

ZOOM access information:

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

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

Note: The Planning Commission will be meeting concurrently with the Affordable Housing Sub-committee. The Affordable Housing Sub-Committee will separately warn its agenda.

Agenda Item	Action	Packet Materials	Estimated Start/End
1. Approve Agenda	Chair will ask Commission to change/reorder agenda items		6:30-6:35
2. Public Comment	Public invited to speak to any item not on the agenda		6:35-6:40
3. Joint discussion with Affordable Housing Sub-committee on status of New Boston Road parcel	Discuss feedback from SB and next steps		6:40-6:55
4. AHSC meeting wrap up			6:55-7:00
5. Acting Administrative Officer	Discuss TRORC feedback and next steps. Motion may be required.	Interim Zoning Administrator job description	7:00-7:15
6. Planning Commission Town report	Review draft	Draft PC Town report	7:15-7:25
7. Approve minutes	Motion required	Minutes 11-8-22 Minutes 11-18-22	7:25-7:30
8. Future Meeting Schedule, and Agenda	Provide input on upcoming agenda		7:30-7:35
9. Public Comment			
10. Adjourn	Motion required.		

Future Meetings:
 December 13, 2022
 January 10, 2023

Encl:
 Interim Zoning Administrator job description
 Draft PC Town Report
 Draft Minutes for 11-8-22
 Draft Minutes for 11-18-22

Interim Zoning Administrator Sample Job Description

Manage the Town permitting processes

- Review and process applications for zoning permits, variance requests, and land development plans
- Enforce the zoning regulations of the Town

Provide Guidance

- Assist applicants, as needed, in identifying applicable regulations and requirements
- Refer applicants to the Development Review Board (DRB) as needed for approval
- If time permits, advise the DRB, applicants, and the public on the applicability of other regional, state, or federal regulations that may apply
- Determine completeness of applications
- If time permits, assist the DRB with scheduling hearings/meetings, providing notice to parties, posting and publishing agendas and warnings in accordance with statutory requirements.

Issue Permits

- Review applications and site plans to ensure regulatory compliance
- Issue permits or make referrals to Boards as necessary

Prepare Development Review Board Hearings

- If time permits, prepare the hearing packets and findings report for DRB hearings that include the application materials and subsequent materials submitted by interested parties.

Planning Commission Annual Report

11-22-22

The role of the Planning Commission is defined in Vermont statute and includes preparing a Town Plan, land use regulations (Zoning and Subdivision) and other studies and reports necessary for the orderly development of the town. The work of the commission is assisted by the Affordable Housing Sub-committee (AHSC).

The Commission is in the process of re-writing the 2009 Land Use Regulations. Drafts of the General and Administrative Sections have been written. A GIS Analysis of Rural Development Patterns (aka Density Study) was funded through a Municipal Planning Grant and completed this year. It includes an analysis of how amendments to past subdivision regulations have influenced settlement patterns in the town. The data serves as input for drafting land use and subdivision regs. As of the writing of this report, work on these sections is stalled pending staff support.

A grant application was completed, funding secured, an RFP written, and a consultant was hired for a wastewater study of the village center. The purpose of this data-driven analysis was to answer the questions, 'What is the current state of in-town wastewater management? Are there any issues the Town should be aware of? Are there any actions the Town should consider?' The Town withdrew from the State program that supported this study due to lack of staff.

A scoping document was completed for the development of a Master Plan for Sidewalks, Trails, and Bike Paths, as directed in the Town Plan. In March 2022 voters approved a Town Warrant for the completion of a Phase 2 Sidewalk Study. Both these projects are stalled pending staff support.

Lastly, after a long-awaited response from FEMA, Norwich is now eligible to complete requirements outlined in the FEMA Community Rating System (CRS). Towns that complete all requirements pay 12% vs 17% of the cost of a major flood, such as the July 4th event in Norwich a few years ago. Completion is stalled pending staff support.

Pending staff ability, work will continue in 2023 on the items mentioned, along with additional action items from the Town Plan.

Planning Commissioners are volunteers appointed by the Selectboard and serve four-year staggered terms. The Planning Commission meets the second Tuesday of every month at 7pm (unless warned otherwise). The meetings are open to the public. Agendas, minutes, the Town Plan, and other resources can be found on the Town website.

Jaci Allen, Chair

NORWICH PLANNING COMMISSION
Tuesday November 8, 2022, 7:00pm

DRAFT MINUTES

Zoom Meeting:

<https://us02web.zoom.us/j/89339717735>
Meeting ID: 893 3971 7735

Members Present: Jaci Allen, Brian Loeb, Ernie Ciccotelli, Marc Aquila, Vince Crow
Public Present: Linda Cook
Staff: Aaron DeNamur

Meeting Opened: 7:10pm

1. **Approve Agenda:** Loeb asked that item 6 (Approve Minutes) on the agenda be moved up.

Loeb moved and Crow seconded a motion to approve the agenda with the proposed change. Motion carried 4-0-2. For: Allen, Loeb, Crow, Aquila. Absent: Ciccotelli, Goodrich.

2. **Public Comment:** none

3. **Approve Minutes**

Loeb moved and Aquila seconded a motion to approve the minutes from the October 11, 2022 meeting. Motion carried 4-0-2. For: Allen, Loeb, Ciccotelli, Aquila. Abstain: Crow. Absent: Goodrich

4. **Density Study Wrap-up**

Allen opened by stating they felt the analysis was helpful and appreciated the possible recommendations provided by the consultant. Loeb stated they found the information helpful and surprising due to the low level of development in Norwich in recent years. It would be helpful to have the recommendations fleshed out more for the PC. Aquila expressed agreement with Loeb and surprise at the amount of lot merging historically. DeNamur explained what the last 2 maps of the report were portraying and what the overall recommendations were from the consultants. Loeb asked if DeNamur could help the PC determine what implementing these recommendations into the land use regulations could look like.

Ciccotelli expressed disagreement with the findings and recommendations of the density study and felt that it was not in line with the wishes of residents or the objectives of the PC. There was discussion about the findings of the study and what it was truly suggesting.

5. **Process to develop zoning districts**

Allen expressed desire to approach the creation of new zoning districts in a step-by-step manner and that the discussion of the density study will likely greatly inform that the process and discussion. DeNamur also recommended that the PC discuss the Town Plan and how to change districts to achieve the things called for in the plan that are currently very difficult or impossible to do. Ciccotelli wants forest blocks and farmland close to the village center to be considered during the conversation and creation of zoning districts.

6. **Announcements, Reports, AHSC and HPC Updates, Correspondence**

DeNamur stated they didn't have any specific updates or announcements at this time, things in town are very fluid and chaotic at this time. Loeb stated the AHSC had a public forum on accessory dwellings that was well attended and informative for residents. The HPC would like to work with the PC to determine what their role in the process could look like.

7. **Other Business**

Ciccotelli stated a desire to know why people think slow growth is an issue. Loeb responded that Norwich is part of a larger region that is dealing with varying issues and the town can contribute it's part towards addressing them.

8. Future Meeting Schedule

The next meeting will be at 7pm. There was discussion about how to hold meetings in the future (hybrid options).

9. Public Comment

None

10. Adjourn: 8:12pm, unanimous

Future Meetings:

Tuesday, December 6, Regular Meeting

Tuesday, January 10, Regular Meeting

Respectfully submitted,

Aaron DeNamur

NORWICH PLANNING COMMISSION
Friday, November 18, 2022, 12:00pm

DRAFT MINUTES

Zoom Meeting:

<https://us02web.zoom.us/j/89339717735>
Meeting ID: 893 3971 7735

Members Present: Jaci Allen, Brian Loeb, Ernie Ciccotelli, Melissa Horwitz, Vince Crow
Members Absent: Jeff Goodrich, Marc Aquila
Public Present: Linda Cook, Stuart Richards, Charlotte Metcalf, Jaan Laaspere, Mary Gorman
Staff:

Meeting Opened: 12:03pm

1. Approve Agenda:

Ciccotelli stated that we should have discussed the subject of this meeting earlier and would like more information to prepare properly. The Chair emphasized the purpose of this special meeting was to communicate with the group on unexpected events over the past two weeks. Loeb moved and Crow seconded a motion to approve the agenda. Motion carried 4-1. For: Allen, Loeb, Horwitz, Crow. Against: Ciccotelli

2. Public Comment:

Stuart Richards stated that he does not like that this meeting is during the day and during normal working hours. He also stated that he doesn't think the town should be spending money on studies like the Density Study and the Wastewater Study. Both studies were grant funded. He also stated that he does not want the PC to encourage speeding up the growth of the town. Mary Gorman stated that this special meeting was rushed and last minute.

3. Current Status of Projects

Allen discussed the recent resignation of Aaron DeNamur, Planning and Zoning Coordinator and implications. In accordance with 24 VSA 4448, the Planning Commission will nominate an acting administrative officer and ask the Selectboard to approve. Until an acting administrative officer is appointed, building permits will be in limbo. Allen is investigating the possibility of a part-time contract employee from Two Rivers Regional Planning Commission and will report back on availability.

The absence of staff support is having additional impacts. The Town withdrew from the State program that was funding the Wastewater Study. Other projects on hold include updates to the 2009 Land Use Regulations, a master plan for sidewalks, trails and bike paths, and the Community Rating System certification process, which impacts the State reimbursement level in the event of another major flooding event.

Allen reported the deadline is fast approaching for the next step in the grant application process to evaluate a parcel of Town-owned land near the Transfer Station as a potential site for several units of affordable housing. The Affordable Housing Sub-committee and Planning Commission flagged this opportunity to the Selectboard earlier this year. TRORC has agreed to administer the grant on the town's behalf. Pending Selectboard support, the Affordable Housing Sub-committee and Planning Commission will meet jointly on 11/28 to complete the next step in the application process.

Allen and Ciccotelli recommended recent training they attended by TRORC on protecting Forest Blocks. A link to the webinar will be sent out as soon as it becomes available.

The Norwich Historic Society has initiated a strategic planning process and have reached out to request input at a future meeting.

4. Input on PC annual report

Allen stated this report is a routine exercise which describes Planning Commission work during the last year. Staff has completed this task in the past. In the absence of staff, Allen received a request this week to complete the report. A draft will be sent out in the packet for the next meeting.

5. Future Meeting Schedule, and Agenda

Loeb recommended a special meeting on 11/28 in concert with AHSC on grant application
Review draft of annual report due 11/28
TRORC feedback and next steps on acting administrative officer

The Commission agreed to hold a special meeting on 11/28 to address these time-sensitive topics.

6: Public Comment

Stuart Richards questioned why the density study stated the town's development is too slow and is concerned the PC wanted too much. He also stated that he appreciated the town employees and volunteers.

Meeting adjourned 1pm

Future Meetings:

Monday, November 28, 6:30pm, Special Meeting

Respectfully submitted,

Vincent Crow