

NORWICH PLANNING COMMISSION
Meeting Minutes

Thursday, May 25, 2017, Tracy Hall

Regular Meeting

Members Present: Allen, Brink, Horwitz, Lubell, Brien, Thoms,

Members Absent: Goodrich **Clerk:** Phil Dechert

Others: Colin Calloway, Marcia Calloway, Frank Manasek, Cheryl Sittle, Linda Cook

Susan Brink, Vice Chair, called the meeting to order at 7:00 PM.

1. **Approve Agenda** – Approved
2. **Meeting Topics and Goals**
 - a. Town Plan Update – Review changes to Sections on Village Center Designation and Assessor/Lister
 - b. Zoning Revisions – Review of Article III
3. **Comments from the Public**
4. **Minutes** – 5-11-17 – Approved
5. **Announcements, Reports, Updates & Correspondence**
 - a. Correspondence
 - i. Copies of letters to Selectboard re: Planning Commission for 5-10-17 Selectboard meeting were distributed to the members.
 - ii. School District Capacity and Enrollment Preferences. Information on school enrollment, history, projections and capacity were reviewed.
 - b. Updates - None
6. **Town Plan Updates** –
 - a. New Sections on Village Center Designation and Lister/Assessor were reviewed and accepted for the Town Plan Draft. Lubell moved (second by Allen) to accept these changes. The motion was approved- 6-0.
 - b. Other sections with changes were previously approved. Brandy Saxton will finish the formatted draft.
 - c. Lubell moved and Allen seconded that the Planning Commission has reviewed the entire updated Town Plan and have approved it and now empower the town planner to ensure that all of the content is reflected in the formatted draft of the Town Plan in both a clean and a redline form. The motion was approved 6-0.
 - d. The Public Hearing is scheduled for July 13, 2017.
 - i. The Planner will have the 30 day distribution of drafts and other required documents completed prior to June 15th.
 - ii. The 15 day published and posted warnings will be completed prior to June 28th. These warnings and documents will also be posted on the town website with notices on Norwich ListServe and Norwich town email list. The Commission requested that these distributions and warnings occur well

before the deadlines. Copies of the documents shall be made available at the Norwich Public Library and Town Clerk.

- iii. The Planner shall draft a “cover letter” including the purpose of the Town Plan update is to reinstate the Town Plan with minor amendments reflecting feedback from the Regional Planning Commission and changes in state law.

7. Zoning Update

- a. The Commission reviewed proposed changes to a 4-27-17 redline of Article III. Review of Article III will continue at a future meeting.
- b. The Planner will create a more efficient review process for the future.

8. Future Meeting Schedule & Agenda

- a. Plan for public hearing
- b. Ongoing Zoning Review

9. Comments from the Public

- a. Marcia Calloway – Inquired when to submit written comments and suggested changes on TP Draft; She was advised at or before the July 13th hearing.
- b. Frank Manasek – Town plan expired this past December, why the issue of revising town plan wasn’t done first?

Adjournment: 8:47 PM

Phil Dechert, Clerk

APPROVED 6/8/17

Future Meetings:

Thursday, June 8, 2017 – Regular Meeting
Thursday, June 22, 2017 – No Meeting

List of future action items:

- a. Warn Public Hearing
- b. Plan hearing agenda

Planning Commission Agendas & Minutes available at: <http://norwich.vt.us/planning-commission/>