

Minutes of Planning Commission Meeting April 19, 2010

Roll Call: 7:00 pm

Planning Commissioners present were Chair Fitzhugh, Dollenmaier, Jeffrey, and Supplee. Michele Braun was present as Clerk. Members of the public present included Debbie Lyford, Maranda White, Matt White, Gordon Bock, David Maxwell, and Gena L. Glidden.

Approval of Minutes

Jeffrey moved to approve the minutes of Meeting 10-03, March 15, 2010. Dollenmaier seconded the motion. **The motion passed 3-0-0.**

Subdivision

Mel Lyford has requested approval to subdivide his property at 779 Rte 12A.

Stones moved to approve the subdivision; Jeffrey seconded the motion.

The property consists of 1.77 acres with a commercial building and a 4-unit apartment building. The plat shows a proposed division into Lot 1: 0.57 acres & business, Lot 2: 0.50 acres & apartments, and Lot 3: 0.70 acres undeveloped. The property is in the Urban Residential zone, and is served by public water and private septic, therefore there is a minimum lot size per dwelling unit of 0.50 acres.

The motion did not pass, with a vote of 0-4-0.

The Commission directed the Zoning Administrator to develop a means to avoid future misunderstandings about the zoning process; upon receipt of a complete application, the Zoning Administrator should provide applicants with a letter that clearly outlines the review process. Also, the subdivision application form should be changed so that existing structures and uses of the property are fully described at the time of application.

Signs

Northfield Country Club has applied for a sign permit for a sandwich board sign.

Jeffrey moved to approve the sign as proposed; Dollenmaier seconded the motion.

The motion passed 4-0-0.

TAP Enterprises has applied for a sign permit for their tool sale scheduled for May 15, 2010.

Jeffrey moved to approve the sign as proposed; Stones seconded the motion.

The motion passed 4-0-0.

Other Business

The Commission directed the Zoning Administrator to send a letter to Norwich University in response to their inquiry as to whether they need a permit to install new lighting in their parking lot on the east side of Route 12. The letter should state that although lighting is not currently regulated, the Planning Commission requests that the University consider the neighboring residents (include a list of names and addresses).

Next Regular Meeting

May 21, 2010

Adjournment: 8:50 pm

Dollenmaier moved to adjourn. **The motion passed 4-0-0.**

Michele Braun
Zoning Administrator / Clerk

These minutes are subject to approval at the next regular meeting; however, they are substantially correct.