

Townshend Planning Commission
Draft Minutes
August 8, 2018

Present: John Evans; Robert DeSiervo, Brandon Canevari and Andrew Snelling

1. **Call to Order:** Chairman Evans called the meeting to order at 7:25 p.m.

2. **Approval of the Minutes:** DeSiervo moved to approve the minutes of the July 25th meeting as submitted. The motion was seconded by Evans and unanimously carried.

3. **Additions and Deletions:** None presented

4. **Members of the Public:** None present

5. **Correspondence:** None

6. **Old Business:**
 - Village Center Designation: Canevari led a discussion on Village Center Designation (VCD). He felt that the old application could be updated and submitted for the village of Townshend without too much difficulty. Canevari presented a list of grants and credits that would be available to property owners in the village area. In addition, he stated that there are many grants for municipalities where Designated Village Centers get priority. Evans mentioned that we will need to seek Select Board approval prior to applying for VCD. Canevari will continue to research the VCD program in preparation to bring the matter to the Select Board.

 - Sign Ordinance Review: The Commissioners looked over the sign ordinances from other towns and discussed how such regulations compared to the signs currently in use in Townshend. Snelling mentioned that there are currently very few internally lighted signs and no flashing or revolving signs in use. DeSiervo raised the issue of what is a reasonable setback for signs in order to not obstruct the view from side streets and driveways. DeSiervo made a motion, that the Planning Commission work to develop a draft sign ordinance in order to facilitate discussion. Evans seconded the motion and the motion carried unanimously.

 - Municipal Planning Grants (MPG): Snelling pointed out that even though the deadline for Windham Regional Commission (WRC) assistance had passed

that the Planning Commission could still apply for a 2019 MPG. Snelling will check with WRC to see if they still anticipate specific grants for ACT 174 Energy elements, because the Planning Commission may wish to apply for a MPG if there aren't additional Act 174 grants.

7. **New Business:** none

8. **Other Business:** Evans and Snelling volunteered to work on organizing the files and boxing up the older files.

9. **Meeting Schedule:** Regular Meeting: August 22, 2018 @ 7:15 p.m.
Regular Meeting: September 12, 2018 @ 7:15 p.m.

10. **Adjournment:** Snelling made a motion, seconded by DeSiervo, to adjourn at 8:40 p.m. The motion passed unanimously.

Respectfully submitted,

Andrew Snelling