

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, August 23, 2007

Tracy Hall - Meeting Room

Members Present: Daniel Johnson, Adele Fulton, Lynn McGrew, Richard Stucker, Ralph Hybels, Tom Gray

Members Absent: Jeffrey Mathias, Alison McRee, Jaye Pershing Johnson,

Staff: Phil Dechert

Public:

The Chair called the meeting to order at 7:07 p.m.

1. Approve Agenda – The agenda was approved by **unanimous consent**.

2. Comments from the Public - None

3. Announcements & Correspondence – None

4. Zoning Regulation Revisions –

Review Draft changes:

Status of Lister request for permits for interior improvements – After discussion there was consensus that zoning regulations should not require permits for things like ordinary repairs and maintenance, or minor interior improvements but this issue will be deferred for future consideration in a later zoning regulation revision.

Section 6.01 (G)(2) Compliance Inspections – (2) Required Inspections. The Zoning Administrator shall verify prior to ~~installation of any foundation for~~ construction of any new structure that the development will comply with the plan and any conditions.

The motion to revise Section 6.01(G)(2) as indicated was approved by unanimous consent.

Section 4.15 Small Wind Energy Systems –

(B) Permitted Use -- Delete everything after “100 feet”

(C) Conditional Use -- Change to “... tower heights of 100 feet or more may be ...”

The motion was approved by unanimous consent.

Approval of Zoning Regulation Draft

A motion to approve the 8-23-07 Draft of the Norwich Zoning Regulations with the above changes and submit the draft to the Selectboard for their consideration and adoption was approved by unanimous consent.

Two documents, Norwich Planning Commission Reporting Form for Municipal Bylaw Amendments and Adoption of Zoning Regulation (Bylaw) Process were approved by unanimous consent and will be included with the 8-23-07 Draft of the Norwich Zoning Regulations when submitted to the Selectboard.

Dechert was asked to update the Significant Changes in New Zoning Regulations document and include it with the 8-23-07 Draft of the Norwich Zoning Regulations when submitted to the Selectboard.

5. Town Plan

Discuss Town Plan process & schedule

The schedule was updated based on approval of the zoning draft.

Status of Letter to Town Boards & Committees

Dechert reported that a letter was emailed to the Town Boards & Committees. A list of significant issues for the community forums will be updated for each meeting.

Status of RFQ for Town Plan Project

There have been limited inquiries. Responses will be reviewed September 4 and Dechert will contact consultants as needed.

6. Minutes – The following meeting minutes were approved with minor changes

7-12-07 4-0 Stucker & Johnson with abstaining

7-26-07 5-0 Hybels abstaining

8-9-07 5-0 Gray abstaining

7. New Business

ZA/Planning Coordinator Performance Review Process

McGrew stated that the Planning Commission had not been contacted in a timely manner for them to have the opportunity to perform their statutory responsibility to provide advice to the Selectboard regarding the reappointment of the Zoning Administrator. After discussion a motion was made by Stucker and seconded by McGrew requesting the Chair to send letter to the Selectboard and the Town Manager expressing dismay at not being given the opportunity to perform their statutory responsibility to provide advice to the Selectboard regarding the reappointment of the Zoning Administrator. The motion was passed 6-0.

Gray volunteered to create a calendar for annual Planning Commission responsibilities to help with planning agendas.

Planning Commission Role in Town Capital Planning

McGrew expressed concern regarding the NORCAP process and the lack of Planning Commission participation. He also thought the process may not have conformed to the open meeting law.

The next meeting is scheduled for:

Thursday, September 13 – 7:00 p.m.

Agenda items: RFQ responses, PC Issues for community forums, Subdivision Regulation update

8. *Adjournment* – 9:50 p.m.

Phil Dechert

APPROVED 9-13-07