

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, September 27, 2007

Tracy Hall - Meeting Room

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

**Members Absent:** Jeffrey Mathias, Jaye Pershing Johnson, Lynn McGrew

**Staff:** Phil Dechert

**Consultant:** Brandy Saxton

**Public:**

The Chair called the meeting to order at 7:11 p.m.

**1. Approve Agenda** – Gray requested discussion of policy for email distribution of agendas and minutes.

The agenda was approved as amended by **unanimous consent**.

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

**3. Announcements & Correspondence** –

At their 9-26-07 meeting, the Selectboard re-appointed the Zoning Administrator, and discussed the idea of a seven member planning commission.

There is a potluck supper for volunteers/board members and those interested in volunteering on Friday, October 12. Contact TM office to sign up.

**4. Town Plan**

Brandy Saxton from PlaceSense met with the board to discuss work on the town plan community forums and document drafting.

Discussions included:

- Community forum topics
- Examples of formats for the community forums
- Specific dates and general topics
- Communication and publicity – mail, posters, etc.
- Hand-out materials
- Long term schedule

Community Forum Schedule (tentative)

October 25 Land Use & Housing

November 8 Community Facilities & Transportation

November 29 Natural, Scenic & Historic Resources

January 10 Topics to be determined

Land Use issues include those deferred from current zoning draft including mixed use development and new hamlets. Housing issues include affordability. Community facility issues may include a community center, public access to the Connecticut River, emergency services facilities, and future roads and trails. The process needs to determine the major issues, the needs, and the priorities.

It was agreed that some basic information regarding the town plan process needs to be provided to participants prior to the forums. Phil Dechert and Brandy Saxton will draft and direct mail piece and a hand-out that will be emailed to the members for comments. Publicity for the forums will include direct mail, posters, newspaper ads, and media pieces.

**5. Interim Flood Hazard Regulations**

Dechert explained the need for temporary flood hazard regulations meeting federal standards while new zoning is being considered by Selectboard. He recommended that the Selectboard adopt interim zoning and that the interim zoning contain the general development standards of the current zoning combined with the technical standards required by FEMA. The commission supported this approach.

**7. Municipal Planning Grant – FY08 Application**

A motion to approve FY08 Municipal Planning Grant application and authorizing the Chair to sign the application for the Planning Commission was seconded and passed by unanimous consent.

**8. Minutes –** The minutes for 9-13-07 were approved as read.

There was a discussion of modifying the policy for distribution of agendas and minutes by email.

Gray moved that Planning Commission agendas and approved minutes be distributed on the town email list from the Town Manager's office in addition to the Planning Commission mail list. The motion was seconded and passed by unanimous consent.

Draft minutes will be posted in Tracy Hall and available by request from the planning office five days after the meeting, and will contain the following statement: "This set of minutes has not been reviewed or approved by the Planning Commission".

**11. Adjournment - 9:40 PM**

The next meeting is scheduled for: Thursday, October 11 at 7:00 p.m.

Agenda items: Community Forums

Phil Dechert

*APPROVED 01-31-08*