

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, May 11, 2006
Tracy Hall - Meeting Room

Members Present: Daniel Johnson, Adele Fulton (arriving 6:50), Tom Gray, Ralph Hybels (arriving 6:36), Jaye Pershing Johnson, Jeffrey Mathias, Lynn McGrew, Richard Stucker

Absent: Alison McRee

Staff: Phil Dechert

Public: Stuart Richards, Alison May, Craig Layne

The Chair called the meeting to order at 6:33 p.m.

1. *Approve Agenda* -

6:30 - 6:45

Procedure: The agenda was amended to include election of officers and reading of bylaws after item #3; total units within certain distances & structures in a PUD as part of item #6; town plan schedule, budget and subcommittee responsibilities to after item #7. **Passed by unanimous consent.**

2. *Comments from the Public* - Stuart Richards requested to address to item added to #6 when it was discussed later in meeting.

3. *Announcements & Correspondence* - The Norwich Planning Review document was distributed. J. Mathias said he would scan it into a PDF document and sent to Nancy. A letter from Stuart Richards concerning large developments in the upper valley was received.

New Item: election of officers

Action: J. Mathias moved to open nominations for PC officers. Second by R. Hybels. **Passed unanimous.** There was unanimous consent to simplify the process by nominating and then voting for each of the positions without opening and closing nominations each time.

Clerk: R. Hybels nominated J. Mathias. **J. Mathias** was elected clerk by **unanimous consent.**

Chair: J. Johnson nominated D. Johnson. J. Mathias nominated T. Gray. T. Gray declined. **D. Johnson** was elected chair by vote of **6-0-1** (Abstaining: D. Johnson)

A. Fulton arrived at 6:50 p.m.

Vice Chair: D. Johnson nominated R. Hybels. J. Mathias nominated J. Johnson. J. Johnson declined. **R. Hybels** was elected vice chair by vote of **7-0-1** (Abstaining: R. Hybels).

New Item: reading of bylaws

Action: Motion by J. Mathias to waive reading of bylaws as per Section III 7 of the Bylaws of the Norwich Planning Commission. Second by T. Gray. **Passed unanimous.**

4. *Zoning Regulation Revisions - Revisions of Draft Zoning
Section 7- Affordable Housing Definitions*

6:45 - 7:15

R. Hybels reported that he had talked with Peter Scarpignato, Housing Vermont, concerning the affordable housing definition and grants and that this issue would have little effect on Housing Vermont's ability to continue affordable housing as they have been. There was discussion of differences between the state definition and that in the proposed zoning.

Action: Motion by J. Mathias to 1) amend the current definition of affordable housing by changing the two occurrences of 120 percent to 80 percent; 2) Add a new definition termed "moderate housing" identical to the existing affordable housing definition with the 120 percent; 3) amend the entire zoning document by changing "affordable housing" to moderate or affordable housing". Second by D. Johnson. **Friendly amendment accepted** from T. Gray to change "moderate" to "moderate income". **Motion passed unanimous.**

Continue review at Section 6.1

Action: Motion by J. Johnson to strike and replace the paragraph in Section 6.1 (A) Applicability. with "(1) No development, as defined in Article VII (with the exception of the exemptions listed in Section 6.2), may commence without issuance of a zoning permit by the Zoning Administrator." and to change "(1)" to (2)" in the next paragraph. Second by R. Hybels. **Passed 7-0-1** (Abstaining: L. McGrew).

5. Town Plan - Data Research -

7:15 - 8:15

Meet with Doug Kennedy to review draft

Doug Kennedy reviewed additional changes to the Norwich Data Collection and received comments for the final draft. P. Dechert recorded the comments for Doug Kennedy.

Town Plan Subcommittee schedule, budget and subcommittee responsibilities

Procedure: The Town Plan Subcommittee was formed with members J. Johnson, D. Johnson and J. Mathias. No charge or responsibilities were discussed by the PC at this point. The subcommittee members were to meet after this meeting and decide on a time to meet to discuss organizing the subcommittee.

The Chair called for a break with unanimous consent at 9:00 and resumed the meeting at 9:05.

6. Zoning Regulation Revisions -

Continue # 4 - skipped

8:15 - 9:00

New Item: total units within certain distances & single structures in a PUD - skipped

7. Minutes - 4/13/06, 4/27/06

9:00 - 9:15

Action: Motion by J. Mathias to approve the corrections to the 4/13 minutes except for those related to item #4. Second by A. Fulton. Friendly amendment by A. Fulton to strike the fifth sentence in #3 (underlined correction). **Passed 4-0-4** (For: A. Fulton, R. Hybels, J. Mathias, L. McGrew; Abstaining: D. Johnson, T. Gray, J. Johnson, Richard Stucker).

Action: Motion by A. Fulton to approve the 4/13/06 minutes as corrected, including corrections to #4 and striking the 3rd sentence of the first action in #4 (both options) and striking the 2nd and 3rd sentences of the second action in #4 (underlined correction). Second R. Hybels. **Passed 4-0-4** (For: A. Fulton, R. Hybels, J. Mathias, L. McGrew; Abstaining: D. Johnson, T. Gray, J. Johnson, Richard Stucker).

Action: Motion by J. Mathias to approve the 4/27/06 minutes as corrected with additional spelling corrections and changing “or” to “and” in the first sentence of #6. Second R. Hybels. **Passed 7-0-1** (Abstaining: Richard Stucker).

8. Future Agenda Items & Schedule

Survey 2005 analysis by consultant
Huntley Meadow - use of private funds for town development
Regulation of development being done by the Town of Norwich
Proposed Private Driveway Regulations
Town Plan schedule, budget and subcommittee responsibilities

Thursday, May 25 - 6:30 PM Regular Meeting

Thursday, June 8 - 6:30 PM Regular Meeting

Thursday, June 22 - 6:30 PM Regular Meeting

9. *Comments from the Public*

Craig Layne, Chair of the Norwich Conservation Commission (NCC) addressed the PC as to the NCC’s interest in mapping natural resources and advising town bodies. He indicated that several NCC members would like to meet with the PC and would appreciate being informed of when by e-mail at least a week before.

10. *Executive Session*

9:15 - 9:30

Procedure: Motion by J. Mathias to go into executive session for the purpose of discussing staff review. Second by L. McGrew. **Passed unanimous.**

Entered executive session at 9:25 p.m.

Procedure: Motion by A. Fulton to leave executive session and return to meeting. Second by R. Stucker. **Passed unanimous.**

Closed executive session and resumed meeting at 10:29 p.m.

No action taken.

11. *Adjournment* -

9:30

Procedure: Motion by A. Fulton to adjourn. Second by D. Johnson. **Passed unanimous.**

The meeting adjourned at 10:30 p.m.

Respectfully Submitted,
Jeffrey D. Mathias, Clerk, planning commission

approved: June 22, 2006

Jeffrey D. Mathias
Clerk, Norwich Planning Commission