

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, September 13, 2007

Tracy Hall - Meeting Room

**Members Present:** Daniel Johnson, Adele Fulton, Lynn McGrew, Tom Gray, Jaye Pershing Johnson

**Members Absent:** Jeffrey Mathias, Ralph Hybels, Richard Stucker

**Staff:** Phil Dechert

**Public:** Jack Harned

The Chair called the meeting to order at 7:06 p.m.

**1. Approve Agenda** – Add Old Business: Letter regarding Zoning Administrator appointment. The agenda was approved as amended by **unanimous consent**.

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

**3. Announcements & Correspondence** –

Dechert – The Selectboard is accepting applications for an appointment to the Planning Commission. Application forms are available at the Town Manager’s office and should be submitted to the TM by October 18. Interviews will be on October 24.

**4. Zoning Regulation Revisions** –

Status of Selectboard Review – The Selectboard received the new draft zoning regulations at their September 12 meeting and scheduled a working meeting with the Planning Commission for November 7 at 6:30 PM to discuss the draft.

**5. Town Plan**

RFQ for Phase II & III of Town Plan Project.

Three consultants responded to the RFQ. Dechert reported on phone conversations with some past clients of the consultants and the commission reviewed the submissions.

Motion – Jaye Pershing Johnson moved to select Brandy Saxton of PlaceSense. Tom Gray seconded the motion and it passed by **unanimous consent**.

Dechert was asked to contact Ms. Saxton and ask her to attend the September 27 meeting. He will also work with the Town Manager on a contract with PlaceSense.

Community Forums

The Planning Commission draft list of issues was revised and will be re-distributed for the next meeting.

Lists submitted by other town committees were distributed, including: Norwich Historical Society, Norwich Conservation Committee, Norwich Energy Committee, and Norwich Special Places.

**6. Minutes** – The meeting minutes for 8-23-07 were approved as read.

**7. Old Business** – Reappointment of Zoning Administrator – After review of the statute (see below), it was agreed that the correct process for reappointment is for the Planning Commission to nominate a candidate for reappointment and then for the Selectboard to reappoint the

candidate. The Planning Commission was not provided the opportunity to nominate a candidate for reappointment prior to the reappointment of Dechert by the Selectboard on June 13, 2007.

Jaye Pershing Johnson moved, in accordance with 24 V.S.A. §4448, to nominate Phil Dechert for a three year term as Zoning Administrator. Tom Gray seconded the motion and it was approved by **unanimous consent**.

A letter to the Selectboard advising it of this action and the reason for it was approved by unanimous consent.

## 7. New Business

### Municipal Planning Grant – 08 Application

Dechert presented two proposals for projects:

- A) Integrating the Capital Improvement Plan into a GIS Database along with existing town infrastructure, land, and improvements; and,
- B) Development of Ridgeline and Scenic Resource Analysis GIS Tools

After discussion the consensus was to submit for both projects with the priority on B).

### Number of planning commission members – 7 vs. 9.

Currently the Selectboard has set the number of planning commission members at nine. Several members thought that a seven-member commission would function in a more efficient manner and that it has occasionally been difficult to find new members willing to put in the time.

Lynn McGrew moved to recommend to the Selectboard that the size of the planning commission be lowered from 9 members to 7 members and that this change be achieved through attrition. Adele Fulton seconded the motion and it was approved by unanimous consent.

Dechert will prepare letter to the Selectboard for Chair to sign.

The next meeting is scheduled for: Thursday, September 27 – 7:00 p.m.

Agenda items: Consultant, PC List, Other Committee Lists, Grant Application

8. *Adjournment* – 9:35 p.m.

Phil Dechert

*APPROVED 10-11-07*