

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, July 28, 2005

Tracy Hall - Conference Room

Members Present: Lynn McGrew (Chair pro tem), Adele Fulton, Douglas Hoffman, Jeffrey Mathias, Stuart Richards, Daniel Johnson (Chair, arriving at 7:00 p.m.)

Members Absent: Ralph Hybels, Jaye Pershing Johnson, Alison McRee

Staff: Phil Dechert

Public: Virginia Close, Ed Childs

Procedure: In the absence of the Chair and the Vice Chair in accordance with subsection III, 3 of the Bylaws of the Norwich Planning Commission, S. Richards nominated Lynn McGrew to act as Chair pro tem, J. Mathias second, passed 4-1-0 (For: Lynn McGrew, Douglas Hoffman, Jeffrey Mathias and Stuart Richards; Against: A. Fulton)

The regular meeting was called to order by the Chair pro tem at 6:44 p.m.

1. Approve Agenda

S. Richards: add to Old Business - follow up on raffle and survey costs

L. McGrew: add to Old Business - follow up on personnel discussion from June 29

J. Mathias: add to Old Business - follow up on assistant Zoning Administrator

J. Mathias: add to New Business - Status of Land Records
Land use and parcel maps
Accessory structures

Procedure: Motion by D. Hoffman to approve agenda as amended, second by S. Richards, passed 4-0-1 (Abstaining: A. Fulton)

2. Comments from the Public - none

3. Announcements & Correspondence - P. Dechert distributed a flyer on an event at the Hotel Coolidge in White River Junction on October 20, "Sharing Success: Strategies for Local Housing Action" by the Vermont Housing Awareness Campaign.

4. Zoning Regulation Revisions

Continue Review 4-05 revision notes.

[Note: The following references the Norwich Zoning Regulations April 05 Revision Notes (public comment on the draft zoning revisions), April 19, 2005.]

Discussion began with aspects of Section 4.6 snow removal and storage in excess of 500 cubic yards.

Section 4.7 was discussed including defining "floor area", changed to "finished floor area", which P. Dechert said he would correct. Also discussed was traffic suitable for a residential

neighborhood and exemption for local agricultural businesses. L. McGrew suggested that everyone review Section 4.7 and make suggestions as a homework assignment for the next meeting. D. Johnson arrived partway through the discussion at 7:00 p.m.

Action: L. McGrew passed the gavel to D. Johnson at 7:33 p.m.

Concerning Chris Katucki's question to Section 4.11, Cultural Uses, P. Dechert said that some larger organizations such as Dartmouth are already exempt.

Action: Motion by A. Fulton to strike "Norwich based" from 4.11 (1), second D. Johnson, failed 3-1-2 (For: Daniel Johnson , A. Fulton, D. Hoffman; Against: J. Mathias; Abstaining: L. McGrew, S. Richards).

As to Section 4.12, P. Dechert said that he and Chris Katucki were currently working on it and would report when finished.

Action: Motion by J. Mathias to accept the changes suggested by Chris Katucki to Section 5.0 (A), second D. Hoffman. After some discussion, D. Hoffman moved to postpone further discussion and put this on next meeting's agenda. Second by D. Johnson. Motion to postpone passed unanimous.

Action: Motion by D. Hoffman to accept the changes suggested by Chris Katucki to Section 5.2 (8) (d). Second J. Mathias. Passed unanimous.

Action: Motion by J. Mathias to accept the changes suggested by Chris Katucki to add a new Subsection 5.2 (E). Second D. Hoffman. Passed 5-0-1 (Abstaining: A. Fulton). P. Dechert will check if it should be the Selectboard or Town Manager.

Action: Motion by D. Hoffman to accept the changes suggested by Chris Katucki to Section 5.3 (B). Second J. Mathias. Passed 5-0-1 (Abstaining: D. Johnson).

Action: Motion by J. Mathias to accept the changes suggested by Chris Katucki to Section 5.5 (D).

Second S. Richards. Failed 4-0-2 (Abstaining: D. Johnson, A. Fulton).

Action: Motion by D. Hoffman to accept the changes suggested by Chris Katucki to add Subsection 6.1 (H) (3) without part (b) so as to read:

"(3) No Use Until Compliance - No use or occupancy is allowed unless and until the development complies with the site plan and any conditions. Notwithstanding the forgoing, the Zoning Administrator may allow temporary use and occupancy for a period not to exceed 180 days provided no hazard to public health or safety is extant."

Second J. Mathias. Passed 5-1-0 (Against: A. Fulton).

The commission will continue next meeting with Outstanding Issues on page 12.

Village Buffer - Mixed Use - Open Space - Shoreline Protection - skipped

5. Old Business

Taxes & development meeting. - Update - Jaye Pershing Johnson - skipped

Punch list Item #1 Open Space Sub-Committee - update - Douglas Hoffman

Next meeting of Joint Subcommittee is August 8 at 7:00 p.m. in Tracy Hall.

Follow up on personnel discussion from June 29

The Chair will be circulating a draft of P. Dechert's review to all planning commissioners.

Follow up on assistant ZA

J. Mathias suggested investigating the process for instituting an assistant ZA with possible help from VLCT and TRORC and drafting the necessary policy for functioning of the assistant ZA as per statute. P. Dechert indicated that funding and restructuring may be possible and he has been discussing this with the Town Manager. The Chair suggested that this could be put off until the fall after the zoning revision.

Follow up on raffle and survey costs

What is the target date for mail out of the survey? What is to be included with the cover letter? What are the printing and mailing costs? S. Richards will prepare a draft budget for the remainder of costs for the survey for discussion at the next meeting.

Action: Motion by S. Richards to ask Kathleen to include the raffle in the draft cover letter. Second L. McGrew. Friendly amendment accepted from J. Mathias to include the neighborhood map and the zoning district map in the cover letter. Friendly amendment from D. Johnson that no town funding would be used for the raffle. Passed unanimous.

6. Amendments to Planning Commission Bylaws

Action: Motion by J. Mathias to amend bylaws as described in the July 14 draft minutes. Second D. Hoffman. Friendly amendments from A. Fulton:

- in 3) strike and replace "likewise" with "receive from the Chair and";
- in 3) strike ", if received from the Chair,";
- in 3) add "draft" immediately before "minutes";
- in 3) strike ", if timely received.";
- in 4) strike and replace "a copy to the Chair for signing and" with "sign and deliver a copy for".

(Note: The acceptance of the friendly amendments also caused the motion to be changed to propose to amend the bylaws as per Section IV, 6, j of the By-Laws of the Norwich Planning Commission.)

Passed unanimous.

Notice is hereby given as per Section IV, 6, j of the By-Laws of the Norwich Planning Commission that the first four subsections of Section IV, Organization of Meetings, of the By-

Laws of the Norwich Planning Commission are proposed to be amended at the next regular meeting of the planning commission on August 11, 2005 as described above and in the July 14 minutes and resulting as follows.

Section IV, Organization of Meetings

1. Vermont law requires that meetings of Planning Commissions be open to the public. It shall be the duty of the clerk to keep a schedule of this commission's regular meetings posted on the bulletin board for public notices outside of Tracy Hall.

2. A special meeting of the Commission may be called at any time by the Chair, or by a majority of the voting members, and it shall be the duty of the Clerk to post a notice of the same in or near the municipal clerk's office and in at least two other public places in the municipality, at least 24 hours before the meeting. In addition, notice shall be given, either orally or in writing, to each member of the commission at least 24 hours before the meeting, except that a member may waive notice of a special meeting.

3. The Clerk shall receive from the Chair and furnish each voting member with the agenda for the next meeting together with draft minutes of the last meeting and any pertinent documents due for discussion at least 24 hours before the meeting.

4. The Clerk shall post draft and approved minutes of each meeting of the Commission on the public bulletin board inside Tracy Hall. The Clerk shall deliver a copy of the approved minutes to the Town administrative secretary for distribution and sign and deliver a copy for filing with the Town Clerk. Scribes may assist the Clerk by recording minutes and if so shall bear the responsibility to deliver those draft minutes to the Clerk within five days.

7. *New Business*

Status of Land Records

It has been discovered that municipal permits have not been recorded in the land records in accordance with Vermont statute. Is this being addressed? What is the schedule for completion? P. Dechert said that 2004 was completed and 2005 would be completed shortly.

Action: The Chair has unanimous consent to make this an item on the punch list.

Land use and parcel maps

J. Mathias indicated a desire to begin assembling the data for a land use map and to request and offer assistance to the Listers to bring up to date the Town parcel map.

Accessory structures

J. Mathias indicated there is a need to discuss the July 14, 2005 Revised Accessory Dwelling Structures distributed by P. Dechert at the July 14 meeting, but this will be done as part of the zoning review.

8. Minutes - 7/14/05

Procedure: Motion by J. Mathias to approve the draft July 14, 2005 part B meeting minutes with the amendments described in the 7/24/05 e-mail from S. Richards and with the addition of part A by D. Hoffman amended as follows:

- delete first sentence in 1. Agenda;
- change three occurrences of "Passed" to "Passed unanimous";
- delete the last sentence;
- clean up some editorializing;
- reformat to look like other minutes.

Second S. Richards. Passed 5-0-1 (Abstaining: A. Fulton)

9. Future Agenda Items & Schedule

- Thursday, August 11 - 6:30 PM Regular Meeting
- Thursday, August 25 - 6:30 PM Regular Meeting
- Thursday, September 8 - 6:30 PM Regular Meeting
- Thursday, September 22 - 6:30 PM Regular Meeting
- Thursday, September 29 - 6:30 PM Special Meeting - Taxes and Development

10. Comments from the Public - none

11. Adjournment

Procedure: Motion by D. Hoffman to adjourn. Second A. Fulton. Passed unanimous. Meeting adjourned at 9:37 p.m.

Respectively submitted,

Jeffrey D. Mathias, acting scribe

Approved: September 8, 2005

Jeffrey D. Mathias, Clerk, Norwich Planning Commission