYDR002F2T, PTYDR003F2T, PTYDR004F2TTXM, PTYDR005F2T, and TRD04001F2T and to authorize Chair Joe Profera to approve the written report require for the amendment. Seconded by Jim Bumps. **Approved by a unanimous decision.**

After deliberations Dave LaBelle made a motion to grant site plan approval for application 15-059 by Reginald Abbott as submitted (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

Dave LaBelle made a motion to grant site plan approval for application 15-063 by Randy & Sharon Sykes as submitted with the following 2 conditions: 1) A Mylar of the approved plat must be filed with the Town Clerk within 180 days of this decision, 2) The proposed new drive to serve lot #1A must have a 25 ft paved apron abutting Holland Road (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

The commission reviewed their mail.

8:30 p.m.: On a motion by Jim Bumps and seconded by Jane Clark, the meeting was adjourned.
The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** August 10, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Richard Del Favero, Jane Clark.

MEMBERS ABSENT: None.

OTHERS PRESENT: Dwight Abbott, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Jane Clark was welcomed aboard as the newest member of the commission. Dave LaBelle made a motion to approve the minutes to the July 27th meeting as written. Seconded by Jim Bumps. **Approved by a unanimous decision.**

A bylaw amendment was submitted by Dwight Abbott to changed zoning on the property located at 639 Prouty Drive from R-1 to COM. The commission will have this as an agenda item at their next meeting.

The commission continued review of the bylaw starting at the Junk Yard section. Changes were made to the Junk Yard, Wind Turbine and Electrical Generation, Service Areas, and Parking, Access, Loading & Circulation Requirements sections. Review will continue at their next meeting starting with the Parking Space Counts per Use section.

The commission reviewed their mail.

8:10 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION ***MINUTES*** July 27, 2015

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera.

MEMBERS ABSENT: Richard Del Favero.

OTHERS PRESENT: Keith Beadle, Roland Roy, Dave Simendinger, Eric Simendinger, Robin Smith, Laura Carpenter, Joe Gresser, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the July 13th meeting with the correction that Richard Del Favero was not absent. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning application 15-052 by Main Street Place, PIN #MSTDL011A6L, for site plan approval to use the first floor of the building at 58 Main Street for commercial/retail uses, install a side door with a small roof, and to demolish the former hardware store for additional parking. This property is located at 58 Main Street and is in the Village Commercial – Derby Line (VCDL) zoning district. Dave & Eric Simendinger were present to explain the application. The trees in the rear shown on the site plan are existing trees, the only new proposed landscaping are the 2 trees & 2 picnic tables in the front next to the sidewalk. The building being demolished is attached by a stairway to the building to the north owned by Roland Roy. Mr. Roy has discussed this with the applicant and is agreeable with this proposed application. The access drive may be widened to allow for separate entrance and exit lanes. The Village of Derby Line has jurisdiction over all new and redesigned access drives within the village. Dave LaBelle made a motion to close the hearing for application 15-052 by Main Street Place. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Dave LaBelle moved to go into deliberative session. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Upon returning from deliberations Dave LaBelle made a motion to grant site plan approval for application 15-052 by Main Street Place as submitted with the following 4 conditions: 1) The dumpsters shall be screened from Main Street with a wall, a solid fence or a fence and evergreens to a height of at least six feet above grade level or located behind the building. 2) The access drive must be paved to a minimum of 25 ft from the sidewalk. 3) The applicant must comply with all requirements of the previous demolition permit. 4) Any changes to the access must be approved by the Village of Derby Line (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

The commission decided table review of the bylaw.

The commission reviewed their mail.

7:47 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** July 13, 2015 as amended**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Richard Del Favero.

MEMBERS ABSENT: ~~Richard Del Favero~~ *None*.

OTHERS PRESENT: Mitch Wonson, Armand Belisle, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the June 29th meeting as written. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Dave LaBelle made a motion to recess the meeting to go into a public hearing for proposed bylaw amendments to add Warehouse as a permitted use in the Commercial (COM) zoning district and to add Contractor's Yard and Gravel Pit as conditional uses in the COM zoning district. Seconded by Jim Bumps. **Approved by a unanimous decision.**

There were no comments on the proposed amendments from the public. Dave LaBelle made a motion to close the public hearing. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Richard Del Favero made a motion to approve the proposed amendment to add Warehouse as a permitted use in the COM zoning district and to add Contractor's Yard and Gravel Pit as conditional uses in the COM zoning district and send it on to the Selectboard for their approval. Seconded by Dave LaBelle. **Approved by a unanimous decision.**

Bylaw review: Made changes to the regulations on Child Daycares and moved it from Article 8 to Article 4. Review at their next meeting will continue starting with Junkyards.

7:50 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** June 29, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera.

MEMBERS ABSENT: Richard Del Favero

OTHERS PRESENT: Brenda Lowther, Tim Bronson, Ronald Plante, Darlene Plante, Armand Belisle, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the June 15th meeting as written. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 15-038 by Brenda Lowther, PIN #TRD04102A4TR1, for site plan approval for a 2 room Bed & Breakfast. This property is located at 133 Sunrise Drive and is in the Residential 1-acre (R1) zoning district. Brenda Lowther was present to explain the application. Because there is only 1 bathroom she will rent the 2 rooms as a suite or to 2 couples traveling together. There was no testimony from the public. Dave LaBelle made a motion to close the hearing for application 15-038 by Brenda Lowther. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 15-039 by Ronald & Darlene Plante, PIN #RT111030G5C, for site plan approval for a 38 ft by 39 ft addition and a 44 ft by 39 ft addition to an existing garage. This property is located at 388 Route 111 and is in the Village Residential Derby Center (VRDC) zoning district. Ronald Plante was present to explain the application. The commission reviewed all aspects of the application. All proposed lights are down lit. Owner of the right-of-way is unknown. Both drives are paved. There was no testimony from the public. Dave LaBelle made a motion to close the hearing for application 15-039 by Ronald & Darlene Plante. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 15-043 by TBYB Estate Investment LLC, PIN #TRD06016C2T, for preliminary and final plat approval for a 3 lot subdivision. Lot #1 – 1.33 ac, lot #2 – 2.24 ac and lot #3 – 2.57 ac. This property is located at 722 North Derby Road and is in the Residential 1-Acre (R1) zoning district. Tim Bronson was present to explain the application. Soils will not allow the property to be further subdivided. Access permits have been issued by the Town. There was no testimony from the public. Dave LaBelle made a motion to close the hearing for application 15-043 by TBYB Estate Investment LLC. Seconded by Jim Bumps. **Approved by a unanimous decision.**

After deliberations Dave LaBelle made a motion to grant site plan approval for application 15-038 by Brenda Lowther as submitted (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

Dave LaBelle made a motion to grant site plan approval for application 15-039 by Ronald & Darlene Plante as submitted (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

Dave LaBelle made a motion to grant site plan approval for application 15-043 by TBYB Estate Investment LLC as submitted with the condition that a mylar of the approve plat must be filed with the Town Clerk within 180 days of this decision (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

Ronald Plante discussed setbacks for nonconforming structures with the commission. Because his house is at a slight angle to the property line if he adds on to the house it will be slight get slightly closer to the property line and this is not currently allowed. It was suggested that he

might want to inquire about purchasing a few feet from his neighbor.

8:05 p.m.: On a motion by Dave LaBelle and seconded by Jim Bumps, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** June 15, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera, Richard Del Favero.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mitch Wonson, Pat Daigle, Steve Mengel, Armand Belisle, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the May 18th meeting as written. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Note: There was no meeting on June 1, 2015 due to a lack of a quorum.

The commission began discussion of a proposed amendment by RG Gosselin Inc to add Warehouse as a permitted use in the Commercial zoning district and to add Contractor's Yard and Gravel Pits as a conditional use in the Commercial zoning district. Mitch Wonson and Pat Daigle were present to explain the request. Their concerns were that RG Gosselin currently has all 3 uses in the commercial district between Derby Center and Derby Line making those operation nonconforming. If they would ever want to expand or change their operation it might be problematic due to their nonconforming nature. Also, they felt that warehouses and contractors yards are appropriate uses for the PUD they are developing. The commission agreed. Dave LaBelle made a motion to proceed with the proposed amendments and to authorize Chair Joe Profera to approve the report, yet to be drafted, needed to start the amendment process. Seconded by Jim Bumps. . **Approved by a unanimous decision.**

A tentative date of July 13th was set for their public hearing on the proposed amendments.

The commission reviewed their mail. Possible zoning violations on the Giroux and Northpoint properties were discussed, Bob will check them out.

8:10 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** May 18, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera.

MEMBERS ABSENT: Brian Fisher, Richard Del Favero.

OTHERS PRESENT: ZA Bob Kelley.

7:10 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the May 4th meeting as written. Seconded by Jim Bumps. **Approved by a unanimous decision.**

With only 3 members present the commission decided not to work on the bylaws tonight.

The commission reviewed their mail.

The commission was wondering about the status of Brian Fisher. Joe left a long message on his answering machine and has not heard back yet and Bob has sent him an email. Everyone was hoping that he would reconsider his resignation.

7:25 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION ***MINUTES*** May 4, 2015

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Joe Profera.

MEMBERS ABSENT: Brian Fisher, Richard Del Favero.

OTHERS PRESENT: Nicholas Maclure, Perry Hunt, Brian Carpenter, Madeleine Roy, Grant Spates, Cindy Willis, Todd Willis, Andy Rowe, Bill Holgeman, Joshua Provost, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the April 6th, April 20th, and April 21st meetings as written. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 15-018 by Joshua Provost & Brian Carpenter/Champlain Valley Equipment, PIN #RT005017E5T, for site plan approval to construct a 22,800 sq ft commercial building with outside storage/display areas. This property is located between US Route 5 & Beebe Road and is in the Commercial (COM) zoning district. Joshua Provost, Brian Carpenter, Andy Rowe, and Grant Spates were present to explain the application. It was discovered that the easement for the VELCO power line was 120 ft wide, so revised plans were submitted to reflect this change and the landscaping was modified to remove the proposed trees within the Right of Way. All exterior lighting will be down lit. A 30 ft paved apron will be installed where the access road will connect with both Route 5 and Beebe Road. The customer parking area will be paved and all other areas will be gravel. There were no comments from the public. Dave LaBelle made a motion to close the hearing for application 15-018 by Joshua Provost & Brian Carpenter. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 14-125 by Lake Salem Holdings LLC, PIN #TRD50001J7T, for site plan approval to add additional amenities to the Char-Bo Campground. It is proposed to build 3 open shelters, one 50 ft by 30 ft shelter and two 12 ft by 20 ft shelters. This property is located at 347 Hayward Road and is in the Rural Residential (RR) and Shoreland (SD) zoning districts. Todd & Cindy Willis were present to explain the application. The shelters will be on concrete slabs, are mainly for daytime use and will not have lighting installed. Currently they use tents in these areas for shelter. Madeleine Roy had a few questions concerning the location of the shelters and reviewed the site plan. Joe read an email from abutter Ed Wells dated 4/21/15 with questions about noise, use of the shelters and license to operate. There were no further comments from the public. Dave LaBelle made a motion to close the hearing for application 14-125 by Lake Salem Holdings LLC. Seconded by Jim Bumps. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 15-011 by Durward & Lorraine Starr, PIN #NDRT5038G3T, for site plan review to demolish the existing motel and use the lot to display vehicle inventory for Northpoint Chrysler Dodge Jeep Ram. The Verizon building and single family residence are to remain. This property is located at 4735 Route 5 and is in a Commercial (COM) zoning district. Mark Stewart and Nicholas Maclure were present to explain the application. A revised site plan with landscaping was submitted. The landscaping is similar in design to the landscaping at the Family Dollar property next door. The inventory lot will be gravel and no exterior lighting will be installed. Stormwater was discussed and the State considers a 6 inch or less elevation change to be maintenance. There were no comments from the public. Dave LaBelle made a motion to close the hearing for application 15-011 by Durward & Lorraine Starr. Seconded by Jim Bumps. **Approved by a unanimous decision.**

After deliberations Jim Bumps made a motion to grant site plan approval for application 15-018 by Joshua Provost & Brian Carpenter/Champlain Valley Equipment as submitted (see attached written decision). Seconded by Dave LaBelle. **Approved by a unanimous decision.**

Jim Bumps made a motion to grant site plan approval for application 14-125 by Lake Salem Holdings LLC as submitted (see attached written decision). Seconded by Dave LaBelle. **Approved by a unanimous decision.**

Dave LaBelle made a motion to grant site plan approval for application 15-011 by Durward & Lorraine Starr as submitted (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

The commission reviewed their mail.

8:08 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** April 21, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps, Richard Del Favero.

MEMBERS ABSENT: Brian Fisher, Joe Profera.

OTHERS PRESENT: Jackie Young, ZA Bob Kelley.

7:00 p.m.: Vice-Chair Dave LaBelle called the meeting to order. Richard Del Favero made a motion to open application 15-015 by Michael Conley, PIN #TRD63012H6T2, for preliminary and final plat review for a 3 lot subdivision. Lot #1 – 20.63 ac, lot #2 – 15.45 a, and the remainder 103 ac. This property is located at 467 John Taplin Road and is in the Shoreland (SD) and Residential 2-Acre (R2) zoning districts. Seconded by Jim Bumps. **Approved by a unanimous decision.** Note: This application was tabled from their meeting last night.

The commission reviewed the application. All lots exceed the minimum requirements and have adequate access. There were no comments from the public. Jim Bumps made a motion to close the hearing for application 15-015 by Michael Conley. Seconded by Richard Del Favero. **Approved by a unanimous decision.**

After deliberations Jim Bumps made a motion to grant final plat approval for application 15-015 by Michael Conley as submitted with the condition that a mylar of the approved plat must be filed with the Town Clerk within 180 days of this decision (see attached written decision). Seconded by Richard Del Favero. **Approved by a unanimous decision.**

7:25 p.m.: On a motion by Jim Bumps and seconded by Richard Del Favero, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** April 20, 2015**

MEMBERS PRESENT: Dave LaBelle, Jim Bumps.

MEMBERS ABSENT: Brian Fisher, Joe Profera, Richard Del Favero.

OTHERS PRESENT: Michael Conley, Jackie Young, Heidi ?.

7:00 p.m.: Vice-Chair Dave LaBelle called the meeting to order. With only 2 members present so they didn't have a quorum. The commission tried to locate a 3rd member to come to the meeting, but they were unsuccessful. Without a quorum the only thing allowed was to table the applications to another date and time.

Jim Bumps made a motion to table application 15-011 by Durward & Lorraine Starr until 7:00 p.m. Monday, May 4, 2015 here in the municipal building. Seconded by Dave LaBelle. **Approved by a unanimous decision.**

Jim Bumps made a motion to table application 15-015 by Michael Conley until 7:00 p.m. Tuesday, April 21, 2015 here in the municipal building. Seconded by Dave LaBelle. **Approved by a unanimous decision.**

7:45 p.m.: The meeting will be continued tomorrow night at 7:00.

The minutes were taken by Dave LaBelle.

DERBY PLANNING COMMISSION *MINUTES*** April 6, 2015**

MEMBERS PRESENT: Dave LaBelle, Brian Fisher, Jim Bumps.

MEMBERS ABSENT: Joe Profera, Richard Del Favero.

OTHERS PRESENT: James Bartley, Winston Bartley, ZA Bob Kelley.

7:00 p.m.: Vice-Chair Dave LaBelle called the meeting to order. Jim Bumps made a motion to approve the minutes to the Mar 23rd meeting as written. Seconded by Brian Fisher. **Approved by a unanimous decision.**

At the applicants request Brian Fisher made a motion to table application 15-011 by Durward & Lorraine Starr until 7:00 p.m. Monday, April 20, 2015 here in the municipal building. Seconded by Jim Bumps. **Approved by a unanimous decision.**

The commission decided not to review the bylaw with only 3 members present.

The commission reviewed their mail.

Next meeting is April 20th.

7:20 p.m.: On a motion by Jim Bumps and seconded by Brian Fisher, the meeting was adjourned. *The minutes were taken by Bob Kelley.*

DERBY PLANNING COMMISSION *MINUTES*** March 23, 2015**

MEMBERS PRESENT: Dave LaBelle, Richard Del Favero, Jim Bumps.

MEMBERS ABSENT: Joe Profera, Brian Fisher.

OTHERS PRESENT: ZA Bob Kelley.

7:00 p.m.: Vice-Chair Dave LaBelle called the meeting to order. Richard Del Favero made a motion to approve the minutes to the Mar 9th meeting as written. Seconded by Jim Bumps. **Approved by a unanimous decision.**

The commission continued the comprehensive review of the bylaw. Changes were made to Articles 2 and 3. Bob will check to see if the Derby Line Village Trustees would like to add Motor Vehicle Repair as a conditional use in the Village Commercial Derby Line zoning district. Review was completed thru the section on Cottage Industries. Review at their next meeting will continue starting with Junkyards.

Next meeting is April 6th.

7:50 p.m.: On a motion by Jim Bumps and seconded by Richard Del Favero, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** March 9, 2015**

MEMBERS PRESENT: Dave LaBelle, Richard Del Favero, Jim Bumps, Brian Fisher.

MEMBERS ABSENT: Joe Profera.

OTHERS PRESENT: ZA Bob Kelley.

7:00 p.m.: Vice-Chair Dave LaBelle called the meeting to order. Jim Bumps made a motion to approve the minutes to the Feb 23rd meeting as written. Seconded by Brian Fisher. **Approved by a unanimous decision.**

The commission continued the comprehensive review of the bylaw. Changes were made to Articles 2, 3, and 4. Review was completed thru the section on Cottage Industries. Review at their next meeting will continue starting with Junkyards.

Next meeting is March 23rd.

7:55 p.m.: On a motion by Jim Bumps and seconded by Brian Fisher, the meeting was adjourned. *The minutes were taken by Bob Kelley.*

DERBY PLANNING COMMISSION *MINUTES*** February 23, 2015**

MEMBERS PRESENT: Dave LaBelle, Joe Profera, Jim Bumps, Brian Fisher.

MEMBERS ABSENT: Richard Del Favero.

OTHERS PRESENT: Colby Morin, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the Feb 9th meeting as written. Seconded by Brian Fisher. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 15-005 by Todd & Hilarie Wright, PIN #TRD56019D4T1, for preliminary and final plat approval for a 2 lot subdivision. Lot 6A is 24.9 ac and lot 6B is 10 ac. This property is located at 1071 Upper Quarry Road and is in the Special Lands (SL) zoning district. Colby Morin was present to explain the request. The subdivision proposal is pretty straight forward. A letter from the fire chief was reviewed. There were no comments from the public. Dave LaBelle made a motion to close application 15-005 by Todd & Hilarie Wright. Seconded by Brian Fisher. **Approved by a unanimous decision.**

After deliberating Dave LaBelle made a motion to grant site plan approval for application 15-005 by Todd & Hilarie Wright as submitted with the conditions that 1) A mylar of the approve plat must be filed with the Town Clerk within 180 days of this decision and 2) The two proposed hammerheads for emergency vehicles to turn around must be installed as shown on the subdivision plat, be accessible year round and must be a minimum of 30 ft wide and 40 ft long (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

The commission continued the comprehensive review of the bylaw. A few changes to article 2 were approved.

The commission reviewed their mail. Next meeting is March 9th.

7:55 p.m.: On a motion by Jim Bumps and seconded by Dave LaBelle, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** February 9, 2015**

MEMBERS PRESENT: Dave LaBelle, Joe Profera, Jim Bumps, Brian Fisher.

MEMBERS ABSENT: Richard Del Favero.

OTHERS PRESENT: Jeff Bradley, James Crowe, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the Jan 26th meeting as written. Seconded by Brian Fisher. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 15-003 by Daniel St Onge, PIN #TRD27016F3T, for site plan approval for a commercial driver training area. This property is located at 23 Lower Quarry Road and is in the Industrial (IND) zoning district. Jeff Bradley, Vice-President of St Onge Transportation was present to explain the request. There will typically be 3 sessions per year, each session is 3 weeks and each class is about 7 students. The sessions are in the summer and operated during daylight hours. Cones are set up for students to drive between and there will be a port-a-potty on site. Abutting property owner James Crow questioned where on the lot this would be taking place. He stated that there were problems with exhaust when this was being done at the American Legion in Newport. The northeast corner of the lot near the mulch plant will be used. Bob Kelley suggested that if the application is granted that the Certificate of Occupancy be waved as there is no construction involved. Dave LaBelle made a motion to close application 15-003 by Daniel St Onge. Seconded by Brian Fisher. **Approved by a unanimous decision.**

After deliberating Dave LaBelle made a motion to grant site plan approval for application 15-003 by Daniel St Onge as submitted with the condition that a Certificate of Occupancy is NOT required (see attached written decision). Seconded by Jim Bumps. **Approved by a unanimous decision.**

The commission continued the comprehensive review of the bylaw continuing from the Village district regulation and ending at site plan review. Multiple changes were approved. Bob will draft a change to clarify what changes in commercial tenancy are allowed to be handled administratively.

The commission reviewed their mail. Next meeting is Feb 23rd.

8:15 p.m.: On a motion by Dave LaBelle and seconded by Jim Bumps, the meeting was adjourned.

The minutes were taken by Bob Kelley.

DERBY PLANNING COMMISSION *MINUTES*** January 26, 2015**

MEMBERS PRESENT: Dave LaBelle, Joe Profera, Jim Bumps, Brian Fisher.

MEMBERS ABSENT: Richard Del Favero.

OTHERS PRESENT: Beth Bouffard, Dave Bouffard, ZA Bob Kelley.

7:00 p.m.: Chair Joe Profera called the meeting to order. Dave LaBelle made a motion to approve the minutes to the Dec 15th meeting as written. Seconded by Brian Fisher. **Approved by a unanimous decision.**

Chair Joe Profera read the warning for application 15-002 by Bouffard Holdings LLC, PIN #SMSDC014G5C, for site plan approval for an 18 ft by 16 ft loading dock onto the rear of the Derby Village Store. This property is located at 483 Main Street, Derby Center and is in the Village Commercial/Derby Center (VCDC) zoning district. Dave & Beth Bouffard were present to explain the request. The loading dock will be 72 ft from the edge of Route 111. Most of the delivery trucks are 65 ft or less. The loading dock will be fully enclosed and have a scissor lift. Dave LaBelle made a motion to close application 15-002 by Bouffard Holdings LLC. Seconded by Jim Bumps. **Approved by a unanimous decision.**

After deliberating Dave LaBelle made a motion to grant site plan approval for application 15-002 by Bouffard Holdings LLC as submitted (see attached written decision). Seconded by Brian Fisher. **Approved by a unanimous decision.**

The commission discussed proposed bylaw amendment regarding directional signs. They had a public hearing on this amendment at their last meeting, but no action was taken at that time. Dave noted that the State has a sign on Coventry Street in Newport for the departments in the State Office building across the street. It was felt that if the State could put up this type of sign that the Town should be able to also. Jim Bumps made a motion to approve the proposed amendment to replace §402.8(G)(3) with the following and send it on to the Selectboard for their approval.

Directional signs are allowed on corner lots in the Commercial (COM) zoning district only to direct traffic to businesses located along secondary roads and shall comply with the following:

1. One sign with a maximum height of 10 ft is allowed.
2. A maximum of 4 businesses are allowed on the sign.
3. Individual businesses are allowed one sign a maximum of 1 ft high by 4 ft wide stating only the business name/logo, distance from the intersection, and directional arrow.
4. The sign shall be located with the required greenstrip.

Seconded by Dave LaBelle. **Approved by a unanimous decision.**

The commission reviewed their mail. Next meeting is Feb 9th.

8:10 p.m.: On a motion by Jim Bumps and seconded by Brian Fisher, the meeting was adjourned. ***The minutes were taken by Bob Kelley.***