

Thetford Planning Commission
August 25, 2015 – APPROVED Minutes

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

Absent: None

Guests: Anne Sosin, Jessica Eaton (Selectboard Liaison)(7:43), Jamie Thaxton (8:55)

(Numbers below refer to agenda items.)

1. Kevin called the meeting to order at 7:18 p.m.
2. Public Comment: None. Anne Sosin and Jamie Thaxton are interested in joining the Planning Commission and had come to observe.
3. Review of the minutes from 8/4/15
The minutes were accepted as amended.
4. Selectboard Report: None
5. Town Plan Discussion
 - a. Review Final Draft

Patricia referred the group to the latest revision, version 9.6, which she had emailed to the Planning list serve on 8/24 and was also available on Google Docs. She noted that the changes made at the last meeting had been inserted, and there were just a few new comments by the editor to discuss and resolve. Some of the members had been able to read through their chapters before the meeting, so Patricia went through the document chapter by chapter to make final changes. There were some typos to correct and a few non-substantive copy changes in most of the chapters. The names of former commissioners who worked on this Town Plan will be added at the end of the Introduction. The editor requested raw data from Figure 1, in the Housing Chapter, so she could create a new version of the figure that matched the format of the other figures; Michael will supply the data file.

Jessica Eaton joined the meeting. She noted that the private Hillside Cemetery at the southern end of Academy Road was not in the cemetery list in the Facilities chapter. Kevin said he would check with the Cemetery Commissioners to see why it was not on the list, which includes other private cemeteries. It was also noted that the cemetery behind the Town Hall had a name other than Thetford Center (new). Kevin will check on that also

Jamie Thaxton joined the meeting. Liz asked about the 21-acre wetland on Godfrey Road described in the Facilities chapter, wondering if this was meant to refer to the Zebedee Brook

conserved land on Houghton Hill Road. It wasn't clear from the maps, so Kevin will look into that point as well. Also in Facilities, Liz pointed out that there are two spellings for Rice's Mills: one with an apostrophe and one without. Kevin will see if he can find a definitive "correct" spelling. He noted that he hadn't had time to proofread his chapter but will do it as soon as possible and send any simple corrections of fact and non-substantive changes to Patricia to be incorporated; any substantive changes that he might find will be taken into consideration after the upcoming review by the selectboard and the regional commission.

There was a discussion of the best timing for submitting the completed draft to the selectboard and how soon thereafter to get on their agenda for a presentation. Jessica will check the upcoming agendas and report back.

Patricia moved that the Planning Commission accept the current draft, as amended at this meeting and with non-substantive changes to be sent by Kevin, to be presented to the Selectboard and the Two Rivers Ottawaquechee Regional Planning Commission. Liz seconded the motion. Kevin noted that this is still a draft and can be changed substantively, but not until after the Selectboard and regional commission have responded. Dean called the question. The vote was unanimous in favor.

Patricia asked if we should now create a new shared document or spreadsheet in which to record comments about this draft. There was a brief discussion, and it was agreed that she would create a spreadsheet in Google docs based on the format of the earlier comment documents, with any changes to the format that she thought would be helpful in tracking and responding to the comments.

b. Map revisions - The commissioners reviewed the final changes that Dean had made to the proposed zoning district maps and accepted them.

6. Subdivision (9:10)

a. Mary Ellen Parkman's responses to road standards and Dean's update - Dean referred the members to version 9.4, dated 4.4.2015, which he had emailed on August 9. Kevin noted that the version number inside the document on the title page and in the header had not been updated. Dean explained the nature of the changes that had been made in this draft: the ability of applicants to ask to use a sketch plan instead of a formal survey, the many changes to the road standards section, and some of the definitions. The statements about the sketch plan were accepted. The first article on the road standards, regarding shared driveways, was discussed and accepted. At this point, Kevin closed discussion until the next meeting so there would be time to discuss the Planning Commission's duties and procedures with Anne Sosin and Jamie Thaxton and answer any questions they might have.

7. Other Business

a. Designated Village Center meeting update - Patricia said that the meeting is still scheduled for the regularly scheduled Planning Commission meeting on October 6. We are to

arrive early so we can drive around to view the applicable villages with the presenter.

b. Discussion with Anne Sosin and Jamie Thaxton - Kevin described the current and upcoming projects (Town Plan, Subdivision, Zoning Bylaw) and explained the need for new members so that a quorum could be maintained even with some members about to resign. Anne and Jamie described their backgrounds and the nature of their interest in joining.

The meeting was adjourned at 9:33 p.m.

Respectfully submitted,
Dean Whitlock, Recording Clerk, Thetford Planning Commission