

**NORWICH PLANNING COMMISSION
AFFORDABLE HOUSING SUBCOMMITTEE**

Agenda

Monday, Sept. 19, 2022 START TIME 6:30 pm

Affordable Housing Subcommittee Meeting
Time: Aug 15, 6:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/81242668798>

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

1. Approve Agenda
2. Accessory Dwelling Units
3. Conservation-Housing Nexus
4. Zoning for affordable housing
5. Approve minutes – 8-15-22
6. Comments from the public

Enclosures:

1. 8-15-22 AH Draft Minutes
2. Cover email – 3 questions for affordable housing subcommittee
3. Affordable Housing Subcommittee Response to Selectboard questions

NORWICH PLANNING COMMISSION
AFFORDABLE HOUSING SUBCOMMITTEE

Monday, Aug 15, 2022 Meeting

Lubell called meeting to order at 6:03 pm

In Attendance: Paul Manganiello, Jeff Lubell, Brian Loeb, Creigh Moffatt, Jeff Goodrich. Moffatt took notes in lieu of Kathleen Shepherd.

Moffatt made a motion to approve agenda with addition of an item related to inviting a guest to the next meeting (placed as #7), Loeb seconded, but vote superseded by Manganiello motion to approve agenda with addition of an item related to preparation of written materials (placed as #8). Moffatt 2nd motion and all approved.

1. **Comments from the public** – No public present

2. **Approve minutes – 7-18-22** – Manganiello moved, Moffatt seconded motion to approve minutes of July 18, 2022 – all approved

3. **Meeting times:** should we switch to 6:30 pm in future? Manganiello moved, Lubell seconded switch of future meetings to 6:30 – all in favor

4. **Planning for public forum on Accessory Dwelling Units** - discussion of prior guest who spoke about ADUs; Article in today's Valley News about Woodstock and other VT towns assisting in the creation of ADUs to provide housing for local workers, and/or to attract workers to jobs available in the towns, using some town funds and other funds from the state to assist homeowners to create ADU's that will be used for prescribed amounts of time for AH. Discussion of planning for public forum shifted to next meeting as the optimal speakers have not yet been identified.

5. **Quick updates**

a. Application for VCDP Planning Grant – Selectboard has memo from planning commission requesting submission of planning grant.

b. Fire-District Owned Land – Lubell will go to the fire district prudential committee meeting in September to speak about the affordable housing subcommittee's request.

6. **Selectboard questions for affordable housing subcommittee:**

- What is the committee's charge as you all understand it?
- What are the committee's current initiatives (provide timelines if applicable)?
- What are the committee's goals and/or principal activities for the next three years?

The subcommittee worked on draft responses based on the town's Housing Strategy and passed a motion directing the chair, Jeff Lubell, to complete and share the responses to the planning commission for review, with a copy to Roger Arnold. Goodrich motion to approve, Moffatt Seconded, all approved.

7. Inviting representative from Conservation Commission to September AH meeting – The subcommittee discussed that this would be desirable to discuss the value of adding affordable housing in Norwich as we embrace thoughtful and sustainable use of the land and resources.

8. Topics AH is currently, or will be in the process of, considering, and writing about - deferred to next meeting

7. Zoning for affordable housing – deferred until September meeting

Motion to adjourn at 7:04 by Moffatt, seconded by Manganiello, all in favor

Enclosure 2

Re: three questions for the affordable housing subcmte

From: Jeff Lubell (jefflubell@yahoo.com)

To: allenjaci@gmail.com; jeff.goodrich@pathwaysconsult.com; loebbrian@gmail.com; ernieccicotelli@gmail.com; melissahorwitz@yahoo.com; pvcrow@gmail.com; marc.aquila@gmail.com

Cc: rogerarnoldvt@gmail.com; rfrancis@norwich.vt.us

Date: Thursday, August 18, 2022 at 07:49 AM EDT

To the Norwich Planning Commission,

On August 5, I received a request from Roger Arnold to answer three questions about the affordable housing subcommittee's work. I discussed the request with the subcommittee on Monday which approved my preparation of a response based on their direction, which I attach for your review.

The responses to the first and third questions are direct quotes from the 2020-2024 Norwich Housing Strategy. I believe you will be aware of the current initiatives based on the memos we have shared with you in recent months and the minutes of our meetings.

Please let me know if you have any questions or concerns.

Since Roger requested a response within three weeks, I've copied him so he is in the loop and aware of our responses.

Best,

Jeff

On Friday, August 5, 2022 at 12:36:45 PM EDT, Roger Arnold <rogerarnoldvt@gmail.com> wrote:

Hi Jeff,

I am sending below a message that I am sending to all boards, committees, and subcommittees. The selectboard is aware that there are recent memos from the subcommittee that may answer question number two. As a subcmte of the planning commission, you may wish to route the answers first through the Planning Commission, which is fine, but we'd still like to have the answers. Thanks so much.

Dear Jeff:

I am writing on behalf of the Norwich Selectboard. First, thanks to you and the other members of the Affordable Housing Subcmte for your service to the Town. The Board is thankful for the Subcmte's work.

For some time, the Selectboard has discussed the need to consider the work of commissions, committees, and subcommittees within an overarching workplan for the Town. The activities of committees and subcommittees obligates the resources of Town staff, and it is the responsibility of the Selectboard to facilitate a better shared understanding of existing resources. Currently the Town is operating with key vacancies across all departments. This compels the Board to set realistic expectations for boards, commissions, and committees for staff support.

The Board also wants to encourage coordination and a common purpose among all appointed boards, commissions, and committees to better deliver on the goals enumerated in the 2020 town plan and other guiding documents.

To that end, the Board requests that the Affordable Housing Subcmte submit answers in writing to the three questions asked below. These questions are being asked of all boards, commissions, and committees. The Board would like to

review these answers at an upcoming Selectboard meeting. We are looking forward to this opportunity to engage with our committees and to set priorities for the town with your vital feedback.

Answers to the following questions are requested ideally by September 7.

1. What is the committee's charge as you all understand it?
2. What are the committee's current initiatives (provide timelines if applicable)?
3. What are the committee's goals and/or principal activities for the next three years?

Thank you in advance for your collaboration. Please let me know if you have any questions.

Roger
for the Norwich Selectboard

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Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.



Affordable Housing Subcommittee response to selectboard.docx
17.8kB

Response to the Selectboard's questions by the Affordable Housing Subcommittee

Aug. 18, 2022

1. What is the committee's charge as you all understand it?

The charge of the affordable housing subcommittee is to advance these three goals from the 2020-2024 Norwich Housing Strategy (http://norwich.vt.us/wp-content/uploads/2012/06/NorwichHousingStrategy_2020-2024_11-21-19.pdf):

- **Affordability** -- Ensure that people of all incomes can find quality housing they can afford in Norwich.
- **Diversity** - Increase the diversity of the housing stock so that it includes a range of housing types suitable for people of different incomes and backgrounds and at different stages of their life. Increased numbers of both rental and for-sale homes are needed in Norwich. Among other needs, housing efforts should support:
 - Older adults who wish to age in place in a safe and energy-efficient home as well as those who want or need a communal living environment.
 - Families with children who are in the market for rental housing or homeownership.
 - The town workforce, including teachers, police, and other employees of the town.
- **Environmental sustainability** - Reduce energy use and greenhouse gas emissions by increasing housing in areas served by public transit and with easy access to employment and retail centers, as well as through the use of green building materials and practices.

2. What are the committee's current initiatives (provide timelines if applicable)?

The committee's current initiatives are to:

- (a) **Investigate the possibility of developing affordable homes on the northern portion of the New Boston Road property that includes the town's Transfer Station through a VCDP Planning grant.** We are aiming to submit the VCDP Planning grant application in time to meet the February 7, 2023 application date. To give us time to work with TRORC on the application and submit the pre-application due by Dec. 18, 2022, we request Selectboard consideration of our request by the end of September 2022.
- (b) **Investigate the possibility of developing scattered site affordable homes on land owned by the Fire District along Beaver Meadow and Tucker Hill Roads.**
- (c) **Promote the use of accessory dwelling units in Norwich.** We plan to hold a forum on the topic in the coming months.
- (d) **Examine other ways to promote advance affordable housing in Norwich, as specified in Norwich's Housing Strategy.**

3. What are the committee's goals and/or principal activities for the next three years?

The goals of the affordable housing subcommittee over the next three years are to achieve the actions, outputs and outcomes specified in the 2020-2024 Norwich Housing Strategy. These include:

Outputs

- Complete the policy actions specified in the strategy
- Complete the educational materials and outreach specified in the strategy

Outcomes

- Construct at least 10 Accessory Dwelling Units;
- Construct at least 10 units of "missing middle" housing (duplexes, triplexes, etc.); and
- Construct at least 25 units of dedicated affordable housing.