

*Draft Minutes*  
**Special Planning Commission Meeting**  
**Monday, April 6 2009**  
**7:00 pm - Town Hall**

**Members Present:** P. Berry (President), H. Heyser, E. Janus, S. Wallace (Town Council), C. Wilson

**Members Absent:** J. Stella, P. Welch, K. Motivans, J. Auxer (Mayor)

**Visitors:** Susan Nash (Chair, HLC)

Minutes for this special meeting were taken by P. Berry as M. Abshire (Zoning Officer) was not present.

There being a quorum present, the meeting was called to order at 7:00 pm by President Berry. In respect for the HLC Chair's time, Ms. Berry requested that the meeting agenda be changed to address HLC issues first.

**Agenda Item 3**

It was noted that although the draft of the revised HLC Guidelines has been completed since last October, the HLC has never been given a copy (the delay being the lack of the revised Preface from the PC). The PC had revised and edited the HLC's original draft of guidelines to ensure that there was no conflict between the guidelines and Title 9 ordinances, and to ensure they were in conformance with the town's Comprehensive Plan.

As the recommendations from the HLC to the PC are based on the guidelines, Ms. Berry provided a copy to Ms. Nash and the two agreed to complete the preface collaboratively.

Ms. Nash discussed the information and/or resources the HLC feels it needs to adequately review applications. These are:

1) Historic Structures Report - the HLC needs to know the age of a structure, its provenance, its materials, etc., any and all specific and anecdotal data. Ms. Nash stated that many owners don't know what they have, and when the history is revealed, they become more appreciative and willing to invest in true preservation. The data from this report can also prevent owners from making expensive and irreversible mistakes.

2) Data from the town's Historic Register regarding the structure should be submitted with the application. If the structure is not listed or included in the historic inventory, that should be specified also.

3) The Planning Commission should list those items in a Historic Structures Report that are relevant to them and must be supplied with the application.

4) The HLC would like to have a stable of professionals who would be available to assist the HCL and the applicant in the survey and report processes.

5) The Zoning Officer or designated meeting recorder must make sure that relevant sections of the HLC Guidelines are referenced in the minutes and recommendations forwarded to the PC.

**Agenda Item 4**

President Berry informed the commission that she had requested Tom Sanders not attend the meeting, scheduled as a working session, in order to allow the HLC and PC to work on the issues discussed above, and more effectively assist the applicant at a subsequent session.

The HLC listed the following as their primary objections to the Sanders project:

1. Demolition of part or all of the log structure incorporated in the rear wing
2. The size of the addition in relation to the original house
3. An attached garage
4. Loss of the original "L" shape of the house with the addition

The commission then reviewed section 9-909 of Title 9 and its applicability in this project, specifically sections III, IV and V.

As a result of the review it was determined that much more information is needed from Mr. Sanders in order to progress with his application, and that Ms. Berry will meet with Mr. Sanders and the Zoning Officer to explain what is needed.

**Agenda Item 2:**

Review of the latest revision of the Blasting Ordinance was postponed to the next regular PC meeting.

The meeting was adjourned at 9:00 pm.