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Morrisville/Morristown Planning Commission
Social/Work Session Minutes
August 1, 1995

Commission Members Present: George Robson, Norm Nepveu, Jane Greene, Bill Bourne, Deb Mason,
Commission Members Absent: Sam Guy, Rich Furlong
Others Present: Ken Sweetser

The Commission met for a social evening and brief discussion of issues.

1) Zoning Administrator presented the Commission with an invitation to apply for opportunity to participate in a year-long series of educational workshops offered by the Lincoln Institute of Land Policy in Cambridge, MA. If we are accepted in the program, we'd have to commit to sending a member to one workshop per month in Boston. Workshops are held on Saturdays and the Institute would pay for lodging the nigh previous to the workshop. We can rotate members who would attend the sessions. The commission agreed to apply to the program. We'll have to complete the application and return it by August 25. This should be an agenda item at our August 15 meeting. Main question needing input is: "What are the 3 most pressing issues facing your Planning Commission?" Think about it!

1) Should we move forward on creating a Development Review Board?
George has checked on the use of *ex officio* members - it is permissible for the PC to have a specified number of *ex officio* members on the Development Review Board, and those members would be able to vote. This would enable us to be flexible in assigning planning commissioners to participate in development review - we'd have a certain number of slots (probably 2) but could cycle individuals in to fill those slots depending upon interest, work load, and the progress of particular applications. George will speak with Gary Nolan to find out the level of support or interest among Board of Adjustment members. If there is some agreement to go forward, we'll have a working session, possibly with Steve Stitzel, to advise us on drawing up a motion which reflects the way we want the process to work.

2) Commission reviewed Tomlinson draft decision, recommended corrections. The final draft will be ready for vote and signature at August 15 meeting.

3) Commission reviewed draft site plan review criteria. These will be tested by use in future review of site plans. Eventually we'll need to finalize the criteria and insert them into our zoning bylaws.

4) The Zoning Administrator requested guidance on timing for requirement of completed applications for site plan review. He has been requesting that a complete application, as specified in Section 500 of our bylaws, be filed at least 7 days in advance of the hearing date. Sometimes applicants don't have all the required materials 7 days in advance, but propose to have it all together for the hearing.

After much discussion, the Commission agreed that the administrator should be firm but flexible with applicants. He may grant some leeway if there seem to be extenuating circumstances, but he will retain responsibility for ensuring that applicants have a complete application when they come before the commission the night of the hearing.

(By the way, the requirement to submit a complete application 7 days before the hearing is not currently specified in Section 500 of our bylaws. We'll need to add this next time we do amendments. The subdivision regulations do have such a requirment.)

5) Growth Center Planning Study. The Commission set a date of August 29 as a deadline for review of the study. At our work session on that date, we'll put together a plan for public sessions to review the results of the study and get input about how the community should handle future commercial and industrial growth. The Selectboard, Trustees, and Board of Adjustment will be encouraged to read the report and comment by August 29 so that their comments can be incorporated into our plans for public discussion.

Meeting adjourned at 10:30 p.m.

Respectfully Submitted,
Debra Mason