



# PLANNING COMMISSION MEETING

Tuesday, June 13, 2023 at 6:30 PM

Chris Letourneau Meeting Room and via Zoom

**AGENDA**

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## Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWLzVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

1. **CALL TO ORDER - 7:00 PM**
2. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
3. **DISCUSSION**
  - A. Presentation from Barry Lampke - Housing for all - Working Communities Challenge
  - [B.](#) Road & Driveway Policy
  - [C.](#) Update Planning meeting schedule for August
4. **APPROVAL OF MINUTES**
  - [A.](#) Planning Meeting Minutes May 23, 2023
5. **PLAN NEXT MEETING AGENDA**
  - A. June 27, 2023
6. **OTHER BUSINESS**
7. **DELIBERATIONS**
8. **ADJOURN**

Posted to the Town website, four designated places within the Town of Georgia (Town Clerk's Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the local media.

Signed: Douglas Bergstrom, Zoning Administrator, Planning Coordinator

Phone: 802-524-3524 | Fax: 802-524-3543 | Website: [townofgeorgia.com](http://townofgeorgia.com)



**GEORGIA**  

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*VERMONT*

# Town of Georgia Road and Driveway Policies



# 1 PURPOSE

- 1.1 The Town of Georgia Selectboard established this policy to clearly state guidelines for the building, maintenance, naming, and classification of all town and private roads, driveways and sidewalks. Upon the date these policies become effective, any prior road, driveway or other document that this policy pertains to will become obsolete and this document will be in effect.

# 2 WINTER OPERATIONS

- 2.1 Winter operation regulations are adopted to clearly state priorities for the clearing, maintenance, and repair of town roads by the Town of Georgia Highway Department to ensure the safe and efficient passage of vehicles and goods through the town during the period of time between November 15 and April 30 of each year.
- 2.2 The Town of Georgia has a limited number of employees to do winter maintenance on approximately 64 miles of town roadways. Each employee has a specific route, which takes approximately 4+ hours to complete. These routes may vary for emergency situations (e.g. fire, ambulance).
- 2.3 First priority for plowing will be to open the major traffic areas, problem areas, and school bus routes. This includes the following town roads:
  - Plains, Polly Hubbard, Mill River, Oakland Station, Skunk Hill, Georgia Mountain, Ballard and Sandy Birch.*
  - Vermont Route 7, 104A and I-89 are maintained by the state only.
- 2.4 The Town of Georgia does not maintain or plow Class IV or private roads.
- 2.5 After those major routes are cleared, the second priority for plowing will be the remainder of the roads at the discretion of the Public Works Director.
- 2.6 After all plowing is done the highway department focuses on parking lots and sidewalks at the town office, fire department, historical building, school, library, food shelf and the rummage building.
- 2.7 Operations during winter storm events shall begin at approximately 3 a.m., continuing until routes are cleared. After 16 hours on the job, Road Department personnel are required to stop operations and take a minimum of six (6) hours of rest.
- 2.8 There will be no winter maintenance between the hours of 10:00 p.m. and 3:00 a.m. except for freezing rain, high winds, major snowstorms or in the case of emergency assistance.
- 2.9 Snow plowing onto (and across) roadways. Depositing snow by blowing or plowing onto (and across) the traveled way, shoulder, or sidewalk of a class 1, 2 or 3 town highway violates Vermont statutes annotated - title 19, § 1105 and title 23, § 1126a.
- 2.9.1 Depositing snow onto any highway results in increased maintenance costs and may result in a highway accident. When snow is blown or plowed across the highway, it may cause slippery conditions or snow berms that, in turn, could cause an accident.
- 2.9.2 Private parties who violate this state statute will be given a warning by letter from the Town of Georgia (for town-maintained roads). Further violations may result in the issuance of a traffic ticket, or a civil action may be brought

# 3 SALT AND SAND USAGE

- 3.1 The Town of Georgia does not have a bare road policy. Travelers who use Town roads should exercise due care and reasonable caution during changing winter weather conditions.
- 3.2 Claims for Damage: Any claims made for damage from stones, sand, salt, etc. that flies up from the trucks will not be paid by the Town, if the Town is not found legally responsible. The Town covers their loads and will review any such claims very carefully prior to payment.
- 3.3 Salt and Sand
  - 3.3.1 It is the policy of the Town of Georgia to allow residents of Georgia to take small amounts of sand from the pile located in the town highway department parking lot for use on personal driveways, walks, etc., by the pail. There shall be NO pickup loads or sand taken for commercial purposes. The sand will be available based upon the discretion of the Selectboard.

### 3 SALT AND SAND USAGE continued

- 3.3.2 Sand will be applied to the gravel roads. With the use of sand in winter maintenance material, some particles may be as large as 3/4" in size and may cause windshield damage. Travelers should use caution and avoid following other vehicles or Town trucks too closely. The Town will not pay for any vehicle repair, such as replacement of windshields.
- 3.3.3 Salt will be applied to most paved roads with a minimum amount of sand added as necessary. Salt is not effective when road temperatures are below 20 degrees.

### 4 PARKING REGULATIONS

- 4.1 The town will enforce "no parking" rules at all places where the plow trucks turn around. Vehicles will be towed at the owner's expense.
- 4.2 No vehicle shall be parked on any public highway in a location or manner that interferes with snow removal or highway maintenance or creates hazards to the traveling public.
  - 4.2.1 Any vehicle parked in violation of the provisions of this policy may be summarily removed at the owner's expense, by order of any law enforcement officer, Public Works Director, or member of the Selectboard.
  - 4.2.2 If the owner of a vehicle summarily removed does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, such vehicle may be disposed of in any manner authorized by law.
- 4.3 Nothing in this policy shall be construed to make unlawful, vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.

### 5 ROAD CONSTRUCTION AND IMPROVEMENTS

- 5.1 Road and road related improvements shall be constructed or installed in accordance with sound engineering practice and this policy.
- 5.2 The construction guidelines and standards contained as part of this policy are considered minimum standards. The Selectboard may impose a stricter requirement if, in their opinion, traffic or other conditions warrant.
- 5.3 The Selectboard may require the developer to upgrade impacted or connecting existing Class 2 and/or Class 3 Town roads if the development will increase traffic flow. Traffic studies may be required to establish the upgrade necessary. This may include, but is not limited to: removal of trees and brush, installing a turn lane, installing a traffic light, etc.
- 5.4 The right-of-way for a new road constructed by a developer for transfer to the Town shall be conveyed to the Town by warranty deed, in a form approved by the Town, in fee simple and without encumbrances. Rights-of-way shall be surveyed and monumented. The costs associated with the survey and monumentation shall be the sole responsibility of the developer or petitioner(s) to pay.
- 5.5 A right-of-way (ROW) of sixty feet (60') shall be required for all town and private roads.
- 5.6 At a minimum, the ROW shall be cleared of all trees, brush, and stumps to a minimum of two feet beyond the roadside ditching. Burial of wood, such as stumps, will not be permitted within the ROW.
- 5.7 Tree limbs shall be removed to a height of 15' above finished grade.
- 5.8 All sod and topsoil shall be stripped from roadway grade. Ledge and boulders shall be removed to at least 18 inches below sub-grade and replaced with sand or gravel. All ditches and drains will be constructed so that they effectively drain the sub-grade prior to placement of any base material. An additional 6 inches of sand cushion shall be placed over any clay sub-grade.
- 5.9 All accesses to public roads shall have a -3 to 0% slope for approximately 20 feet. Any variation will require Selectboard approval.

# 5 ROAD CONSTRUCTION AND IMPROVEMENTS

- 5.10 Ditching and Culverts
  - 5.10.1 Ditch walls and sides shall be a 3’ horizontal to 1’ vertical ratio or less. Any earth fill 5 feet in height that absolutely requires a 3’ horizontal to 1’ vertical ratio or more, will require a 3 foot shoulder widening and installation guardrails approved by the Selectboard, their representative, or the State of Vermont Agency of Transportation (VTrans).
  - 5.10.2 Drainage ditches next to roadways are normally to be at least 6 inches below the gravel sub-base or 18 inches below finished grade.
- 5.11 If the proposed road is in a wet area, the Selectboard may require additional gravel plus sand cushion and under drain or road fabric to ensure a stable road.
- 5.12 The sub-base shall be composed of 18 inches of compacted crushed gravel installed in two 6 inch compacted lifts with maximum stone size of 4 inches. The cross section of sub-base shall conform to those of the finished surface. All roads shall be constructed with a 6-inch upper base of course compacted crushed gravel as defined by the Vermont Agency of Transportation (VTrans) standard specifications for construction.
- 5.13 All new culverts shall be a minimum of eighteen inches (18”) in diameter. The Public Works Director may require larger culverts at his discretion. The size may be reduced only, if determined by the Public Works Director, it will not adversely affect roads, drainage, or property. Culverts shall be either corrugated metal pipes or smooth bore plastic pipes but shall require approval of the Public Works Director. A minimum of 10” of compacted fill shall be placed over the top of the culvert. All driveways shall be constructed to prevent erosion and sedimentation of town roads and ditches and so that water runs off the sides of driveway and not into the road. Driveways shall be designed and maintained for safe sight distance and traffic safety.
- 5.14 New and replacement bridges and culverts (48” in diameter and larger) will meet the 25-year event or “Q-25” standard. All bridges shall have a minimum of two-lane width except the following: Falls Rd. Bridge #30, any bridge on a Class IV road or legal trail.
- 5.15 Roadside ditches shall be treated to minimize erosion and to remove sediments and other pollutants from runoff water by: a. seeding and mulching ditches having a slope of less than 2.5%; b. use of erosion matting and seeding in ditches with slopes between 2.5% and 5%; c. stone lining ditches having a slope of 5% or greater.
- 5.16 The Selectboard hereby adopts the A-76, B-71A and B-71B construction standards from the Vermont Agency of Transportation (VTrans) which are considered integral to this policy, and which shall augment the Town of Georgia Road and Driveway Standards.

# 6 RESIDENTIAL DRIVEWAY STANDARDS

- 6.1 All residential driveways servicing one or two single family residential dwelling units or lots with non-residential structures shall be constructed using the current Vermont B-71 Standards. (See attached)
- 6.2 A *Town of Georgia Application for Town Road Access Right of Way Permit* shall be approved by the Public Works Director prior to the start of any driveway within the town right-of-way.
- 6.3 All driveways shall have a hammerhead type turnaround to eliminate vehicles backing onto private or public roads. A waiver may be granted for driveways off private roads.
- 6.4 A letter by a licensed engineer, Vermont licensed Site Technician or the excavating contractor responsible for the construction of the residential driveways, shall be submitted to the zoning office, prior to the issuance of a Certificate of Occupancy. A Certificate of Insurance shall be attached to certification letters by excavating contractors to assure warranty of work for a one-year period from the date of the letter.
- 6.5 Driveways shall be a minimum 12' in width with additional 2' shoulders.
- 6.6 Culverts required within the town right-of-way shall be steel corrugated pipe, minimum of 30' in length and 18" inches in diameter. A waiver of the required culvert diameter may be requested, and granted by, the Selectboard. (Applicant shall attach a waiver request to the *Town of Georgia Application for Town Road Access Right of Way Permit*.) Other types of culverts may be approved by the Public Works Director.
- 6.7 All culverts required for private roads and driveways, shall be installed and maintained solely at the property owners' expense. In the event a culvert located within the town right-of-way fails, the cost for replacement or repair of the culvert shall the property owner's responsibility. Prior to the repair or replacement of said culvert the property owner shall complete and submit a *Town of Georgia Application for Town Road Access Right of Way Permit* for approval by the Public Works Director. All work within the town right-of-way shall meet the standards provided within the Georgia Road and Driveway Standards.
- 6.8 If the installation of a driveway requires disrupting or damaging an existing sidewalk, the applicant shall be responsible for restoring or replacing the sidewalk in conformance with this standard.
- 6.9 Driveway site distances shall meet requirements as listed within the Vermont B-71 Sight Distance Chart. Applicants may request a waiver of the site distance standards from the Town of Georgia Selectboard. All driveway waivers approved by the Selectboard require an advanced warning sign, to be installed and maintained at the property owners' expense. Location of said sign shall be determined by the Public Works Director.
- 6.10 All construction shall meet current "Vermont Low Risk Site Handbook" requirements.
- 6.11 No driveway shall be constructed with a grade greater than 10%. A waiver may be granted by the Selectboard to allow 11-12%. Any section of driveways approved by said waivers shall be paved with a minimum of 2" of asphalt pavement.
- 6.12 All common or shared driveways shall be protected by an easement recorded in the deeds of each lot involved. Language outlining the construction and maintenance of the shared portion of the driveway shall be included in the said deed.
- 6.13 There shall be a 40,000 lb rating on all bridges and culverts.
- 6.14 All private driveways shall include curb cut openings with a minimum 30' radius at all intersections.
- 6.15 Driveways shall be 800' maximum length; or 500' maximum length if driveway is curvy and/or uphill.
- 6.16 All driveways greater than 400' in length shall have a pull-off greater than 14' in additional driveway width and 60' in length. Said pull-off shall meet the required B-71 driveway standards.

# 7 PRIVATE ROAD STANDARDS

- 7.1 All accesses servicing three (3) or more single-family dwellings, or lots with nonresidential structures, shall be considered "private roads" and shall be constructed using the current Vermont A-76 Standards. (See attached)
- 7.2 All private roads shall be designed by a licensed engineer.
- 7.3 All private roads shall be 24' in width.
- 7.4 Private roads shall be approved by the DRB. The DRB may require private roads to be paved with a minimum of 2" of asphalt pavement. Additional paving requirements may be required by the DRB.
- 7.5 A private road length limit may be requested of the DRB.
- 7.6 All private roads shall have 15' height clearance of trees and other overhead items.

# 7 PRIVATE ROAD STANDARDS

- 7.7 A line of sight of at least 100' in both directions is necessary if a narrow bridge or culvert is approved for a private road. There shall be a 40,000 lb rating on bridges and culverts.
- 7.8 Prior to the issuance of a Certificate of Occupancy, a letter by a licensed engineer shall be submitted to the zoning office, certifying the road was constructed to the required A-76 standards and meets the plans as approved by the DRB.
- 7.9 All private road construction shall meet current "Vermont Low Risk Site Handbook" requirements.
- 7.10 All private roads shall be constructed within a 60' wide right-of-way easement.
- 7.11 All dead-end private roads shall require a cul-de-sac with a 35' radius/70' diameter and shall be located within a right-of-way.
- 7.12 All private roads shall include curb cut openings with a 30' radius at all road and driveway intersections.
- 7.13 No road or driveway construction shall take place within the town right-of-way without required signed approval from the DRB, Selectboard and/or Public Works Director. See *Town of Georgia Application for Town Road Access Right of Way Permit*.
- 7.14 Private roads maintenance agreements shall meet the current Georgia Development Regulations.

# 8 CLASS 4 ROADS

- 8.1 The Town of Georgia shall incur no obligation to improve or upgrade Class 4 roads, or provide summer or winter maintenance, unless otherwise provided by statute. It is the Town of Georgia's policy to provide no maintenance to Class 4 roads. Landowners are encouraged to review the school transportation policy as the town does not maintain Class 4 roads in a manner that facilitates bussing.
- 8.2 A developer who intends to develop property served by a Class 4 Road shall enter into a Class 4 Road Agreement with the Town of Georgia Selectboard, in a form approved by the town, which Agreement shall be recorded in the Town of Georgia Land Records. The Developer shall specifically refer to said Class 4 Road Agreement in each deed which conveys an interest in the subdivision or development.
- 8.3 The developer shall record a Road Maintenance Agreement, which includes all new lots served by said Class 4 Road. In the case of a pre-existing Road Maintenance Agreement for said highway the lot owners and/or developer shall enter into and record a road maintenance agreement in the same form as the first Road Maintenance Agreement which was signed by the Selectboard in connection with said Road. The Road Maintenance Agreement shall be recorded in the Town of Georgia land records prior to the issuance of the first zoning permit or the recording of the mylar, whichever is first. The Agreement shall cover construction, maintenance, repair, and snow removal responsibilities and must be approved by the Selectboard prior to recording.
- 8.4 When a housing development approved by the Development Review Board results in a class 4 road, the developer shall upgrade the road to the VTrans A-76 standards. The developer shall bear sole responsibility for upgrading this road to town specifications, as approved by the Public Works Director, for a private road or such other standard as may be required. The engineer performing such work shall supply a current certificate of insurance before work commences. The engineer shall have proof of general liability coverage pursuant to the Town of Georgia's Purchasing Policy. This insurance shall include coverage for owned, non-owned and hired vehicles.
- 8.5 The roadway construction in the Class 4 ROW shall be accomplished in a way that does not prevent usage of the road during or after construction. A proposal for accomplishing this shall be approved by the Selectboard and Public Works Director.
- 8.6 Nothing shall prevent the Selectboard from exercising the right, in its sole discretion, to upgrade the road in the future.
- 8.7 All accesses to public roadways shall have a -3 to 0% slope for approximately 20 feet. Any variation will require Selectboard approval.
- 8.8 The developer shall provide all appropriate road signs and paving markings, if paved.

# 9 TRAFFIC CONTROL DEVICES

- 9.1 Traffic control devices shall be defined as all signs, signals, markings and other devices used to regulate, warn, or guide traffic placed on, over, or adjacent to a street, highway, pedestrian facility or bikeway by authority of the Town of Georgia.
- 9.1.2 Traffic control devices within the Town of Georgia roads’ rights of way shall be placed only as authorized by the Town of Georgia for the purpose of regulating, warning or guiding traffic.
- 9.1.3 Signs shall meet the design and placement standards as set forth in the Manual on Uniform Traffic Control Devices (MUTCD) published by the U.S. Department of Transportation, Federal Highway Administration.
- 9.2 Types of signs
  - 9.2.1 **Regulatory signs** are those signs which give notice of traffic laws or regulations. Regulatory signs shall be used to inform road users of selected traffic laws or regulations and indicate the applicability of the legal requirements. Examples include stop signs, speed limits signs, directional control signs, lane control signs, parking control signs, passing signs, pedestrian control signs, yield signs, weight limit signs, road closed signs, etc.
  - 9.2.2 **Warning signs** are those signs which give notice of a situation that may not be readily apparent. Warning signs call attention to unexpected conditions on or adjacent to a highway or street and to situations that might not be readily apparent to road users. Warning signs alert road users to conditions that might call for a reduction in speed or an action in the interest of safety and efficient traffic operations.
  - 9.2.3 Warning signs may be both **vehicular** (tractor, emergency vehicles, bicycle, horse drawn vehicles, etc.) and **non-vehicular** (pedestrian, deer, cattle, snowmobile, horse, wheelchair, playground, blind person, etc.) Non-vehicular signs may be used to alert road users in advance of locations where unexpected entries into the roadway or shared use of the roadway by pedestrians, animals and other crossing activities might occur.
  - 9.2.4 **Guide Signs** are those signs which show route designations, destinations, directions, distances, points of interest and other geographical, recreational or cultural information.
- 9.3 Request for Traffic Control Device
  - 9.3.1 Applicant shall complete a *Request for Traffic Control Device* form available at the Town office. Said application shall be accompanied by a drawing and/or photographs or other supporting documents which clearly depict the general and specific area of placement of any proposed sign - [Sign Policy \(townofgeorgia.com\)](http://townofgeorgia.com)
  - 9.3.2 Applicant shall submit the completed application to the Town of Georgia Selectboard for consideration at its next available meeting. The Selectboard shall review the application and render its decision to approve or disapprove the application on a case-by-case basis.
  - 9.3.3 If the Selectboard approves an application, the Town of Georgia shall order and install the sign (which shall meet MUTCD standards) on behalf of the applicant.
  - 9.3.4 All Private Roads are responsible for the original and replacement costs and installation of all traffic control devices.

# 10 STREET NAMING AND ADDRESSING

- 10.1 The Town of Georgia Street Naming and Street Addressing ordinance establishes a uniform street naming and street addressing system throughout the Town of Georgia. In accordance with 24 V.S.A., sec. 2291 16 and 24 V.S.A. 4421, easily locatable addresses will have a number of beneficial results, including enabling emergency service to arrive at a scene faster; deliveries will be easier to find and visitors to our town will be able to find an address and know where they are in case of emergency.
- 10.2 Street Naming

# 10 STREET NAMING AND ADDRESSING

- 10.2.1 Every public street and road, and any private road serving more than two residential or commercial structures shall be assigned a name. All new development shall meet the guidelines of this ordinance.
- 10.2.2 Request for street or road names intended to be accepted as public highways shall be submitted to the Georgia Historical Society for recommended names. The Historical Society shall recommend a name or names having historical significance and submit them to the developer and Selectboard for approval. The developer may request additional names if desired. These recommendations will not be mandatory. The Town of Georgia Selectboard shall have final decision for approval
- 10.2.3 The Georgia Historical Society may make recommendations of names having historical significance for streets or roads, which will remain private, to the developer and Selectboard. These recommendations will not be mandatory. The Town of Georgia Selectboard shall have final decision for approval. All road names shall be a separate and distinct name. No two roads can have the same or similar sounding names. No new road can have any currently used name in the Town of Georgia. Road names shall be reviewed for conflicts with adjacent towns where the Town of Georgia may share postal routes (zip codes).
- 10.2.4 The Town of Georgia Selectboard may change the names of the streets, both public and private within the Town of Georgia when necessary to promote public welfare and safety.

## 10.3 Addressing Standards E911

- 10.3.1 All structures in the Town of Georgia shall be addressed according to the Vermont Enhanced 911 Board Addressing Standards. The E911 Coordinator is responsible for addressing all structures in the town, updating the E911 records with the State of Vermont and notifying USPS.
- 10.3.2 Prior to the issuance of a building permit, a developer or landowner shall furnish a plan showing driveway and building locations in accordance with this policy to the Zoning Administrator / E911 Coordinator (or other designated official) for approval and assignment of address.
- 10.3.3 If, in the opinion of the designated official, the driveway location approved under subdivision cannot be used due to physical site restrictions and/or safety considerations they may approve a new location and assign a new address. The Public Works Director may also require a change of location for the same reasons as above. Assignment of a new address differing from that approved under subdivision will not require subdivision amendment, but may require submission and filing of an "as built" plat.
- 10.4 **Subdivision of land.** With the filing of a Final Plat application, the developer shall provide the Development Review Board with Town of Georgia Street Naming Application and Fee. Addresses and names will be assigned as part of subdivision approval. The addresses shown on the plan shall be considered final upon issuance of a Zoning Permit for the structure to be placed on the lot. The Development Review Board may require filing of an "as built" plat where changes have been made to the addressing plan as a result of issuance of Zoning Permits. Proposed names will be forwarded to E911 and the Selectboard as specified above for action and approval.

## 10.4 General Numbering System Guideline

- 10.4.1 Roads that are given an official name by the Selectboard shall be measured in increments of 5.28 feet from a designated starting point. Numbering should follow E911 standards.
- 10.4.2 All numbers shall be retro-reflective and properly affixed on or near the front entrance or in some other manner visible from the street. The numbers must be easily legible figures not less than two inches (2") high and in a color contrasting to the building background. The United States Post Office requires correct, easily legible numbers, which are not obscured by anything. **The homeowner is responsible for the numbers on the house or unit.** If the house is not visible from the road it needs a number at the driveway visible from the road.
- 10.4.5 Failure to place numbers or placement of numbers not visible to emergency service providers may result in delays or inability to locate the site. The Town of Georgia, or any entity or organization providing emergency services on behalf of the Town of Georgia, assumes no responsibility or liability under such circumstances.
- 10.4.6 Numbers shall be reserved to provide for future growth in property in all areas.

# 11 STREET SIGNS

- 11.1 All Street Name Signs shall conform to state and local standards and be installed and maintained to the highest degree possible allowed by budget considerations.
- 11.2 Private Road Signage Requirements
  - 11.2.1 Private road owners are responsible for all maintenance and replacement of private road name signs in the Town of Georgia. The signs and hardware must be in compliance with the Town of Georgia and State of Vermont signage requirements.
  - 11.2.2 All signs are to be green retro-reflective lettering. Lettering shall be composed of a combination of lower-case letters with initial upper-case letters. Length of the sign will be determined by road name. Supplementary lettering to indicate the type of street ( Street, Avenue, Road, Drive) may be abbreviated with initial upper-case and lower-case additional lettering.
  - 11.2.3 Signs located on roads with a posted speed limit under 35 MPH: A sign height of 9” with a 6” tall letter is required.
  - 11.2.4 Signs located on roads with a posted speed limit under 35 MPH or higher: A sign height of 12” with a 8” tall letter is required.
  - 11.2.5 Signpost shall be 10’ in height and a 2” square galvanized post. All sign supports on highways within the clear zones must either be of a breakaway type meeting the crashworthiness criteria of NCHRP 350 or be shielded by guardrail, barrier or energy absorbing system meeting NCHRP Report 350 or the AASHTO Manual for Assessing Hardware (MASH) criteria.
- 11.3 Enforcement and Penalties
  - 11.3.1 It shall be a civil offense to vandalize (steal, deface, destroy or damage) public signs within the Town of Georgia. Violations of this Section shall be a civil matter enforced in accordance with the provisions of 24 VSA Section 1974a and 1977 et seq. Each offense shall constitute a separate violation.
  - 11.3.2 Violations of this Section are subject to a penalty of \$250.00 for each offense. A waiver fee of \$150.00 shall be set for each offense.
  - 11.3.3 Appeals: Appeals may be taken in the manner set forth in 24 VSA Section 1974a and 1977 et seq.

# 12 MOTOR VEHICLE & TRAFFIC REGULATIONS

- 12.1 General Provisions
- 12.2 Traffic Control Devices
- 12.3 Parking Regulations
- 12.4 Loaded and Overweight Vehicles
- 12.5 Speed Regulations

# 13 SPEED LIMIT REGULATIONS

- 13.1 Town of Georgia speed limit.
- 23 V.S.A. § 1007** Local Speed Limits, 25 miles per hour and 50 miles per hour

# 14 SIDEWALK REGULATIONS

- 14.1 Town of Georgia Sidewalks
- 14.2 This sidewalk ordinance is adopted by the Town of Georgia under the authority of 24 V.S.A. § 2291(1), and shall be considered a civil ordinance.

# 14 SIDEWALK REGULATIONS

- 14.3 The purpose of this ordinance is to protect the health, safety and general welfare of Town of Georgia citizens by the adoption of regulations concerning the construction, maintenance, and repair of public sidewalks within the Town.
- 14.4 Definitions
  - 14.4.1 *Sidewalk* - a paved or surfaced leveled area paralleling and usually separated from the road or street, used as a pedestrian walkway.
  - 14.4.2 *Town* - the Town of Georgia, Vermont.
  - 14.4.3 *Owner/Applicant* – for sidewalks on State of Vermont highways, the Town (as represented by the Selectboard) shall be named the owner/applicant on Vermont Agency of Transportation (VTrans) Permit applications, with the property owner (s) as co-applicant. For sidewalks on Town highways, the adjacent property owner shall be named the applicant.
- 14.5 Regulations
  - 14.5.1 The owner or owners of all lots, parcels and premises within the Town shall be required to maintain, repair and keep safe sidewalks adjacent to or upon their property and premises in or along public roads in the Town.
  - 14.5.2 All persons shall remove from the sidewalks in front of the premises owned or occupied by them all snow, dirt, garbage, grass, and weeds.
- 14.6 Owner Caused Defects
  - 14.6.1 The owner or owners of all lots, parcels and premises within the Town are required to maintain, repair and keep safe sidewalks adjacent to or upon their property and premises in or along public roads in the Town.

# 15 MAILBOX REGULATIONS

- 15.1 All installation, replacement or repairs of mailboxes shall meet the standards set by the United States Post Office.
- 15.2 Home and business owners are responsible for the installation and maintenance of mailboxes in the event of mailbox damage, theft or deterioration.
- 15.3 The Town of Georgia does not take responsibility for damage to mailboxes. The Town does not install, replace or repair mailboxes or anything else that is placed in the Town Right of Way and subsequently damaged or destroyed. Anyone who believes their mailbox was damaged due to town equipment should contact the highway department as soon as possible. The Public Works Director will evaluate damage on a case by case basis. (IS THERE A FORM?)
- 15.4 Anything placed in the Town Right-of-Way shall require a permit. Any items placed in the municipal right-of-way are a privilege and at the homeowners' risk.

# 16 TREE CUTTING IN TOWN RIGHT OF WAY

- 16.1 The Town of Georgia Right-of-Way Clearing and Tree Cutting Policy shall mirror the Vermont State statutes referenced, in part, below:
  - Title 24, Sections 2501-2511;
    - §24-2502 Tree wardens and preservation of shade trees
    - §24-2504 Removal of trees, exceptions
    - §24-2505 Deputy tree wardens
  - Title 19, Sections 702 and 901-904;
    - §19-901 Removal of roadside growth
    - §19-904 Brush removal
- 16.2 The Town of Georgia Tree Warden, together with the Public Works Director, shall make the decisions to remove or trim Town trees. Should someone object to the Tree Warden or Public Works Director decision, they can appeal the decision with the Selectboard.

# 17 OVERWEIGHT VEHICLE REGULATIONS

- 17.1 All Town of Georgia Highways are posted for 24,000 lbs and overweight permits are required for any loads in excess of 24,000 lbs.
- 17.2 All Class 3 Town Roads are posted for a maximum of 40,000 lbs.
- 17.3 Vehicles exceeding the posted weight limits shall follow posted routes. Town Highways shall be used for local deliveries and pick-ups only; no through traffic. Overweight vehicles shall use State Highways for through traffic.
- 17.4 A Permit is required for any overweight through traffic and shall be filed 48 hours in advance.
- 17.5 Overweight vehicles shall not be permitted on Town Highways between March 1 and April 30, except by special permit filed 48 hours in advance.
- 17.6 Overweight Vehicle permits shall be filed 48 hours in advance and will be approved by the Public Works Director and the Town Administrator.
- 17.7 *Municipal Excess Weight Permit* applications are available at the Town of Georgia offices. Approval for granting an overweight single vehicle or fleet of vehicles follow provisions of VSA Title 23, Section 1400a, and any amendments thereto, covering the operations of motor vehicles over local highways and bridges.
- 17.8 Permit approval for overweight vehicles shall be effective for no more than a one year period, covering all vehicles bearing name of company.
- 17.9 The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, Sec 1400A(c) and is required to furnish the municipality a valid Certificate of Insurance in the following amounts: a minimum of \$100,000/ \$300,000 Personal Injury Liability Coverage and \$100,000 Property Damage Coverage.



# Town of Georgia

47 Town Common Road North. • St. Albans, VT 05478  
• Phone: 802-524-3524 • Fax: 802-524-3543 • website: townofgeorgia.com

## Georgia Planning Commission

### 2023 Meeting Dates and Hearing Publication Deadlines

The Planning Commission is required to publish notice of the Commission’s public hearings in the local newspaper (*St. Albans Messenger*) at least 15 days prior to the meeting date.

The Planning Commission meets the **second Tuesday of each month** and on the fourth Tuesday as warranted at 6:30pm in the Chris Letourneau Meeting Room at the Georgia Town Offices. Meetings are available on Zoom. Zoom information is on the website at townofgeorgia.com. Please see the town website for any special or cancelled meetings following 1 V.S.A. § 312.

Meeting Date (Tuesday)	Apply to Zoning by (Wednesday)	SAM Publication Date (Friday)
January 31, 2023	December 27, 2022	January 6, 2023
February 14, 2023	January 17, 2023	January 27, 2023
March 14, 2023	February 13, 2023	February 24, 2023
April 11, 2023	March 13, 2023	March 24, 2023
May 9, 2023	April 10, 2023	April 21, 2023
May 23, 2023		
June 13, 2023	May 15, 2023	May 26, 2023
June 27, 2023		
July 11, 2023	June 12, 2023	June 23, 2023
July 25, 2023		
August 15, 2023	July 10, 2023	July 21, 2023
August 29, 2023		
September 12, 2023	August 14, 2023	August 25, 2023
September 26, 2023		
October 10, 2023	September 11, 2023	September 22, 2023
October 24, 2023		
November 14, 2023	October 16, 2023	October 27, 2023
November 28, 2023		
December 12, 2023	November 13, 2023	November 24, 2023

For further information regarding Town of Georgia planning procedures, please contact Douglas Bergstrom, Zoning Administrator, at 802-524-3524 or [zoning@townofgeorgia.com](mailto:zoning@townofgeorgia.com).

Approved by Planning Commission May 23, 2023



# PLANNING COMMISSION MEETING

Tuesday, May 23, 2023 at 6:30 PM

Chris Letourneau Meeting Room and via Zoom

## MINUTES

### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWLzVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

### 1. CALL TO ORDER - 7:00 PM

6:33pm

#### PRESENT

Chair Suzanna Brown

Emily Johnson

Jared Waite

Tony Heinlein

#### ABSENT

Greg Drew

Kollene Caspers, Zoning Clerk

Doug Bergstrom, Zoning Administrator

Kevin Comisa- attendee

### 2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

### 3. DISCUSSION

#### A. NRPC Quote for data analysis for the Town Plan

-Similar initial quote amounts for much of the same material, discussion to request Selectboard for a budget to get detailed Town Plan scope quotes. NRPC is very busy right now, Greta Brunswick had given \$25,000-\$30,000 initial quote for a full re-write of Town Plan.

-Data may be expired information, discussion over what NRPC or other firm(s) could provide data-wise for updated Town Plan.

-Discussion on necessity of Town Village designation to get grants/economic development for growth of Town of Georgia. Municipal funds run deep in various factions throughout the State of Vermont for town development.

-Planning Commission discussion to request as little as \$5,000 and as much as \$30,000 to start or complete the whole Town Plan project. Much depends on the time and availability for Town of Georgia to move forward.

-Motion to ask for \$6k to get started on data collection process for Town Plan

-Motion made by Johnson, Seconded by Waite.  
Voting Yea: Chair Brown, Johnson, Waite, Heinlein

B. Discussion on Town of Georgia Road & Driveway Policies

-Discussion over draft *Town of Georgia Road and Driveway Policies* document for suggestions/ edits.

C. Discussion on Budget for Town Plan

(see NRPC Quote notes above)

**4. APPROVAL OF MINUTES**

A. Minutes from meeting May 9, 2023

Planning Meeting minutes reviewed, edits suggested and approved with edits.

Motion made by Johnson, Seconded by Waite.  
Voting Yea: Chair Brown, Johnson, Waite, Heinlein

**5. PLAN NEXT MEETING AGENDA**

- Inclusion/Ethics Policy discussion.
- Housing For All* Rental Communities, guest speaker Barry Lampke possible for June Meeting.
- Roads Policy, edits and additions review.
- Town Plan, reach out for meetings or quotes from additional firms.
- Development Regulations Updates: Including updates to Zoning forms, short term rentals, ADUs, Yurts and Tiny Houses; all need to be revisited for Town Plan as well. Definition of *Temporary* and *Sign*.
- Question from Mr. Kevin Comisa regarding the Feasibility Study from May 9th Planning Meeting: Greta Brunswick explained Feasibility Study was last completed in 2019, this Fall there is an opportunity for Town of Georgia to have another feasibility study. Zoning Administrator will follow up with Greta next week in regards to notes from the meeting as well as how to proceed with a new feasibility study.

A. June 13, 2023

**6. OTHER BUSINESS**

**7. DELIBERATIONS**

Enter Deliberative: Motion made by Johnson, Seconded by Heinlein.  
Voting Yea: Chair Brown, Johnson, Waite, Heinlein

Exit Deliberative: Motion made by Johnson, Seconded by Waite. Voting Yea: Chair Brown,  
Johnson, Waite, Heinlein

**8. ADJOURN**

Adjourn meeting (8:45pm)

Motion made by Chair Brown, Seconded by Heinlein.  
Voting Yea: Chair Brown, Johnson, Waite, Heinlein

DRAFT