

**Thetford Planning Commission
Minutes – November 4, 2008**

Present: Liora Alschuler, Stuart Blood, Laurie Burnham (7:27), Dennis Donahue (7:20), Lori Howard, Rick Howard, Kevin O’Hara, Wayne Parks (Chair)

Guests: Mike Fernandez (7:15-8:30)

7:15: Meeting called to order by Wayne Parks, Chair.

7:15: Public comment: None.

7:19: Review of prior minutes: Kevin O’Hara made a motion to accept the minutes of October 21, 2008. Seconded by Stuart Blood. The vote passed unanimously.

7:21: Zoning:

a. 7:21: Assignment Reports:

- 1.) Liora Alschuler: Application Process: Alschuler reported that she spoke with Sean Mullen, Development Review Board Chair; and will speak with Tim Taylor, when he is available in February. She will continue to collect information, and report to the Planning Commission in February.
- 2.) Lori Howard: Historic Preservation: Howard reported that she spoke with many members of the Historic Preservation Committee, and discussed the Planning Commission’s list of open issues in the Zoning Bylaws, regarding Historic Preservation. They commented that they are working on their guidelines and will discuss at their next meeting, November 25th. Howard will follow up with them, and report back to the Planning Commission.
- 3.) Kevin O’Hara: Habitat Protection: O’Hara commented that the Town Plan has many references to habitat protection, however the current Zoning Ordinance has none. He reported that he is researching Zoning in Norwich and Lyme, who do cover habitat protection in their Zoning. He noted that Hartford recently rewrote their Zoning, and he will look at it. O’Hara reported that he will also be speaking to Li Shen, Conservation Commission Chair.
- 4.) Laurie Burnham: Wetland Protection: Burnham commented that wetland protection overlaps with habitat protection. She reported that she also plans to speak to Li Shen, who directed her to a large amount of materials, which she Burnham is reading through.
- 5.) Wayne Parks: Zoning District Lines: Parks reported that Two Rivers Ottawaquechee Regional Commission sent him enlarged maps. He would like to have another meeting with the working group, to plot the proposed line changes on the maps.
- 6.) Rick Howard: Setbacks: Howard reported that he spoke to Road Foreman, Doug Stone, about Howard’s proposed change of front setback from 60 feet to 45 feet. Stone said 45 feet is fine. He noted that the two properties he had a problem with being in the right of way, had less than 45 feet setback.

The Planning Commission discussed whether they should vote on each issue, when the working group makes a recommendation; or wait to vote on all the working group recommendations collectively. The Commission decided to vote on each issue independently, and asked Rick Howard for next meeting to propose language changes, for each place in the Zoning Ordinance that the issue of setback occurs, with a written resolution, for the Commission to vote on.

b. 8:10: Zoning Bylaws:

The Planning Commission proposed a timetable of assignment reports as follows:

- November 18:
 1. PUD: Stuart Blood: Discussion of Memo submitted October 2, 2008, by Stuart Blood.
 2. Setbacks: Rick Howard will submit a written resolution for vote.
- December 2:
 1. Steep Slopes, Ridgelines: Dennis Donahue: Discussion of Memo and research submitted October 6, 2008, by Dennis Donahue.
 2. Zoning District Lines: Wayne Parks, Lori Howard, Rick Howard: The working group will submit proposed changes to the maps.
- To be scheduled (at November 18th meeting):
 1. Habitat Protection: Kevin O'Hara
 2. Wetland Protection: Laurie Burnham
- February:
 1. Application Process: Liora Alschuler

The Planning Commission reviewed the Tracking Document and identified unassigned open issues as follows:

Site Plan/Conditional Use Review

- Homes for aged
- Pose significant risk to groundwater
- Performance standards
- Maximum lot coverage

Additional Open Issue:

- Driveway standards/emergency vehicles: Rick Howard (when done with current assignment (Setbacks)).

8:24: Reports:

- a. Selectboard: None
- b. Two Rivers: None.

8:25: New Business: None.

8:30: Old Business:

- a. Planning Commission Vacancy: At 8:30, Stuart Blood moved to go into Executive Session to discuss Personnel. Seconded by Laurie Burnham. The vote passed unanimously. At 9:18, the Planning Commission returned from Executive Session.

9:20: Motion by Rick Howard to adjourn, seconded by Stuart Blood. The vote was unanimous in favor.

Respectfully submitted,

Ann Fenton, Recording Clerk, Thetford Planning Commission