

**Town of Northfield**  
**Draft Minutes of Planning Commission Meeting**  
**January 16, 2016**

**Roll Call:** Steve Fitzhugh called the meeting to order at 7:10.

Present: Commissioners Donahue, Supplee, Fitzhugh; ZA Jeff Schulz  
Others: Ron Tucker, Matt Sullivan.

**Approval Minutes of November 16, 2015**

The Commission reviewed and discussed the minutes of November 16. The Commission discussed the section regarding the zoning administrator job advertisement and the need to clarify the part about the planning element. The Commission tabled the minutes to the next meeting.

**Applications**

**Ron E. Tucker - permit to subdivide the parcel at 500 Messier Hill Road, into two lots: lot 1 to be 21.51 acres, and lot 2 to be 3.7 acres.**

The Commission discussed the application by Mr. Tucker to subdivide the lot on Messier Hill. Schulz stated that the lot complies with the zoning ordinance requirements. There was a discussion regarding the 75 foot right of way along the northerly side of the property and if this right of way was the only access to the adjoining property. Mr. Tucker confirmed that the adjoining property currently has access through another location. Mr. Tucker and Mr. Sullivan confirmed that the right of way will be reduced to 25 feet. The Commission noted that the reduced right of way will need to be shown of the final plat in order for it to be valid.

Motion by Commissioner Supplee, second by Commissioner Donahue, to approve the Tucker subdivision permit application with the condition that a final plat be recorded with the Town within 180 days. **Motion passed 3-0.**

**Ron E. Tucker - permit to subdivide a parcel (Parcel # 014-007.600) on Route 12A abutting Homewilde Lane, into two lots: lot 1 to be 3.0 acres and lot 2 to be 23.0 acres.**

The Commission discussed the application by Mr. Tucker to subdivide the lot on Route 12A. Schulz stated that the lot complies with the basic zoning ordinance requirements. The Commission discussed the need for a survey of the entire property (the area of both lots to be subdivided). Mr. Tucker indicated that there should be a full survey of the property on file in the Town records or at the State. Mr. Supplee noted that no such survey is recorded with the Town.

Motion by Commissioner Donahue, second by Commissioner Fitzhugh, to approve the Tucker subdivision permit application with the condition that a survey of the entire property and the final plat be recorded with the Town within 180 days. **Motion passed 3-0.**

### **Zoning Regulations Work Session**

The Commissioners discussed the update to the zoning regulations and noted that the revised draft is nearly complete. The Commissioners noted that several of the proposed zoning districts need the setback and lot size requirements added.

Adjourn: Meeting adjourned at 8:10 PM.