

Town of Northfield
Draft Minutes of Planning Commission Meeting, November 16, 2015

Roll Call: Steve Fitzhugh called the meeting to order at 7:00.

Present: Commissioners Donahue, Supplee, Fitzhugh, ZA Schulz
Absent: Commissioner Beal

Minutes of 21 September, 2015

Motion by Donahue, second by Supplee to approve the minutes of September 21, 2015. **Motion approved 3-0-0.**

Minutes of 19 October, 2015

Motion by Supplee, second by Donahue to approve the minutes of October 19, 2015. **Motion approved 3-0-0.**

Joint Meeting with ZBA

The joint meeting with the ZBA was postponed to December to allow for more time to research the establishment of a Development Review Board. Staff had invited the Vermont League of cities and Towns (VLCT) to discuss this item; however, VLCT charges \$900 for this service. Steve Fitzhugh and the Town Manager will research this item for the next meeting.

Zoning Administrator

Jeff Schulz distributed a draft job description for the Zoning Administrator position, and noted that it came from another community and is to serve as a base for discussion. The Commission suggested that the description be expanded to include more of a planning element. Jeff will revise the description based upon the discussion and distribute to the Commissioners.

Zoning Bylaws Revision:

The Commission discussed a strategy to resolve the remaining outstanding issues in the zoning bylaws. Steve Fitzhugh stated that he will provide the Commission with zoning materials related to zoning ordinance update via an email, and asked that the Commission and ZA review the materials for the next meeting.

The Commission also reviewed and discussed a request by a property owner to expand the commercial zoning around the Falls General Store to create a more of a business district in area. The Commission stated that they will further review the request.

Adjourn: Meeting adjourned at 8:05 PM.