

Item #1

**NORWICH PLANNING COMMISSION  
AFFORDABLE HOUSING SUBCOMMITTEE**

**Agenda**

**Monday, Feb. 20, 2023 START TIME 6:30 pm**

Affordable Housing Subcommittee Meeting  
Time: Feb. 20, 2023 at 6:30 PM Eastern Time (US and Canada)  
Zoom Meeting Info:  
<https://us02web.zoom.us/j/81242668798>

833 548 0282 US Toll-free  
Meeting ID: 812 4266 8798

1. Approve agenda
2. Comments from the public
3. Encouraging Private Land Donations  
  
Guest: Cynthia Gubb, Londonderry
4. Approve Jan. 16, 2023 AHSC Meeting Minutes
5. Status Update on Town-owned Land
  - a. Beaver Meadow Road parcels
  - b. New Boston Road parcel
6. Developing an accessory dwelling units pamphlet
7. Recruiting new members
8. Brainstorming topics for future agendas
9. Adjourn

Enclosures:

AHSC Minutes, Jan. 16, 2023

Norwich Affordable Housing Subcommittee

Monday, January 16, 2022, 6:30PM

DRAFT MINUTES

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Zoom Meeting:

<https://us02web.zoom.us/j/81242668798>  
Meeting ID: 812 4266 8798

AHSC Members: Jeff Lubell, Jeff Goodrich, Paul Manganiello, Brian Loeb

Public Present: None

Meeting Opened: 6:30PM

1. Approve agenda

Mr. Manganiello moved to approve the agenda. Mr. Goodrich seconded the motion. Approved unanimously (4-0).

2. Comments from the public

No members of the public present.

3. Approve minutes

a. 11-28-22

Mr. Manganiello moved to approve the minutes. Mr. Goodrich seconded the motion. Approved unanimously (4-0).

4. Next steps on New Boston Road parcel

Mr. Lubell reminded the members that at previous meetings the subcommittee had discussed the possibility of applying to the state for a planning grant that would fund an assessment of the northern portion of the parcel that includes the town transfer station. Given that the most issue regarding the suitability of the site is the discovery of buried trash bags north of the transfer station, Mr. Lubell suggested a better course of action would be pursuing funding through the state's brownfields program, which would allow for an investigation of this issue. He noted that both the interim town manager and staff from the Two Rivers Ottauquechee Regional Commission saw merit in this approach in preliminary conversations. After discussion, Mr. Goodrich moved to authorize Mr. Lubell to make a written request to the Planning Commission for approval to request that the TRORC include the site in its next funding allocation and plan for the brownfields program. Mr. Manganiello seconded the motion. Approved unanimously (4-0).

5. Next steps on Beaver Meadow Road parcels

The subcommittee discussed the value and timing of outreach to the Fire District's land management committee. Mr. Loeb reminded the members that such outreach was encouraged during a conversation

with the prudential committee in 2022. By consensus, Mr. Lubell was encouraged to get the appropriate contact from the prudential committee and report back to the members on any conversation.

6. Recruiting new members (moved up from #7)

General discussion of types of members that could be valuable to the subcommittee given upcoming action items in the town's housing strategy. Members agreed to conduct personal outreach.

7. Developing an accessory dwelling units pamphlet (moved down from #6)

Mr. Lubell showed examples of educational materials produced by the State of Vermont, cities and towns in the state, and municipalities in other parts of the country. (See attachment to these minutes.)

Members discussed the importance of the subcommittee serving as an educator and advocate on this issue, particularly pertaining to issues like wastewater, permitting, and financing. Mr. Lubell noted that while ADUs benefitting from a subsidy program would entail affordability commitments, even ADUs that are entirely financed by homeowners and rent at market rates could increase the diversity of the town's housing stock and ease burdens for residents with certain housing needs. Members agreed to review the materials in preparation for a future discussion of a plan for producing web-based materials relevant for Norwich and the mission of the subcommittee.

8. Brainstorming topics for future agendas

Future agenda items may include: Discussing a table of contents for ADU educational materials, updates from any Planning Commission action on the New Boston Road parcel and any discussions with the Fire District, updates on any discussions with potential new subcommittee members, and strategies to solicit land donations or conveyances from private landowners.

9. Adjourn

Given the departure of Mr. Goodrich partway into agenda item #7, there was no longer a quorum present and hence no need for a motion to adjourn. The meeting ended at approximately 7:30PM.

## Guides to Developing ADUs.

1. Vermont State:
  - a. How to Checklist: [https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/Housing/Accessory-Dwelling-Units/ADU-Checklist-AUG-2021.pdf](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/Housing/Accessory-Dwelling-Units/ADU-Checklist-AUG-2021.pdf)
  - b. ADU Brochure: [https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/Housing/Accessory-Dwelling-Units/ADU-brochure-2021pdf.pdf](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/Housing/Accessory-Dwelling-Units/ADU-brochure-2021pdf.pdf)
2. Burlington: [https://www.homesharevermont.org/wp-content/uploads/2020/12/ADU\\_Guide\\_120320.pdf](https://www.homesharevermont.org/wp-content/uploads/2020/12/ADU_Guide_120320.pdf)
3. Mad River Valley: <https://mrvpd.org/wp-content/uploads/2018/09/MadRiverAccessoryApartmentBooklet.pdf>
4. Colchester: <https://colchestervt.gov/DocumentCenter/View/1002/Accessory-Dwelling-Units?bidId=>
5. Shelburne website : <https://www.shelburnevt.org/511/Accessory-Dwelling-Unit-Resources>
  - a. Shelburne process map: <https://www.shelburnevt.org/DocumentCenter/View/4595/Chart-Outlining-ADU-Approval-Process>
6. Brattleboro area Affordable Housing: <https://baahvermont.org/our-programs/apartments-in-homes/information-for-home-owners/>
7. Outside Vermont:
  - a. Dublin, CA: <https://www.dublin.ca.gov/2428/Accessory-Dwelling-Units>
    - i. <https://www.dublin.ca.gov/DocumentCenter/View/30455/ADU-Manual-?bidId=>
  - b. <https://actonadu.com/blog/the-ultimate-guide-to-building-an-accessory-dwelling-unit>
  - c. <https://www.westminster-ca.gov/departments/community-development/planning-division/accessory-dwelling-units>
  - d. AARP Resources on ADUs: <https://www.aarp.org/livable-communities/housing/info-2019/accessory-dwelling-units-adus.html>