

Thetford Planning Commission
June 30, 2009 - **Special Organizational Meeting**
Minutes

Present: Liora Alschuler, Stuart Blood, Laurie Burnham, Lori Howard, Rick Howard, Kevin O’Hara, Wayne Parks (Chair), Ben Pershouse

Guests: None

7:30: Meeting called to order by Wayne Parks, Chair.

7:30: Public Comment: None

7:35: Review of prior minutes: Stuart Blood moved to accept the amended minutes of June 2, 2009. Rick Howard seconded. The vote passed unanimously. The notes of the unofficial meeting of June 16, 2009, which did not have a quorum, were accepted as amended. The Planning Commission thanked Ben Pershouse for writing the notes, in the absence of the Recording Clerk.

7:37: Review of Tracking Document: No changes.

7:38: Review of Zoning Draft: No changes.

7:39: Review of Time Line Flow Chart: It was noted that a working group of Liora Alschuler, Stuart Blood, Kevin O’Hara, and Wayne Parks met to prepare a time line. Kevin O’Hara presented the document he prepared from the information discussed at the working group meeting: “Thetford PC - Sample Timeline - Zoning Rewrite, 6/30/09.

Stuart Blood presented the documents he drafted in preparation for the meeting of the working group: 1.) “Dependency/priority”, in which he labeled the priority level of each task remaining; 2.) Tasks Required for PUD, Conditional Use and Site Plan Review Regulations, 25 June 2009.

Kevin O’Hara presented a second document, Thetford PC – Sample Timeline – PUD, CU, Site Plan Review Procedures, 6/30/09.

In discussion, Ben Pershouse suggested the inclusion of the concept of land use patterns, and commented that Planned Unit Development and clusters are tools against sprawl, to promote energy efficiency. Rick Howard commented that PUD is not a part of the Thetford pattern of building currently. Liora Alschuler noted that if the standards were clearer, the DRB would have better guidance, and there would be a better discussion and procedure for the applicant.

The Planning Commission agreed on the timeline and noted that it would need to be adjusted over time. It was agreed that Wayne Parks would oversee the timeline.

8:13: Unassigned Topics – Assignments:

- Multiple residences per lot (#17): Stuart Blood
- Fences (#15): Liora Alschuler
- Administration (#31, #33, #34, #35, #36, #37): Laurie Burnham
- Conditional Use Review/Conditional Uses (#26, #27): Wayne Parks, Kevin O’Hara
- Referenced Documents (#43): Stuart Blood, Lori Howard
- Sprawl (#11): Tabled to after PUD discussion
- General Performance Standards (#18): Kevin O’Hara

- Sign Regulations (#41, #42): General discussion/update, then Ben Pershouse will research
- Extraction of Soil, Sand, Gravel (#20): Rick Howard
- Development Review (#29): Stuart Blood

Wayne Parks thanked the working group for their work on the timeline. The group also acknowledged the work of Wayne Parks on the timeline.

Zoning:

- 8:55: Reply from Thetford Hill HPC: Lori Howard reported that she received verbal response that the Committee agrees to the draft zoning regarding the HPC. She is waiting for written response.
- 8:58: Meeting with Fire Chief: Rick Howard and Wayne Parks reported the following points made by the Fire Chief:
 - Community Business District Setback should be 15 feet.
 - Driveways: The main point is that driveways are passable, which depends on a number of criteria including width, length, and steepness; and how much of the driveway does not meet the criteria. The Fire Chief's recommendation is that the zoning regulation has a range, and a trigger mechanism, that would flag a potentially problematic driveway, that should be looked at.
 - Bridges: The Fire Chief noted that an Engineer not the Fire Department should look at bridges.
 - Street numbers/911 numbers: The Fire Chief asked that the Planning Commission consider if it is possible to have a regulation that mandates that a street number be posted at every residence.

9:10: July 7th Presentation by Millie Archer, VLCT: Laurie Burnham reviewed the plan for the presentation regarding wetlands regulations language.

9:20: Planning Commission Vacancy: Wayne Parks reported that Mike Fernandez resigned from the Planning Commission, due to business and family obligations. It was discussed that Wayne Parks would ask the Selectboard if they are interested in advertising the vacancy, and interviewing candidates.

9:27: Municipal Planning Grant: Wayne Parks reported that funds are available, though funding is half the amount of last year. It was noted that last year the Planning Commission chose not to apply, because they had already received a planning grant for zoning; and were not ready to start work on subdivision, which is the next project they would like to seek planning assistance with. The current grant application is due by September 30th, and the work must be done by May 2011. In discussion it was noted that the Conservation Commission is seeking a grant for wetlands mapping, which is a separate grant, available from mitigation and enhancement funds. In discussion it was questioned whether it is allowed to have two overlapping grants, for subdivision and the town plan. Wayne Parks will research.

9:34: Selectboard Report: None.

9:34: Two Rivers Report: None.

9:34: Old Business, New Business: None.

9:35: Motion by Kevin O'Hara to adjourn, seconded by Stuart Blood. The vote was unanimous in favor.

Respectfully submitted,
Ann Fenton

Recording Clerk, Thetford Planning Commission