

Town of Norwich | Planning Commission Agenda | January 10, 2023 | 7pm

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. Staffing Progress	Discuss status and process for vetting candidates	Job descriptions	7:10-7:30
4. Updates and Correspondence	Review progress on AHSC grant pre-application progress Update on NHPC discussions re: permits for historic properties		7:30-7:45
5. Approve minutes	Motion required	<a href="#">Minutes 12-13-22</a>	7:45-7:50
6. Future Meeting Schedule, and Agenda	Provide input on upcoming agenda		7:55--8:00
7. Public Comment			
8. Adjourn	Motion required.		

**Future Meetings:**

February 14, 2023

**Encl.** Draft Minutes 12-13-22  
Job descriptions



Job Title: Planning and Zoning Director  
 Department: Planning and Zoning

FLSA Designation: Exempt  
 Pay Classification: 21

## 1. JOB SUMMARY

- 1.1 This position is responsible for the town's planning and zoning operations.

## 2. MAJOR DUTIES

- 2.1 Directs planning and zoning functions for the town.
- 2.2 Drafts municipal plan and land use regulations in collaboration with the Planning Commission; organizes and facilitates public workshops and hearings; writes planning and historic preservation grant applications and administers grants; issues requests for quotes and requests for proposals for consultants, recommends selection, and supervises projects.
- 2.3 Provides staff support for the Planning Commission, Development Review Board, and Historic Preservation Commission including scheduling, agenda preparation, recording of minutes and compliance with Vermont Open Meeting Laws,
- 2.4 Advises landowners and applicants on municipal land use regulations and permit application processes; reviews zoning permit applications for approval; maintains permit records; creates databases to track records.
- 2.5 Investigates and enforces violations of municipal land use regulations.
- 2.6 Assists and advises applications in preparation of applications to the Development Review Board; reviews applications for completeness; provides staff support for board hearings.
- 2.7 Writes grant applications; administers grant funds.
- 2.8 Represents the town at regional Transportation Advisory Committee meetings, Upper Valley Transportation Management Association meetings, and other regional groups.
- 2.9 Maintains the town's geographic information system (GIS).
- 2.10 Maintains town's E911 database in coordination with Vermont Enhanced 911 Board
- 2.11 Prepares Planning Department Budgets.
- 2.12 Performs related duties.
- 2.13 Performs other duties as assigned by the Town Manager.

## 3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of land use principles, techniques, best practices, and laws.
- 3.2 Knowledge of grant acquisition and management principles.
- 3.3 Knowledge of department and town policies and procedures.
- 3.4 Knowledge of computers and job related software programs.
- 3.5 Skill in the analysis of problems and the development and implementation of solutions.
- 3.6 Skill in the preparation of clear and precise reports.
- 3.7 Skill in oral and written communication.

## 4. SUPERVISORY CONTROLS

- 4.1 The Town Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## 5. GUIDELINES

- 5.1 Guidelines include land use regulations, Planning Commission and DRB policies, town policies, and state

handbooks. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## **6. COMPLEXITY/SCOPE OF WORK**

- 6.1 The work consists of varied management duties. Strict regulations and deadlines contribute to the complexity of the position.
- 6.2 The purpose of this position is to administer the town's planning and zoning functions. Success in this position contributes to the well-planned and positive growth of the Town of Norwich.

## **7. CONTACTS**

- 7.1 Contacts are typically with co-workers, other planning professionals, developers, architects, contractors, attorneys, elected and appointed officials, land owners, and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **8. PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.
- 8.2 The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

## **9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- 9.1 This position has direct supervision over Planning Assistant (1).

## **10. MINIMUM QUALIFICATIONS**

- 10.1 Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 10.2 Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 10.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.

### **Additional Skills:**

Basic use of GIS software (ArcMap 10.x)\*

Flood Plain Management (CFM)\*

\* Town will provide training as needed

### **Part-time Interim Zoning Administrator**

The Town of Norwich is seeking a part-time Interim Zoning Administrator (16 hours per week).

The Zoning Administrator (ZA) is responsible for administering the Town of Norwich zoning, flood hazard, and subdivision regulations in accordance with 24 VSA Chapter 11-7. Specific duties include responding to questions from the public regarding the town's regulations and applications for proposed land development, reviewing applications for proposed land development, researching permit files and property records, issuing permits, inspecting development or proposed development sites, investigating complaints, resolving violations, and maintaining paper and electronic permit records. The ZA also serves as the Clerk to the Development Review Board (DRB). In that role, the ZA prepares DRB hearing notices and agendas, writes staff reviews of applications before the DRB, drafts decisions with findings of fact and conclusions of law for DRB approval and writes DRB meeting minutes.

The position requires land use and/or zoning experience, knowledge of Vermont statute, the ability to interpret building and engineering plans, the ability to effectively communicate technical information to the public, time management and organizational skills, and attention to detail. The ideal candidates will have a background working in a land use planning or regulatory position or with attorneys, engineers and/or land development professionals. Experience with spreadsheet, database, ArcGIS and NEMRC software is a plus.

The Zoning Administrator is expected to be present in Tracy Hall (town hall) for regular office hours but may otherwise work remotely. The position will require attendance at evening meetings (up to 2 per month). The Zoning Administrator is also expected to visit properties and conduct meetings on site with property owners or applicants as necessary to administer the regulations.

Pay commensurate with experience, the expected range is between \$21 and \$29 per hour. A valid Vermont driver's license and a personal vehicle is required for work related travel which will be reimbursed at the federal mileage rate (excluding commuting to the workplace).

A letter of interest and resume detailing relevant experience and skills, and three references should be submitted by email to [planner@norwich.vt.us](mailto:planner@norwich.vt.us) with "Norwich ZA Application" in the subject line.

NORWICH PLANNING COMMISSION

Tuesday, December 13, 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, Melissa Horwitz

Public Present: Chris Verges, Carolyn Clinton, Heidi Webster

Meeting Opened: 7:01 pm

1. Approve Agenda: Loeb moved and Horwitz seconded a motion to approve the agenda. Motion carried 6-0.
2. Public Comment: None
3. Norwich Historical Society strategic planning process  
Carolyn Clinton explained that the Historical Society is asking groups in Norwich for input on the mission of the Historical Society. There are 3 Questions:
  - 1) What are the hopes and dreams for Norwich?  
  
Ciccotelli stated he would like the town to retain its rural character, focus on stewardship of the environment and move toward more sustainability.  
  
Allen stated that she would like to see improvements in the town's infrastructure, including sidewalk maintenance and improvements and Tracy Hall, to name a few. She stated she would like us stop turning away grants that have been awarded.  
  
Loeb stated the town plan is the best guide to learn about the goals for the future of the town.  
  
Crow stated he would like to see infrastructure improvements to promote pedestrian safety while working with the Historical Society to retain rural character.  
  
Aquila stated he would like to align the Land Use Regulations with the Town Plan, focus on improving Town wastewater management, and pedestrian safety.
  - 2) What challenges make it hard to reach them?

Allen stated resistance to change has prevented modest progress.

Ciccotelli stated not all change is positive, and we need a rational approach.

3) What changes are needed in Norwich to reach these aspirations?

Loeb stated the Town Plan contains Action Items for each group

4. Acting Administrative officer

Allen reported that the job posting for ZA has not received any responses. She will continue to post the job listing on other websites. The ZA from Strafford and Thetford both are unable to dedicate extra time to help.

Loeb stated that the SB will soon announce an Interim Town Manager and that could lead to the TM help finding a new ZA.

5. Updates and Correspondence: None

6. Approve minutes: Ciccotelli moved and Aquila seconded a motion to approve the minutes from the November 28, 2022 meeting with changes. Motion carried 5-0-1. Horwitz abstaining.

7. Future Meeting Schedule, and Agenda

The next PC meeting we will discuss ZA position progress, Affordable Housing Sub-committee grant pre-application progress, and recommendations that may be forthcoming from the Norwich Historical Preservation Commission.

8. Public Comment: None

9. Adjourn: Loeb moved and Horwitz seconded a motion to adjourn. Motion carried 6-0.

Respectfully submitted,

Vince Crow