

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, May 25, 2006

Tracy Hall - Meeting Room

**Members Present:** Daniel Johnson, Adele Fulton (arriving 6:44), Tom Gray, Ralph Hybels (arriving 6:53), Jaye Pershing Johnson, Jeffrey Mathias, Lynn McGrew, Richard Stucker

**Members Absent:** Alison McRee

**Staff:** Phil Dechert

**Public:** Stuart Richards, Alison May

Chair called meeting to order at 6:38

1. *Approve Agenda -*

6:30 - 6:45

**Procedure:** Correction made to agenda to approve minutes of 5/11. Agenda approved as corrected by unanimous consent.

2. *Comments from the Public - none*

3. *Announcements & Correspondence - none*

4. *Zoning Regulation Revisions -*

6:45 - 9:00

*Revisions of Draft Zoning - Continue review at Section 6.1*

A. Fulton arrives at 6:44 p.m.

The chair indicated that NCC will be invited to come to the 6/8 meeting to discuss their concerns and highlights particular to fragile features and will also be encouraged to submit written comments.

R. Hybels arrives at 6:53 p.m.

**Action:** Motion by J. Mathias to amend Section 6.1 (F) Permit Expiration as suggested by A. Fulton, modified by T. Gray and accepting friendly amendments changing 14 to 30 in c) and inserting the word “zoning” before the word “approvals” in d) as presented below. Second D. Johnson.

(F) Permit Expiration. A zoning permit shall remain valid for one year from the date it is issued, as follows:

- a.. If the zoning permit authorizes only a change in the use of any building or other structure, or in the use of land, the change in use must occur prior to the one-year expiration date of the zoning permit. At the expiration date of the permit, it shall become null and void and the permit is not renewable.

b. If the zoning permit authorizes construction, reconstruction, conversion, relocation, alteration or enlargement of any building or structure, said construction activity must be initiated prior to the one-year expiration date of the zoning permit. If the construction activity is not begun, the permit shall become null and void and is not renewable.

c. If the zoning permit authorizes construction, reconstruction, conversion, relocation, alteration or enlargement of any building or other structure (either with or without a change of use), and if said construction activity has been initiated before the one-year permit expiration, the applicant may file an application to renew the permit, without fee, with the Zoning Administrator. The application to renew must be received by the Zoning Administrator at least 30 calendar days prior to the expiration date of the original permit. A zoning permit authorizing construction activity may be renewed in this manner for up to two consecutive 12-month periods to allow for completion of construction. No zoning permit allowing construction activity shall be valid after the expiration date of the original or renewal permit, nor longer than a total of three consecutive years if renewal applications are timely applied for and issued. If construction is not completed by the end of three consecutive years, the zoning permit and any renewals thereof shall become null and void.

d. The expiration of a zoning permit under this subsection shall include the expiration of all associated zoning approvals, and at its expiration, any land development on the lot must cease. All subsequent land development, if desired, must be approved after the submission of a new application for a zoning permit and all laws and ordinances then in effect will be applicable.

Motion **passed 6-0-2** (Abstaining: R. Hybels, L. McGrew).

**Action:** Motion by A. Fulton to amend Section 6.1 (H) (1) as follows:

(1) Plan Verification - The Zoning Administrator may require inspections during development to verify that the development is proceeding according to the plan.

Second R. Stucker. **Passed unanimous.**

**Action:** Motion by A. Fulton to amend Section 6.1 (H) (2) with friendly amendments from R. Hybels and J. Mathias as follows:

(2) Required Inspections - The Zoning Administrator shall verify prior to installation of any foundation for any new structure that the development complies with the plan and any conditions.

Second by R. Stucker. **Passed unanimous.**

**Action:** Motion by A. Fulton to strike Section 6.1 (3). Second by T. Gray. **Passed 5-2-1** (For: D. Johnson, A. Fulton, T. Gray, R. Hybels, J. Johnson; Against: J. Mathias, L. McGrew; Abstaining: R. Stucker).

5.5 - Total units within certain distances & single structures in a PUD - skipped

5. Town Plan - Data Research

9:00 - 9:15

*Brief report from Subcommittee*

D. Johnson reviewed what the Town Plan Subcommittee had discussed at its meeting and its recommendations while referring to materials that had been e-mailed (draft minutes, draft Working Group Concept, possible amendments to Working Group Concept, draft RFQ for trainer, list of potential trainers), D. Johnson presented options to the Commission for spending \$1,493 in Town funds by June 1, 2006, including the possibility of hiring (i) a meeting facilitation trainer for Group Leaders or (ii) a consultant to analyze the Town Survey data. He also presented an updated schedule including the updates for both zoning and the town plan as well as a redistribution of the funds spent thus far on the town plan update.

**Action:** Motion by A. Fulton “that we encumber \$1,493 for the purpose of retaining a consultant who will analyze and summarize the survey and ask the subcommittee to recommend consultants by the 6/8 meeting.” Second by J. Johnson. **Passed 6-2-0** (Against: J. Mathias, L. McGrew).

6. Minutes - 5/11/06 - skipped

8. Comments from the Public - skipped

9. Adjournment -

9:30

**Procedure:** Motion by A. Fulton to adjourn. Second by J. Johnson. **Passed 6-2-0** (Against: J. Mathias, L. McGrew).

Meeting adjourned at 10:58 p.m.

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

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**Approved: June 8, 2006**