

**NORWICH PLANNING COMMISSION**  
**Tuesday December 14, 2021, 6:30pm**

**DRAFT MINUTES**

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Zoom Meeting:

<p><a href="https://us02web.zoom.us/j/89339717735">https://us02web.zoom.us/j/89339717735</a> Meeting ID: 893 3971 7735</p>
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Physical meeting location: multi-purpose room, Tracy Hall

Members Present: Jaci Allen, Brian Loeb, Melissa Horwitz, Jeff Goodrich, Ernie Ciccotelli, Leah Romano  
Public Present: Linda Cook  
Staff: Rod Francis

**Meeting Opened:** 6:31pm

**1. Approve Agenda:**

Ciccotelli moved and Romano seconded a motion to approve the agenda. Motion carried 6 – 0. For: Allen, Loeb, Horwitz, Ciccotelli, Goodrich, Romano.

**2. Public Comment:** none

**3. Discussion of Land Use Regulations Administrative Procedures**

Chair Allen asked for Commissioners to comment on the draft administrative procedures section included in the packet. Goodrich opened the discussion by commenting that he did not recall a motion that delegated the task of drafting the new land use regulations to the Planning Director.

Loeb suggested obtaining the Development Review Board's (DRB) input on this section would be helpful.

Ciccotelli asked that there be an opportunity for Commissioners to edit this document in MS Word using track changes, and that he was concerned about ensuring that the Zoning Administrator (ZA) have very clearly defined authority. Romano also said that she was curious about the role of the Zoning Administrator, and that she will hold her minor editing comments for the right time.

Allen said that the DRB feedback on the current regulations was that the structure constant reference to other sections of the regulations which was frustrating, this draft responds to their concerns well.

Commissioners continued to discuss the best way forward. Francis explained that his role in drafting the regulations is the same as if a consultant were hired for the project. This is a technical document with a complex structure. The approach being used (agreed to by the Commission) is one where draft(s) will be presented and talked through with Commissioners until they can agree as a group to move on to the next section. Everyone is encouraged to participate. Francis said he will be highlighting where the Commissioners will need to make a decision regarding the authority of the ZA and/or the DRB, so that key concerns will be addressed. Francis also raised the issue of version control with drafts, asking that a process be agreed to for identifying and circulating any Commissioners comments so that the author was clearly identified.

Commissioners expressed an interest in receiving an on-screen editable version of the document. Some also expressed concerns about the need to discuss the content at the next meeting. Francis agreed to circulate the pdf file converted to MS Word.

**4. Affordable Housing Sub-Committee Proposal**

Deferred to the next meeting.

**5. Announcements, Reports, Updates, and Correspondence**

Francis gave a verbal Director's Report:

- Density study proceeding with AES Northeast (consultants)
- Wastewater Feasibility Study RFQ will be reviewed by a small team appointed by the Interim Town Manager (Francis)

- Historic Preservation Commission has recently concluded the barn survey project and plans to take a year off from applying for a CLG grant
- Conservation Commission is continuing to work on a range of issues including the imminent Emerald Ash Borer disease which will impact Norwich
- Goodrich updated the meeting on the Marion Cross School (MCS) septic solution proceeding with feasibility studies for on-site wastewater management at the Dresden School District playing fields on Route 5 South
- Loeb reported that the Childcare Committee would be finalizing the report for the Selectboard at its next meeting

**6. Six-month PC Milestones**

See additional first quarter for calendar year 2022 below based on discussions.

Task	Oct	Nov	Dec	Jan	Feb	Mar
<b>1 2021 MPG (density study)</b> draft RFQ release RFQ award contract intro meeting with PC milestone report	Yellow bar	Green bar with checkmark	Grey bar			
<b>2 WW Study</b> draft RFQ release RFQ award contract intro meeting	Grey bar			Grey bar	Grey bar	
<b>3 LUR re-write</b> Administration Overview DRB input Review Draft	Grey bar	Grey bar				?
<b>4 Trails and Paths Master Plan</b> Coordinate with Con Comm. Plan Review & Prioritization Draft workplan for 2022	Grey bar		Blue bar		Grey bar	Blue bar

Goodrich moved and Romano seconded a motion to forward the draft administrative section of the new LURs to the DRB. Motion carried 6 -0. For: Allen, Loeb, Horwitz, Ciccotelli, Goodrich, Romano.

**7. Vision and Guiding Principles for Planning Commission**

Goodrich moved and Loeb seconded a motion to adopt and embrace this document as guidelines for how we treat each other during meetings. Motion carried 6 - 0. For: Allen, Loeb, Horwitz, Ciccotelli, Goodrich, Romano.

**8. Approve Minutes of October 10, 2021:**

Goodrich moved and Romano seconded a motion to approve the minutes of 10/12/2021. Motion carried 6 - 0. For: Allen, Loeb, Horwitz, Ciccotelli, Goodrich, Romano.

**9. Other Business:**

Francis provided a brief explanation of how the public who wish to attend a warned meeting at the physical location of Tracy Hall, will gain access to the building out of hours and use a public access kiosk (computer

terminal) to join the Zoom platform meeting. The key element is that a designated staff person or commission member will be present in the building during the meeting to ensure access.

**10. Comments from the Public:** none

**Meeting adjourned: 7:59pm**

**Future Meetings:**

**Tuesday, January 11, 6:30pm Regular Meeting**

**Tuesday February 8, 6:30pm Regular Meeting**

Respectfully submitted,

Rod Francis