

**DRAFT
Minutes
Hartford Planning Commission
July 15, 2019**

Present: Bruce Riddle, John Reid, Toby Dayman, Dave Sherman, Kim Souza, Selectboard Liaison, and Jo-Ann Ells, Zoning Administrator

Absent: Robin Adair Logan

Administrative Matters

1. Review Design Review District Regulations

Lori Hirshfield, Planning and Development Director, was present for the discussion.

Jo-Ann Ells gave an overview of the section of the Zoning Regulations pertaining to Design Review including the district boundaries, various permitting tracts, review criteria and the role of the Design Review Committee as advisory to the Planning Commission. A brief discussion followed.

The Commission had a short discussion regarding information that would be provided should an applicant ask for a reduction in parking.

2. Minutes

John Reid moved to approve the minutes of June 10, 2019. Dave Sherman seconded and the motion passed unanimously.

3. Administrative Approval

Bruce Riddle noted that following projects had been granted administrative permits:

- Outdoor Seating- Skinny Pancake Quechee
- Outdoor Classroom- VINS

4. Availability for the next Public Hearing

It was noted that no applications were submitted for the Commission's August 12th Hearing and that a workshop on the Regional Plan would be held on that date instead.

5. Public comment

None

Public Hearing

2. 07-15-19

Bruce Riddle opened the Public Hearing and administered the oath.

1. Application #19-13 by Lawrence and Lynn Potwin (owners/applicants) for approval of an application to subdivide lot 07-0049-003 into two lots, 338 Quechee West Hartford Road, Quechee, in an RL-1 zoning district.

Skip Nalette was present.

Jo-Ann Ells reviewed the draft Findings of Fact.

Skip Nalette noted that the applicants might want to move the proposed driveway. Jo-Ann Ells stated that Finding #12 could be amended to allow the proposed driveway to be relocated if approved by the Department of Public Works.

There was a discussion about the timing of constructing the proposed driveway. It was agreed that it would be done if lot 07-0049-004 was sold or if lot 07-0049-003 was further subdivided.

It was noted that the symbols for “well” and “computed point” needed to be clarified on the Mylar.

Jo-Ann Ells reviewed changes to the Findings of Fact as discussed.

There was no public comment.

John Reid moved to close the Public Hearing. Toby Dayman seconded and the hearing was closed.

John Reid moved to approve the application with the changes as discussed. Dave Sherman seconded and the motion passed unanimously.

Adjournment

At 6:50 p.m. John Reid moved to close the Hearing. Toby Dayman seconded and the Hearing was adjourned.

Respectively Submitted,

Toby Dayman, Clerk