

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* February 1, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Hazen Converse, Joe Profera, Cynthia Adams (by phone).

**MEMBERS ABSENT:** Barbara Sheltra.

**OTHERS PRESENT:** Joe Guay, Jeannette Graff, Pat Austin (by phone), Roscoe Dorsey (by phone), Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Bob DeRoehn moved to approve the November 9, 2020 minutes as written, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Review Proposed Bylaw Amendment requested by Casella Waste to add “Recycling Transfer Station” as a Permitted Use in the Commercial/Industrial (COM/IND) zoning district** – Mr. Guay, Mr. Austin, Mr. Dorsey, and Ms. Graff explained Casella’s request. Currently “Recycling Transfer Station” is only allowed in the Industrial zoning district. Casella offers zero sort recycling to their customers in the area and have bought out Austin Rubbish. They wish to move Mr. Austin’s business to a property they would lease at 333 Citizens Rd. All the recycling transfer would be done inside an existing building. Cardboard is collected separately for their commercial customers and would be bailed and shipped to market. They would compact the rest of the recycling and ship it to their Williston sorting facility. The Commission was concerned with the number of trucks that would be using the facility. Casella anticipates 1-2 box trucks per week leaving the facility with cardboard and the same for the recycling. This is material they would be collecting from the Northeast Kingdom. The Commission would like to think about this and discuss it again at their next meeting. Casella is hoping to have the facility running by summer if the Town agrees to the proposed amendment.

**Zoning Bylaw Review** – The Commission tabled further review of the bylaw until their next meeting

**Mail** – The Commission reviewed their mail.

**Bylaw Amendment to add “Recycling Transfer Station” to COM/IND zone** – The Board discussed when they would be meeting next and discovered it would not be until March 15<sup>th</sup> due to Presidents’ Day and Town Meeting. They did not feel it was fair to delay Casella that long. After discussing their concerns they felt that they should go ahead and schedule a formal Public Hearing for the proposed amendment to get public input. Hazen Converse moved to schedule a Public Hearing on March 15, 2021 at 6:30 PM for a proposed bylaw amendment to add “Recycling Transfer Station” as a Conditional Use in the COM/IND zoning district, seconded by Bob DeRoehn. Unanimous.

**ADJOURNMENT:**

Due to Presidents’ Day and Town Meeting the next regular meeting is scheduled for 6:30 PM on March 15, 2021. Cynthia Adams moved to adjourn at 7:30 PM, seconded by Bob DeRoehn. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* March 15, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Hazen Converse, Joe Profera, Cynthia Adams.

**MEMBERS ABSENT:** Barbara Sheltra.

**OTHERS PRESENT:** In Person: Joe Guay, Pat Austin, Tony Tanguay, Bob Kelley, Remotely: Roscoe Dorsey.

**MEETING CALLED TO ORDER: 7:10 P.M.**

**REORGANIZE THE COMMISSION:**

Cynthia Adams nominated Bob DeRoehn as Chair, seconded by Hazen Converse. Unanimous.

Cynthia Adams nominated Hazen Converse as Vice-Chair, seconded by Joe Profera. Unanimous.

**APPROVE MINUTES:**

Hazen Converse moved to approve the February 1, 2021 minutes as written, seconded by Cynthia Adams. Unanimous.

**PUBLIC HEARING:**

Cynthia Adams move to recess the meeting to go into a Public Hearing for public input on a Proposed Bylaw Amendment to add "Recycling Transfer Station" as a Conditional Use in the Commercial/Industrial (COM/IND) zoning district, seconded by Joe Profera. Unanimous.

Joe Gay spoke up in favor of the amendment. He thought it was a good fit for the zone. Joe Profera was a little concerned with the amount of traffic that this type of facility might generate. Pat Austin explained that the transfer station he used to operate didn't generate a lot of traffic. Recyclables from outside the area wouldn't be coming to a transfer station in Derby because the final market for the material is outside the area, so it is not cost effective to truck material here and later truck them to Chittenden County. There were no other comments.

Cynthia Adams moved to close the Public Hearing and return to their regular meeting, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Proposed Bylaw Amendment** – Cynthia Adams moved to send the proposed bylaw amendment to add "Recycling Transfer Station" as a Conditional Use in the Commercial/Industrial (CON/IND) zoning district to the Selectboard for adoption, seconded by Joe Profera. Unanimous.

**Review Proposed Zoning District Map Amendment –**

Proposed change of zoning for the parcel owned by Anthony Tanguay located at 2338 US Route 5 from Commercial (COM) to Village Commercial Derby Center (VCDC). Requested by Anthony Tanguay. Mr. Tanguay explained that this property was a house until Dr. Woods changed it into a doctor's office. Very few changes were made to the property and because of the size of the lot commercial uses are limits. He has someone interested in opening a business there, but they also want to live in the house and the Commercial zone does not allow single family dwellings, but the Village Commercial Derby Center does. This change would allow someone to live there and operate a business. Bob Kelley suggest that Don's Auto, the brick house, Moe Provost's house and Moe's Field also be changed to VCDC as this would connect Mr. Tanguay's property to the existing VCDC district and that way they wouldn't be spot zoning only Mr. Tanguay's property. The Board was in favor with this idea. Joe Profera moved to

proceed with a Public Hearing for a bylaw amendment to Zoning District Map to change parcels RT005007E5T, RT005011E5T, RT005013E5T, and a portion of TRD03001E5T to Village Commercial Derby Center (VCDC)

**Zoning Bylaw –**

Continue Review Article 5: Overlay District Regulations – The Commission made a couple of minor corrections and now this article is ready for adoption. Cynthia Adams moved to proceed with a Public Hearing for a bylaw amendment for the revised Article 5, seconded by Hazen. Unanimous

Continue Review Article 6: Flood Hazard Area Regulations – Tabled until next meeting.

**Bylaw Amendment Public Hearing –**

The Commission set April 12, 2021 as the date for a Public Hearing for the bylaw amendments to the Zoning District Map and Article 5.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on March 29, 2021. Cynthia Adams moved to adjourn at 7:57 PM, seconded by Joe Profera. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* April 26, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Hazen Converse, Joe Profera, Cynthia Adams.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Tony Tanguay, Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Cynthia Adams moved to approve the March 15, 2021 minutes as written, seconded by Joe Profera. Unanimous.

**PUBLIC HEARING:**

Joe Profera moved to recess the meeting to go into a Public Hearing for public input on Proposed Bylaw Amendments, seconded by Hazen Converse. Unanimous

1) Amend Article 5: Overlay District Regulations

Change the reference in §501.2(C) from 203.1 to 203.3.

Change Department of Agriculture to Agency of Agriculture, Food and Markets in §501.3(G)

Delete §502 Tax Increment Finance District and §503 Design Control District.

2) Change parcels RT005007E5T, RT005011E5T, RT005013E5T, and a portion of TRD03001E5T from Commercial (COM) to Village Commercial Derby Center (VCDC). These parcels are located near the intersection of Route 5 and Beebe Road.

3) Change a portion of parcel TRD03001E5T from Residential Two Acre (R2) to Village Commercial Derby Center (VCDC). This parcel is located near the intersection of Route 5 and Beebe Road.

Tony Tanguay spoke in favor of the amendments. There were no other comments.

Cynthia Adams moved to close the Public Hearing and return to their regular meeting, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Proposed Bylaw Amendment** – Hazen Converse moved to approve the following proposed bylaw amendments and send them to the Selectboard for adoption, seconded by Joe Profera. Unanimous.

1) Amend Article 5: Overlay District Regulations

Change the reference in §501.2(C) from 203.1 to 203.3.

Change Department of Agriculture to Agency of Agriculture, Food and Markets in §501.3(G)

Delete §502 Tax Increment Finance District and §503 Design Control District.

2) Change parcels RT005007E5T, RT005011E5T, RT005013E5T, and a portion of TRD03001E5T from Commercial (COM) to Village Commercial Derby Center (VCDC). These parcels are located near the intersection of Route 5 and Beebe Road.

3) Change a portion of parcel TRD03001E5T from Residential Two Acre (R2) to Village Commercial Derby Center (VCDC). This parcel is located near the intersection of Route 5 and Beebe Road.

**Zoning Bylaw –**

The Commission decided to skip working on Article 6 and begin working on Article 7: Subdivision, PRD, PUD and Mobile Home Park Regulations. They thought this section was more important to get revise so that the Town can become a “10 acre town” for Act

250 purposes. Bob Kelley will get a draft of required revisions needed to accomplish this for their next meeting. The Commission reviewed Mobile Home Park Regulations and made minor changes.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on May 10, 2021. Hazen Converse moved to adjourn at 7:38 PM, seconded by Cynthia Adams. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* May 10, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Hazen Converse, Joe Profera, Cynthia Adams.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Joe Profera moved to approve the April 26, 2021 minutes as written, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT:** None.

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued review of Article 7: Subdivision, PRD, PUD and Mobile Home Park Regulations. Sample subdivision regulations from Newport City, Burke, Sutton, and Waterford were reviewed. The Commission decided to go with the format from the Sutton regulations and modify it as appropriate. The Commission liked the section about activities that are exempt from subdivision review and fire protection in the Burke regulations will include those sections. The Commission will continue review section by section at their next meeting.

**Mail –** The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on May 24, 2021. Cynthia Adams moved to adjourn at 7:38 PM, seconded by Joe Profera. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* May 24, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Hazen Converse, Joe Profera, Cynthia Adams, Carol Brown.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Joe Profera moved to approve the May 10, 2021 minutes as written, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT:**

The Selectboard appointed Carol Brown to the Commission at their last meeting. Carol was welcomed aboard.

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued to develop Subdivision regulations. The Commission continued to pick and modify sections mainly from Sutton and Burke to suit the Town's needs. Applicability, Application & Fee, Subdivision Review, Subdivision Sketch, Final Subdivision Plat, and Layout & Marking of Lots were drafted. The Zoning Administrator will put this into a word document for their next meeting.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on June 7, 2021. Cynthia Adams moved to adjourn at 7:35 PM, seconded by Carol Brown. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* June 21, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Hazen Converse, Joe Profera, Cynthia Adams, Carol Brown.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Joe Profera moved to approve the May 24, 2021 minutes as written, seconded by Carol Brown. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued to develop Subdivision regulations. The Commission continued to pick and modify sections mainly from Sutton and Burke to suit the Town's needs.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on June 7, 2021. Joe Profera moved to adjourn at 7:45 PM, seconded by Cynthia Adams. Unanimous.

*The minutes were taken by Bob Kelley.*



\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* July 19, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Hazen Converse, Joe Profera, Cynthia Adams, Carol Brown.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Joe Profera moved to approve the June 21, 2021 minutes as written, seconded by Carol Brown. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued to work on Subdivision regulations.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on August 2, 2021. Cynthia Adams moved to adjourn at 7:37 PM, seconded by Joe Profera. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* August 2, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Joe Profera, Cynthia Adams, Carol Brown.

**MEMBERS ABSENT:** Hazen Converse.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Joe Profera moved to approve the July 19, 2021 minutes as written, seconded by Carol Brown. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued to work on Subdivision regulations.

**Mail –** The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on August 16, 2021. Cynthia Adams moved to adjourn at 7:40 PM, seconded by Joe Profera. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* August 16, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Joe Profera, Cynthia Adams, Carol Brown, Hazen Converse.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Joe Profera moved to approve the August 2, 2021 minutes as written, seconded by Cynthia Adams. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued to work on Subdivision regulations. They finished their first time through the Subdivision regulations and will begin their second pass at their next meeting.

**Mail –** The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on August 30, 2021. Joe Profera moved to adjourn at 7:33 PM, seconded by Hazen Converse. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* August 30, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Joe Profera, Cynthia Adams, Carol Brown, Hazen Converse.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Cynthia Adams moved to approve the August 16, 2021 minutes as written, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission started their second pass through the Subdivision regulation amendments.

**Proposed Bylaw Amendment** – Todd Willis has requested that the zoning district for the Charbo Campground, PIN – TRD50001J7T, and the lot to the east of it, PIN – TRD50001J7T1, be changed so that all of it is in the Rural Residential zoning district. Currently a portion of both properties is in the Shoreland zoning district. The Commission would like to see a map of the area to get a better understanding of how much of each lot is currently in the Shoreland district.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on September 13, 2021. Carol Brown moved to adjourn at 7:50 PM, seconded by Joe Profera. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* September 13, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Cynthia Adams, Hazen Converse.

**MEMBERS ABSENT:** Carol Brown, Joe Profera.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Cynthia Adams moved to approve the August 30, 2021 minutes as written, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued reviewing the Subdivision regulation amendments.

**Proposed Bylaw Amendment** – Todd Willis has requested that the zoning district for the Charbo Campground, PIN – TRD50001J7T, and the lot to the east of it, PIN – TRD50001J7T1, be changed so that all of it is in the Rural Residential zoning district. Currently a portion of both properties is in the Shoreland zoning district. The Commission reviewed a map of the property and would like to do a site visit at the beginning of their next meeting.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:00 PM on September 27, 2021. The Commission will do a site visit of the Charbo Campground property at the beginning of the meeting. Hazen Converse moved to adjourn at 7:42 PM, seconded by Cynthia. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* September 27, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Cynthia Adams, Hazen Converse, Carol Brown.

**MEMBERS ABSENT:** Joe Profera.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Cynthia Adams moved to approve the September 13, 2021 minutes as written, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued reviewing the Subdivision regulation amendments.

**Proposed Bylaw Amendment** – Todd Willis has requested that the zoning district for the Charbo Campground, PIN – TRD50001J7T, and the lot to the east of it, PIN – TRD50001J7T1, be changed so that all of it is in the Rural Residential zoning district. Currently a portion of both properties is in the Shoreland zoning district. The Commission conducted a site visit prior to tonight's meeting to better understand the request. The Commission decided to proceed with the proposed map change and will schedule the hearing at the same time as changes to the subdivision regulations.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

There will be no meeting on Oct 11<sup>th</sup> because it is a holiday. The next regular meeting is scheduled for 6:00 PM on October 25, 2021. Carol Brown moved to adjourn at 7:45 PM, seconded by Hazen Converse. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* October 25, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Cynthia Adams, Hazen Converse, Joe Profera.

**MEMBERS ABSENT:** Carol Brown.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

Cynthia Adams moved to approve the September 27, 2021 minutes as written, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued reviewing the Subdivision regulation amendments.

**Mail –** The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:00 PM on November 8, 2021. Cynthia Adams moved to adjourn at 7:45 PM, seconded by Joe Profera. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* November 8, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Cynthia Adams, Hazen Converse, Carol Brown.

**MEMBERS ABSENT:** Joe Profera.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:30 P.M.**

**APPROVE MINUTES:**

The minutes stated that the next scheduled meeting was for 6:00 PM and it should have read 6:30 PM. Cynthia Adams moved to approve the October 25, 2021 minutes with this correction, seconded by Hazen Converse. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued reviewing the Subdivision regulation amendments.

**Mail –** The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on November 22, 2021. Cynthia Adams moved to adjourn at 7:25 PM, seconded by Carol Brown. Unanimous.

*The minutes were taken by Bob Kelley.*



\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* November 22, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Cynthia Adams, Joe Profera, Carol Brown.

**MEMBERS ABSENT:** Hazen Converse.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:40 P.M.**

**APPROVE MINUTES:**

Carol Brown moved to approve the November 8, 2021 minutes as written, seconded by Cynthia Adams. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission continued reviewing the Subdivision regulations and minor changes were made. Subdivision review is complete and the Commission is waiting on NVDA to review it before warning a Public hearing to start the amendment process.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on December 6, 2021. Joe Profera moved to adjourn at 7:45 PM, seconded by Cynthia Adams. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* December 6, 2021**

**MEMBERS PRESENT:** Bob DeRoehn, Hazen Converse, Joe Profera, Carol Brown.

**MEMBERS ABSENT:** Cynthia Adams.

**OTHERS PRESENT:** Bob Kelley.

**MEETING CALLED TO ORDER: 6:40 P.M.**

**APPROVE MINUTES:**

Joe Profera moved to approve the November 22, 2021 minutes as written, seconded by Carol Brown. Unanimous.

**PUBLIC COMMENT: None.**

**NEW/OLD BUSINESS:**

**Zoning Bylaw –**

The Commission did a final review of the Subdivision regulations and is waiting on NVDA to review it before warning a Public hearing to start the amendment process. The Commission began review of Planned Residential Development regulations.

**Mail** – The Commission reviewed their mail.

**ADJOURNMENT:**

The next regular meeting is scheduled for 6:30 PM on December 20, 2021. Joe Profera moved to adjourn at 7:34 PM, seconded by Carol Brown. Unanimous.

*The minutes were taken by Bob Kelley.*

\*\*\* Unapproved \*\*\*

**DERBY PLANNING COMMISSION \*\*\*MINUTES\*\*\* December 20, 2021**

**Meeting Canceled.**