

# NORWICH PLANNING COMMISSION

Final Minutes Wednesday, April 20, 2005

Tracy Hall - Multi-Purpose Room

Present - Daniel Johnson, Chair, Jack Harned, Jeff Mathias, Alison McRee, Lynn McGrew, Stuart Richards

Absent - Warren Loomis, Douglas Hoffman

The Chair called the meeting to order at 6:40 PM

**1. Approve Agenda** - Unanimous - after changing the order to move #4 up to #1.

**2. Comments from the Public** - None

**3. Announcements & Correspondence** - Mathias - Ann Smith, Specialist in Water Resources and Land Management, is working at VLCT to explore solutions concerning water quality and storm water management. She may be able to help the PC on this issue.

**4. Mixed-Use Project** - taken out of order to accommodate Jim Donovan's schedule  
**Meet Pete Fellows -TRORC and Jim Donovan -**

**Discuss specific components of charrette** - We now have a detailed charrette schedule. Donovan has been a landscape architect and land planner for 20 years. He wants to understand the goals that we seek to accomplish. In discussing the list of sites, he believes that Tomahawk and Agway have the least to offer and are the least appropriate for mixed use. Mathias would like to see AH and MXU market rate along with higher density and walk to town without detracting from current business district.

Fellows discussed a draft detailed schedule for the charrettes which focuses on the final product.

Day - 1 Public input - concerns and goals. Examine examples of different types of good and bad MXU. We're expecting fewer than 100 people.

Day 2 - In put on specific plans. Summarize the site plans.

Day3 - Designed to use the goals and public input to arrive at some specific themes, concepts and guidelines and apply them to different sites.

Concern was expressed about the final product and how it could be used. Child care is offered during the meetings.

When the public breaks into groups there will be a note taker for each group for day one.

Donovan said we have a good mix of properties to consider.

**Update on Publicity for Charrette** - Dechert said he mailed out about 800 post cards using the Grand List to publicize the Charrette and he will do a large advertising sandwich board sign. Discussion about poster - eliminate the word charrette because of the public's unfamiliarity with it and stress mixed use and workshop planning on poster. Use bullets.

Fellows will attempt a first draft after the Charrettes between the 1st and 2nd PC meeting in May. Fellows will be at the PC on May 4 and attempt to produce the draft by May 11.

Fellows recommends that if PC members have limited time that they come to Thurs. night's and

possibly to part of Wednesday's sessions.

## **5. Zoning Regulation Revisions**

**Discuss Priorities/Goals and Schedule for further revisions** - Dechert distributed a draft of comments made by the public and DRB to the proposed Zoning Ordinance. May 4th, PC will start discussing the "Revision Notes" for the proposed Zoning Draft. Completion of the Zoning Draft will be by September 30. Any new items not included in the Revision Notes to be sent to Dechert.

**Review Comments** - to start on May 4th

**6. Town Plan - Survey issues** -1- Survey contract - **Motion** - Mathias, Second - McGrew, To request that the town manager execute the Survey Contract with TROC which is being sent to him by TROC at a rate of \$30 per/hr not to exceed \$1500 and a contract completion date of July 31, 2005. **Passed** 5-1 Harned Opposed

**2. Approve Survey Calendar and Costs** - **Motion** to approve the Calendar - Richards, Second - Mathias **Passed** 5-0-1 Abstain - Harned

Who to mail it to - There are 2,963 voters plus property owners. Dechert suggested that a bulk mailing for locals would be effective coupled with first class for non-locals.

Discussion of costs focused on who to mail the Survey to, how to mail it - 1st or 3rd Class, whether to use envelopes or not and the length of the Survey. Decision making related to costs postponed to May 4.

**3. Survey Comments** - A small number of comments on the Issues Topics and Questions that should appear in the Survey have been received and forwarded to the PC. In order to let the public know that their comments are invited a letter to the editor in the Valley News has been published and there have been two email notifications to the Town email list, two postings on the Town website, and contact with chairs or members of most groups, commissions, or boards to let them know about the start of the Survey. Harned was concerned that comments expressed by the public would be filtered out and not heard by the PC. Richards explained that everything received would be forwarded to the entire PC for its consideration.

McRee is having trouble sending and receiving emails. Her fax # is 649-1258

**7. Old Business** - None

**8. New Business** - None

**9. Minutes** - 4/6/05 - Approved with minor changes - consensus

**10. Future Agenda Items** - Town Plan budget suggested by Harned for May 4 or May 11, Survey Issues, Review Zoning Draft Ordinance and public comments, MXU Charrette Review.

**11. Comments from the Public** - None

**12. Adjournment** - Johnson Motion, Harned second passed at 9:05 PM

**Future Meetings:** Wednesday, April 27 - 7 - 9:30 PM Marion Cross School Multi-Purpose Room - Charrette

Thursday, April 28 - 12:30 - 9 PM Tracy Hall Meeting Room - Charrette

Friday, April 29 - 7 -9:30 PM Tracy Hall Meeting Room - Charrette

Wednesday, May 4 - 6:30 PM

Wednesday, May 11- 5:30 - 7 PM Meeting with Selectboard

Submitted by,

Stuart L. Richards  
Acting Secretary

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