

**Thetford Planning Commission**  
**March 17, 2015 – APPROVED Minutes**

Present: Kevin O'Hara , Patricia Norton, Michael Schunk, Liz Ryan Cole (7:30), Dean Whitlock (Recording Clerk)

Absent: None

Guests: None

(Numbers below refer to agenda items.)

1. Kevin called the meeting to order at 7:17 p.m.

2. Public Comment: None

3. Review of Minutes from the 3/3/15 meeting.  
The minutes were accepted as amended.

4. Selectboard Report: None.

5. Town Plan (7:22)

a. Appendix A - Historic Resources - Review: Michael reported that he had not heard back yet from Steven Blanchflower, but that he had heard back from his contact at the Vermont State Historic Preservation office, who has agreed to review the preservation tools that were moved from Appendix A to the Historic Resources Chapter. He said he would reply in 2 weeks.

Kevin began a review of the status of all of the chapters, along with the Foreword and Introduction. Patricia, who is collecting the final revisions to send to the copy editor, went down the list of chapters. She referred the members to a spreadsheet she had emailed on March 16 via the planning listserv, in which she listed the chapters in order, along with the revision dates for the versions that she has currently. In the spreadsheet, she also suggested a change to the order of the chapters as they appear in the Town Plan.

Dean reported that there was a more recent version of the Foreword, which he immediately emailed to the planning listserv. It includes a few typographical changes, along with the addition of a description of changes to the Education Chapter and the Historic Resources Chapter.

Liz Ryan Cole joined the meeting.

The review of the changes in the Foreword continued. The description of Land Use changes sparked another long discussion about what to name the proposed new type of land use area. Patricia will contact the Zoning Administrator to get her opinion of the several suggestions that have been made.

Dean moved that the current revisions of the Foreword, Education Chapter, and Land Use Chapter, as just amended, be approved as final drafts. Michael seconded. The vote was

unanimous in favor.

There was a brief discussion of the draft versions currently posted on the Planning Commission web page. Dean will remove them and explain that the final draft will soon be ready for a warned public hearing, but that comments are always welcome.

There was a very brief discussion of the new chapter order suggested by Patricia. Dean moved to accept the new order. Liz seconded the motion. The motion passed by unanimous vote.

Dean referred the members to the latest revision of the Introduction, which he emailed again during the meeting since some members could not find it in their email inbox. After a brief review of the most recent changes, Dean moved to approve the revision as a final draft. Michael seconded the motion. It passed by unanimous vote.

Michael reported that the Housing Chapter was not available for final review. It was on his other computer.

Kevin noted that the Facilities and Natural Resources Chapters had already been approved as final drafts.

There was a brief review of the Transportation Chapter. Dean moved that the current revision be approved as a final draft. Liz seconded the motion. It passed by unanimous vote.

Dean noted that the Historic Resources Chapter was still awaiting final comments on the historic preservation tools. The next chapter to discuss was Scenic Resources. Dean moved that the current revision be approved as a final draft. Patricia seconded the motion. It passed by unanimous vote.

Michael reported that the Energy Chapter was not available for final review.

Patricia noted that, except for the name of the new land use area, the Land Use Chapter was complete and had been reviewed during a previous meeting. Final approval will have to wait for now.

Relationship to the Region Chapter and Implementation Chapter had received no comments since being approved and posted on the Planning Commission web page for public review. Dean moved that the current revisions of these two chapters be approved as final drafts. Kevin seconded the motion. It passed by unanimous vote.

b. Photos: Michael put forward a list of photos that he would like to include in the Housing Chapter and asked for suggestions on how to obtain them. There was a discussion on who might have some and on the quality of the photos needed. Kevin noted that we need to get permissions from owners of private residences before including photos of people's homes in the Town Plan. Michael will contact Bob Walker about photos for the Energy Chapter. Dean offered to send a photo of a woodpile in winter. There was a brief discussion of what the copy editor would need. Dean said that each photo should be accompanied by a caption that included a credit to the photographer, along with a description of where it was to go in its chapter. Dean gave a quick status report on his inquiries to Pete Fellows of the regional planning commission about using the current Zoning District maps to indicate the proposed changes in land use areas. Pete had suggested using maps from the Town Plan instead, but Dean had explained that the zoning maps had a larger scale more suited to the purpose. He was awaiting a reply.

## 6. Subdivision

a. Dean reported that he had not had time to make the necessary revisions to show the Zoning Administrator for her opinion. This item will be continued to the next meeting.

## 7. Election of Officers (9:12)

1. Chair: Kevin said he hoped someone would step forward to take over the office of chair. Since no one did, he said he would be willing to continue in the office. Dean nominated Kevin chair of the Planning Commission. Patricia seconded the nomination. The vote was unanimous in favor.

2. Vice Chair: There was a brief discussion of the duties, then Kevin nominated Patricia for the office of vice chair. Liz seconded the nomination. The vote was unanimous in favor.

3. Clerk: Kevin noted that the duties of the elected clerk were to write correspondence and lead the meetings whenever the chair and vice chair were both absent. Kevin nominated Dean for the office of clerk. Michael seconded the nomination. The vote was unanimous in favor.

## 8. Other Business (9:19)

a. Patricia said that a visitor with an interest in joining the Planning Commission would be attending the next meeting. There was a brief discussion of how to attract others interested in joining.

b. Kevin reported that the Zoning Administrator had given him a package with proposed changes to the Regional Plan. It included a notice of two public hearings being run by the regional planning commission, one in Randolph on Wednesday, April 15th, and the other here in Thetford at the Town Hall on Thursday, April 16th. Patricia noted that the proposed amendments were posted on the regional planning commission website, and she emailed the URL to the planning listserv. Kevin urged the commissioners to review the proposed changes and attend the hearing, since the regional plan is meant to serve as a template and guidelines for the individual town plans.

c. There was a brief discussion of absences in April and May.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Dean Whitlock, Recording Clerk, Thetford Planning Commission