

**Town of Northfield**  
**Draft Minutes of Planning Commission Meeting, February 15, 2016**

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

Present: Commissioners Donahue, Fitzhugh, Supplee. Interim Zoning Administrator Schulz  
Members of the public: Brad McKay, Norwich University; Ron Lyons, Dubois & King Engineers

**Approval of Minutes of November 16, 2015**

Motion by Donahue, seconded by Supplee to approve the minutes of the November 16, 2015 meeting. **Motion passed 3-0-0.**

**Approval of Minutes of January 15, 2016**

Motion by Donahue, seconded by Supplee to approve the minutes of January 15, 2016 (with change to the meeting date). **Motion passed 3-0-0.**

**Site Plan Review - Norwich University - Demolition of an existing storage building and the construction of a new storage building and engineering class rooms.**

Representatives of Norwich University presented plans for the demolition of an existing storage building and the construction of a new storage building and engineering class rooms. The proposed building is to be located within the existing maintenance area on the south end of the Norwich campus.

The Commission asked about a lighting plan, building design and construction hours and schedules. Ron Lyons stated that the plan is to install lights on the new building. He added that three trees will be added to the property. Brad McKay stated that the construction hours will be 7:30 AM to 6:00 PM, and construction will start in April. Brad also noted that the existing trailers storages will be relocated to an area in the center of the property and not be visible to the public.

Motion by Donahue, and seconded by Supplee to approve the site plan for Norwich University's demolition of an existing storage building and the construction of a new storage building and engineering class rooms; with conditions that work at the site be restricted to 7AM to 6:00 PM, and that the parking area be properly screened. **Motion passed 3-0-0.**

**Zoning Bylaws Revision**

The Commission discussed several issues associated with the draft. Work on the bylaws will continue at a special meeting on February 29.

**Other Items.** Commissioner Fitzhugh noted that he and Commissioner Donahue meet with the ZBA to discuss the establishment of Development Review Board (DRB), and the ZBA endorsed the concept of a DRB. The Planning Commission also endorsed the DRB concept. Motion by Donahue, second by Fitzhugh to recommend that the Select Board establish a DRB. **Motion passed 3-0-0.**

Meeting adjourned at 8:45PM.