

**Thetford Planning Commission
February 1, 2011 – APPROVED Minutes**

Present: Wayne Parks, Stuart Blood, Kevin O'Hara, Rick Howard, Dean Whitlock (Clerk)

Absent: Liora Alschuler, Lori Howard

Guests: None

(Numbers below refer to agenda items)

1. Meeting called to order by Wayne Parks at 7:25 PM

2. Public Comment: None

3. Review Minutes of 1/4/2011 (7:26)

The minutes were approved with the changes noted. There was a brief discussion of the notes from 1/18/11 for the members who had not been present. (There was no quorum present then, so no meeting could be called to order.)

4. Final Draft of Zoning Bylaw (7:28)

There was no further discussion of the draft language. Stuart Blood made a motion that the commission approve the draft bylaw and submit it to the selectboard. Wayne Parks asked if the motion included the zoning maps. Stuart Blood added a clause specifically referring to the zoning maps. He moved that the planning commission approve version 48 of the draft Thetford Zoning Bylaw, dated 1 February, 2011, including the draft zoning maps dated 2 November, 2010, and submit it to the selectboard for adoption. Kevin O'Hara seconded the motion. There was no discussion, and the motion passed unanimously.

Wayne Parks formally thanked all the members for their dedication and hard work over the past several years to get the bylaw completed.

5. Organizational Session (7:34)

Wayne Parks recommended electing a new chair for the next two months, to warn meetings until the selectboard appoints new commissioners, who can then formally elect new officers. This is his last meeting, and Stuart Blood's term is up on March 1. Rick Howard said that Lori Howard would probably be leaving the commission now as well. Wayne Parks said he would come back if the selectboard were to pass the draft back to the commission for further changes after their review and public hearing. Stuart Blood remarked that that seemed unlikely, but that Wayne's presence would certainly help in that case.

Rick Howard nominated Kevin O'Hara for the position of Chair. Wayne Parks seconded. Kevin O'Hara said he was willing to do his best for the time being. There being no further nominations, Wayne Parks moved they be closed. Stuart Blood seconded; the motion passed unanimously. Wayne Parks called for a vote, which was unanimous.

There was a discussion of the steps Kevin O'Hara would need to take as Chair to certify that the draft bylaw is complete. Stuart Blood will send the final digital copy to the Town Clerk for printing and will post it to the listserv archive. Stuart will also send digital copies to the selectboard. Wayne Parks, as his final official act, initialed the state certification form and will deliver it to the clerk.

6. Future Agenda & Time Line (7:49)

Wayne Parks said that the community center was reserved for the meeting on March 1, which was voting day. Kevin O'Hara will warn the meeting and post public notices.

7. Reports (7:58)

a. Selectboard - Wayne Parks reported that he had signed the necessary papers with the selectboard to finalize the municipal planning grant.

b. Two Rivers Ottawaquechee Regional Commission (TRORC) - nothing to report.

8. Old Business (8:01)

Kevin O'Hara asked if there would be time to review and update the subdivision regulations. Stuart Blood asked if it could be done without impinging on the timeline to update the Town Plan. There was a discussion of the status of the Town Plan and the subdivision regulations. There is a draft subdivision regulation that has been posted, so it can probably be finalized without affecting the Town Plan process. Stuart Blood said that the remaining issues to be addressed involve procedures for subdivision and will require collaboration with the Development Review Board (DRB) to focus on spelling out the steps in the process. A working group composed of one or two members from each group could probably wrap it up quickly. Stuart and Kevin will meet to develop a plan of action.

As for the Town Plan, the major focus should be to make the language clearer and more definite, using the TRORC as technical support to refine the language and comment on ramifications, as they did in the final months of preparation of the draft bylaw.

9. New Business (8:08)

Stuart Blood has been managing the Planning Commission listserv for the past few years. A replacement will be needed after 3/1, chosen from the newly constituted commission.

Kevin O'Hara expressed his thanks to Wayne Parks for doing such a good job as chair during the long and sometimes difficult process of completing the draft bylaw. The other members echoed his sentiment.

The meeting was adjourned at 8:10 PM.

Respectfully submitted,
Dean Whitlock, Clerk, Thetford Planning Commission