

ZOOM access information:

<https://us02web.zoom.us/j/89339717735>  
 888 475 4499 US Toll-free  
 877 853 5257 US Toll-free  
 Meeting ID: 893 3971 7735

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. Norwich Historical Society strategic planning process	Discussion with Carolyn Clinton and Heidi Webster		7:10-7:30
4. Acting Administrative Officer	Discussion of ad feedback and next steps. Motion may be required.		7:30-7:45
5. Updates and Correspondence			7:45-7:50
7. Approve minutes	Motion required	Minutes 11-28-22 <a href="http://norwich.vt.us/wp-content/uploads/2012/06/PC-Minutes-2022_1128-D.pdf">http://norwich.vt.us/wp-content/uploads/2012/06/PC-Minutes-2022_1128-D.pdf</a>	7:50-7:55
8. Future Meeting Schedule, and Agenda	Provide input on upcoming agenda		7:55--8:00
9. Public Comment			
10. Adjourn	Motion required.		

**Future Meetings:**

January 10, 2023

**Encl.** Draft Minutes 11-28-22

**NORWICH PLANNING COMMISSION**  
**Monday, November 28, 2022, 6:30pm**  
**DRAFT MINUTES**

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Zoom Meeting:

<p><a href="https://us02web.zoom.us/j/81242668798">https://us02web.zoom.us/j/81242668798</a> Meeting ID: 812 4266 8798</p>
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Members Present: Jaci Allen, Brian Loeb, Ernie Ciccotelli, Marc Aquila, Vince Crow

Public Present: Chris Verges, Kate Verges, Mary Layton, Nancy Osgood

AHSC Members Jeff Lubell, Creigh Moffatt, Kathleen Shepard, Gordon Greenfield

Meeting Opened: 6:32 pm

1. Approve Agenda:

Loeb moved and Crow seconded a motion to approve the agenda. Motion carried 4-0. For: Allen, Loeb, Crow, and Ciccotelli

2. Public Comment:

No public Comment

3. Joint discussion with AHSC on status of New Boston Road parcel

Lubell described a discussion with the Selectboard about a proposal for a state planning grant to assess the feasibility of the town-owned parcel north of the transfer station to be used for affordable housing. During that meeting, new information surfaced related to the discovery of buried bags of trash north of the transfer station. Based on this new information, Lubell determined that more discussion would be needed to determine whether the planning grant application should be submitted and asked to withdraw the current request to the Selectboard for the go-ahead to proceed with the application.

During the ensuing discussion with members of the Planning Commission and Affordable Housing Subcommittee, several participants recommended further due diligence to assess whether the parcel might still be a viable possibility for the development of affordable housing and underscored that the purpose of a planning grant is to better understand the risks and

benefits so that a determination could be made about whether a project is feasible and advisable.

The general recommendation was to do further investigation and target the next application window in February 2023.

4. AHSC Meeting wrap up

5. Acting Zoning Administrator

Allen stated that Two Rivers does not have the ability to provide an interim zoning administrator at this point. The PC will need to advertise the job opening and accept applications

Aquila asked to clarify whether this is a remote or in person position in the job listing.

Allen reported that the town on average issues 4 permits per month and the DRB considers 6-10 applications per year.

Allen stated that there is a minimum requirement of a background in zoning and familiarity with Vermont regulations.

Aquila stated that this needs to be handled quickly because the town cannot issue permits and it will be difficult because of the time between PC meetings.

Allen suggested that this may need to be handled in additional special meetings.

Nancy Osgood asked to include a focus on historical preservation in the job description.

Mary Layton suggested advertising for both a full-time and interim zoning administrator. Also, ask nearby towns if any other current zoning administrators have extra time to help.

Aquila moved to empower Allen to post the job listing for both the part-time and full-time zoning administrator positions using previous job listings.

Loeb 2<sup>nd</sup>

Yay- Aquila, Ciccotelli, Allen, Loeb, Crow

6. Town Report

Loeb moved to approve the draft

Crow seconded

Yay- Aquila, Ciccotelli, Allen, Loeb, Crow

7. Approve minutes

11/8 minutes

Crow moved to approve minutes, Loeb Second

Yay- Aquila, Ciccotelli, Allen, Loeb, Crow

11/18/ Minutes

Loeb moved to approve minutes, Crow Second

Yay- Aquila, Ciccotelli, Allen, Loeb, Crow

8. Motion to adjourn Loeb, Second Crow

Yay- Aquila, Ciccotelli, Allen, Loeb, Crow

**Meeting adjourned time at 7:30pm**

**Future Meetings:**

**Tuesday, December 13, 2022, 6:30pm**

**Tuesday, January 10, 2023, 6:30pm**

Respectfully submitted,  
Vincent Crow