

Town of Norwich | Planning Commission Special Meeting Agenda | February 6, 2023 | 7pm |

ZOOM access information:

<https://us02web.zoom.us/j/82555248288>
 888 475 4499 US Toll-free
 877 853 5257 US Toll-free
 Meeting ID: 825 5524 8288

Agenda Item	Action	Packet Materials	Estimated Start/End
1. Approve Agenda	Chair will ask Commission to change/reorder agenda items		7:00-7:05
2. Public Comment	Public invited to speak to any item not on the agenda		7:05-7:10
3. Recommendation of part-time interim Zoning Administrator for Selectboard Appointment	Motion to recommend Kyle Katz for part-time interim Zoning Administrator to Selectboard	Kyle Katz bio	7:10 – 7:20
4. Full-time Planning Director and Zoning Administrator search	Discussion		7:20 – 7:25
5. Announcements and Updates AHSC update,	Motion to recommend Affordable Housing Subcommittee Request	Memorandum, Jeff Lubell, Chair, AHSC Links to: Affordable Housing Minutes	7:25 – 7:30
6. Approve Minutes of 1/10/23	Approve minutes. Motion req.	Minutes 1/10/23	7:30 – 7:35
7. Other Business	Raise any other topics		7:35 – 7:40
8. Future Meeting Schedule and Agendas	Review schedule	VLCT guidance	7:40 – 7:45
9. Public Comment			7:45-7:50
10. Adjourn	Motion required.		

Future Meetings:

February 14, 2023 CANCELLED

March 14, 2023, 7pm

- Encl:
1. Kyle Katz bio
 2. Memo from Jeff Lubell of the AHSC
 3. Draft PC Minutes, January 10, 2023

Kyle Katz, Planner, Two Rivers-Ottauquechee Regional Commission

Kyle provides planning support for regional and town planning projects including town plan updates and hazard mitigation plans. Kyle recently graduated from the University of Cincinnati's Master of Community Planning program where he focused on urban agriculture, climate resilience planning, GIS mapping, and land use. Prior to pursuing planning, Kyle served in the Peace Corps in Paraguay as an agricultural extension volunteer on small-scale agriculture projects in a rural farming community. Kyle has also worked in the nonprofit sector on environmental justice, urban agriculture, and community development projects.

As a Vermont native, Kyle is happy to be back in his home state, where he enjoys hiking and biking, attending farmer's markets, and exploring the many cultural activities Vermont has to offer.

Kyle can be reached at [kkatz at trorc.org](mailto:kkatz@trorc.org) or at extension #3005.

Memo

To: Norwich Planning Commission

From: Jeffrey Lubell, Chair, Norwich Affordable Housing Subcommittee

Date: February 2, 2023

Re: Brownfields Program exploration

At the last affordable housing subcommittee meeting, the subcommittee authorized me to reach out to the Planning Commission to request approval for the subcommittee to work with the TRORC and state on laying the groundwork for a Brownfields assessment to examine whether and to what extent that are challenges on the Transfer Station parcel that might interfere with the ability to develop housing on the northern edge.

Based on my initial exploratory discussions with TRORC, I believe the first step is to reach out to Sarah Bartlett, Environmental Program Manager, in the Brownfields Response Program & Sites Management Section, to better understand how the Brownfields program works and whether the town could be eligible for Brownfields funding to clean up any issues that might be found in the initial assessment.

The answer to these questions could potentially shape how we proceed with the assessment.

I would appreciate an opportunity to speak about this issue with the Planning Commission at your next meeting.

Thank you.

NORWICH PLANNING COMMISSION

Tuesday, January 10, 2023, 7:00pm

DRAFT MINUTES

Zoom Meeting:

<p>https://us02web.zoom.us/j/89339717735 Meeting ID: 893 3971 7735</p>
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Members Present: Jaci Allen, Brian Loeb, Ernie Ciccotelli, Marc Aquila, Vince Crow, Melissa Horwitz, Jeff Goodrich

Public Present: Rob Gere, Chris Verges

Meeting Opened: 7:00 pm

1. Approve Agenda: Loeb moved, and Horwitz seconded a motion to approve the agenda. Agenda was amended to include Roles and Responsibilities as Item #5. Motion carried 7-0.
2. Public Comment: None
3. Staffing Progress: Allen reported three responses have been received for the Interim Part-time Zoning Administrator. None had the experience necessary for the job. She is continuing to pursue local options in hopes of finding support. In the meantime, the full-time Planning and Zoning Director position description is being finalized for posting. A discussion ensued on the importance of defining the role, major duties of this position, the relationship with the Planning Commission and Town Manager, and Vermont statutes. Commissioners have an opportunity to provide additional comments by noon on Thursday, Jan 12th.
The interview team to support the Town Manager for this position will include a representative from the Planning Commission, Development Review Board, Norwich Historic Preservation Commission, and Selectboard. Crow moved and Horwitz seconded a motion to select Aquila as the Planning Commission representative for screening candidates. Motion carried 7-0.
4. Updates: Loeb reported the Affordable Housing Sub-committee is considering submitting an application for a Brownfield grant to resolve questions about the condition of the property north of the Transfer Station. Loeb also reported that the Norwich Historic Preservation Commission has a rough draft of recommendations for educating homeowners of historic properties during the permit process. Timing for this intervention is a practical issue that needs to be addressed. Loeb made a suggestion to NHPC that input from DRB members would be helpful.
5. Roles and Responsibilities: The group agreed this agenda item was discussed as part of #3.
6. Approve minutes: Crow moved, and Horwitz seconded a motion to approve the minutes from the December 13, 2022, meeting. Motion carried 6-0.

7. Future Meeting Schedule, and Agenda: The next meeting is scheduled on Tuesday, Feb 14th, 7pm. It will be held in person at a place to be announced.

8. Public Comment: Chris Verges and Rob Gere both thanked the Commission for their efforts.

9. Adjourn: Loeb moved, and Horwitz seconded a motion to adjourn. Motion carried 6-0.

Respectfully submitted,

Jaci Allen