

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		6:30-6:35
2. Public Comment	Public invited to speak to any item not on the agenda		6:35-6:40
3. Land Use Regs	Review current zoning districts and regs and discuss objectives.	2020-2028 Town Plan and 2009 Zoning Regs	6:40-7:30
4. Wastewater Study	Discuss status		7:30-7:35
5. Scoping Document for Sidewalk Trails, Bike Paths Master Plan	Discuss next steps	Revised Scoping Document for Sidewalk, Trails, Bike Paths Master Plan	7:35-7:50
6. Announcements, Reports, Directors Update, AHSC Update, and Correspondence	Comments and questions	Letter from Jeff Lubell Link to: Affordable Housing minutes	7:50-8:00
7. Approve Minutes of 6/14/22	Approve minutes. Motion req.	Draft Minutes June 14, 2022	8:00-8:05
8. Other Business	Raise any other topics		8:05-8:10
9. Future Meeting Schedule and Agendas	Review schedule and provide input on upcoming agenda	PC Workplan Update	8:10-8:15
10. Public Comment			8:15-8:20
11. Adjourn	Motion required.		

Future Meetings:

No meeting in August

September 13, 2022

October 11, 2022

Encl:

Draft PC Minutes, June 14, 2022

Revised Scoping Document for Sidewalk, Trails, Bike Paths Master Plan

PC Workplan Update

Adopted Use Table Definitions

	RR	VR-I	VR-II	VB	CI
1 Accessory use or structure to a permitted use	P	P	P	P	P
2 Accessory use or structure to a conditional use	C	C	C	C	C
Accessory Structure - A structure that is incidental and subordinate to the primary structure on a lot. Examples include garages and storage sheds. Accessory Use - A use which is customarily incidental and subordinate to the principal use of a lot or parcel of land, is located on the same lot as the primary use, and is clearly related to the principal use.					
3 1 or 2 unit dwelling. (1) A building or structure containing one dwelling unit. (2) Two dwelling units covered by a common roof system.	P	P	P	P	P
4 Enlargement or modification of a 1 or 2 unit dwelling	P	X	X	X	X
5 Multi-unit dwelling. A building containing three or more separate dwelling units having separate or joint entrances and covered by a common roof system	PUD	PUD	PUD	PUD	PUD
6 Mobile home park. A parcel of land under single or common ownership or control which contains, or is designed, laid out or adapted to accommodate three or more mobile homes.	PUD	PUD	PUD	PUD	PUD
7 Accessory dwelling structure. A second one-unit dwelling on a lot that is not attached to the primary residence and conforms to Section 4.14. See Detached Apartment.	C	C	C	C	C
8 Group home (up to 8 residents)	P	P	P	P	P
9 Group home (more than 8 residents)	C	C	C	X	X
Group home definition - A state licensed residential care home serving persons who have a handicap or disability as defined in 9 V.S.A. §4501. In accordance with the Act [§4412(1)(G)], a group home, as defined, serving not more than 8 persons, shall be considered by right to constitute a permitted single family residential use of property except that no such home shall be considered if it is located within 1,000 feet of another existing or permitted such home.					
10 Nursing home / residential care facility. A facility licensed by the state which provides primarily non-medical residential care services to seven or more individuals who may need personal assistance essential for sustaining the activities of daily living, or for the protection of the individual, on a 24-hour-a-day basis.	X	C	C	X	C
11 Home business. A home-based business that meets the specific standards set out in Section 4.08(B) of this regulation.	P	P	P	P	P
12 Home industry. A home-based business that meets the specific standards set out in Section 4.08(C) of this bylaw.	C	C	C	P	P
13 Bed & breakfast (up to 3 guest rooms)	P	P	P	C	P
14 Bed & breakfast (up to 4-6 guest rooms)	C	C	C	C	P

Adopted Use Table Definitions

	RR	VR-I	VR-II	VB	CI
B&B definition - A single family dwelling occupied by the owner or operator, in which not more than six double occupancy rooms within the dwelling and/or in an accessory structure located on the same lot, are rented out to provide overnight accommodations to transient travelers. Individual cooking and eating facilities shall not be provided; food and beverage service shall be limited to overnight guests. The bed and breakfast shall function as a private home with house guests.					
15 Inn. A facility consisting of a building or group of buildings which offers transient lodging accommodations to the general public and additional services such as dining and meeting rooms, entertainment, and recreational facilities. This definition includes lodging facilities such as motels and tourist cabins (auto courts), but specifically excludes bed and breakfasts and campgrounds. A hotel or motel is not a dwelling unit.	X	X	X	C	C
16 Home daycare. (Undefined in regulations but both home child care and family childcare home are defined. Home childcare - n accordance with the Act [§4412(5)], a state registered or licensed child care home serving six or fewer children on a full-time basis, and up to four additional children on a part-time basis, which is conducted within a single family dwelling by a resident of that dwelling. A child care home as defined shall be considered a permitted use of a single family dwelling. Family childcare home - A home or facility where the owner or operator is to be licensed or registered by the state for child care.)	P	P	P	P	P
17 Day care facility. A state registered or licensed day care facility, other than home day care, including any place operated as a business or service on a regular or continuous basis, whether for compensation or not, whose primary function is the protection, care, and supervision of more than six persons outside their homes for periods of less than twenty-four hours a day by a person other than the person's own parent, guardian or relative.	C	C	C	C	P
18 Agriculture and agricultural structures. The growing and harvesting of crops; raising of livestock, raising of horses, operation of orchards, including maple orchards or sugar bushes; and the sale of farm products that have been grown, produced and processed on the premises. See also Accepted Agricultural Practices.	P	X	X	X	P
19 Forestry. The use and management of woodlands for purposes of timber production and harvesting for commercial, wildlife and/or conservation purposes. This definition specifically excludes permanent sawmills, lumber yards and other similar facilities used for the processing and/or manufacturing of wood and wood products; but may include, as accessory uses, portable sawmills and equipment used on-site in association with timber harvesting operations.	P	X	X	X	X

Adopted Use Table Definitions

	RR	VR-I	VR-II	VB	CI
20 Sand and gravel extraction (undefined in regulations but extraction of earth resources is defined - use involving the on-site removal of surface and subsurface materials, including soil, sand, gravel, stone, rock or organic substances other than vegetation, from land or water. Customary extraction operations include sand and gravel pits, rock quarries, and accessory operations such as the crushing, screening, and temporary storage of materials excavated on-site (see Section 4.04).)	C	X	X	X	X
21 Contractors yard. A parcel of land with or without buildings thereon to be used for the storage of equipment, materials, and/or vehicles used in the operation of construction and related trades.	X	X	X	X	C
22 Cemetery. Land used or dedicated to the burial of the dead, including as accessory structures mausoleums, columbariums, or maintenance facilities, but excluding crematoriums. An individual or family burial site on private land, registered with the Norwich Town Clerk in accordance with state law, is exempted from this definition.	C	X	X	X	X
23 Funeral home. A building or part thereof used for human funeral services. Such building may also contain space and facilities for preparation of the dead for interment or cremation, not including facilities for cremation; the performance of autopsies and associated surgical procedures; the storage and sale of caskets, funeral urns and related funeral supplies; and the storage of funeral vehicles.	X	X	X	X	C
24 Public facility (not defined but references Section 4.11, which includes a list of facility types)	C	C	C	C	C
25 Community center. A building owned by a public or nonprofit entity or a homeowners or similar community association which is used for recreational and social activities and is intended primarily to serve the population of the community in which it is located.	X	X	X	X	C
26 Cultural facility. A structure used for cultural or educational purposes, such as a school, library, or museum. See Section 4.12.	C	C	C	C	C
27 Private club. A corporation, organization, or association or group of individuals existing for fraternal, social, recreational, or educational purposes, for cultural enrichment or to further the purposes of agriculture, which owns, occupies, or uses certain specified premises, which is not organized or operated for profit, and the benefits of which are available primarily to members only.	C	C	C	C	C
28 Recreational facility (outdoor). A facility for outdoor recreation, including but not limited to a tennis or basketball court, athletic field, in-ground swimming pool, or cross-country skiing center, except for such facilities which are an Accessory Use to an approved educational facility, public park, or a residential use. This definition specifically excludes golf courses and public parks and shooting ranges.	C	X	X	X	C

Adopted Use Table Definitions

	RR	VR-I	VR-II	VB	CI
29 Recreational facility (indoor). A building or structure designed, equipped and used for sports, leisure, and other recreational activities, except for such facilities which are an Accessory Use to an approved educational facility or a residential use. This includes, but may not be limited to bowling alleys, skating rinks, gymnasiums, and indoor swimming pools. See also Community Center, Cultural Facility.	X	X	X	C	C
30 Telecommunications facility. Any tower or other support structure, including antennae, that will extend 20 or more feet vertically, and any accompanying structure, building, access road, service utility or equipment that broadcasts or receives electromagnetic frequency waves carrying FCC licensed Wireless Telecommunication Services.	C	X	X	X	X
31 Parking facility. A lot whose primary use is parking and on which there is no structure for which off street parking is required.	X	X	X	C	C
32 Bank (undefined in regulations)	X	X	X	P	C
33 Office. A room, suite of rooms or building used for conducting the affairs of a business, profession or government. The on-premise retail sale of goods is specifically excluded from this definition.	X	X	X	P	C
34 Restaurant. Licensed premises where food and drink are prepared, sold, served and consumed primarily within the principal building.	X	X	X	P	C
35 Retail. Premises where goods, services, or merchandise are offered for retail sale or rent to the general public for personal, business, or household consumption and services incidental to the sale of such goods are provided. This definition specifically excludes the retail sale of gasoline or motor vehicles and other separately regulated retail uses defined herein.	X	X	X	P	C
36 Research and development facility. An establishment, consisting of a building or group of buildings, for carrying out scientific investigations in the natural, physical or social sciences, which may include laboratory testing, engineering, product development, and pilot plant operations, but not facilities for the manufacture or sale of products except as incidental to the principal research.	X	X	X	X	C
37 Light industry. The manufacture of relatively small articles (computer parts as opposed to girders), using small amounts of raw materials and resulting in limited impacts on the environment.	X	X	X	C	C
38 Adaptive reuse. The use of a historic building or structure for other than its originally intended use or purpose, in a manner which maintains its historic features and character, in accordance with the requirements of these regulations.	C	X	X	X	X
39 Mixed use. A building or parcel containing two or more principal uses which are otherwise allowed as permitted or conditional uses within the district in which the building or parcel is located, which requires conditional use review by the DRB. See Section 4.09.	X	X	X	C	C

Scoping Document for Sidewalk, Trails, Bike Paths Master Plan

Revised 6-14-22

Purpose of the Committee: Complete Town Plan Action Item # 6-3.b

Develop a master plan for future trails, paths, sidewalks, and bikeways. Use the master plan as a basis for pursuing grants and other funding for design, right-of-way acquisition, and construction of planned improvements.

Starts: Committee formed *and chair elected*

Ends: Acceptance of the Master Plan by the Selectboard *and implementation process launched*

Activities include: Review and summary of past Town work in these areas, *history of sidewalk development documented*, inventory of existing infrastructure, research on approaches of other towns, new study from consultants, public dialogue, drafting a master plan, gaining approval from participating committees and the Selectboard

Proposed Committee representatives:

- Planning Commission member
- Selectboard member
- Conservation Commission member
- Energy Committee member
- Historic Preservation Commission member
- Interested members of the public
- *Fire District representative*
- *Planning Director*

Memo

To: Norwich Planning Commission

From: Jeffrey Lubell, Chair, Norwich Affordable Housing Subcommittee

Date: July 3, 2022

Re: Vermont Community Development Program Planning Grant for Northern Portion of the Norwich Transfer Station Parcel

At the last Affordable Housing Subcommittee meeting on June 13, 2022 the Subcommittee formally recommended that the Town of Norwich apply for a Vermont Community Development Program (VCDP) Planning Grant for site planning work associated with the possible development of affordable housing on the northern portion of the transfer station parcel. The subcommittee recommended that we ask TRORC to assist the Town with preparing the grant application and administering the grant on behalf of the Town and empowered me to send a memo to the Planning Commission sharing our recommendation.

The Subcommittee would very much appreciate the Planning Commission taking such actions as are necessary to secure the Town's agreement to proceed with this application, which we would like to submit in time to meet a February 7, 2023 application deadline. A simple pre-application form is due on December 18, 2022 and a public hearing notice must be issued no later than Jan. 18, 2023 for a required public hearing before the application is submitted.

While there is an application round before then due in September 2022, we think the Feb. 2023 deadline is more realistic.

In brief, the VCDP awards planning grants of up to \$60,000 each using the state's allocation of federal Community Development Block Grants. We would propose using the funds to hire a consultant to do the basic site preparation work necessary to confirm that the northern portion of the transfer station parcel is a viable site on which to develop affordable housing, to develop a basic site plan, and to develop a plan for financing the development. Among other things, I expect this would include an assessment of the site's wastewater capacity and an examination of subsurface water quality. TRORC would prepare the application and administer the planning grant, reducing the burden on Town staff. They would charge a fee to be negotiated that could be paid for out of the grant; Kevin Geiger indicated that on a similar planning grant, they had charged a fee of \$10,500.

A 10% match is required, which means the Town would need to pay \$6,000 to receive a \$60,000 grant (for a total amount of \$66,000 in project resources). Also, when CDBG funds are used for housing, the housing must serve households with incomes at or below 80 percent of the area median income (AMI). This amount varies by household size. For example, for Federal

Fiscal Year 2022, 80% of AMI in Norwich (based on the Windsor County median family income) is \$70,500 for a family of four and \$63,4500 for a family of three. While it's not clear if this income limit formally applies to planning grant applications (as opposed to applications for assistance building the housing), as a practical matter, it will be important in submitting the application to document the town's intention to serve households that meet these income guidelines.

Prior to voting to recommend that Norwich move forward with a grant application, the Subcommittee had an opportunity to talk with Kevin Geiger to learn more about the application process and the VCDP Planning Grants. Among other things, he noted that it can sometimes take several rounds of applications for a promising grant application to be funded, given competition for limited funds. This is a good reason to move forward with an application in February 2023, rather than waiting to submit for the first time in April 2023. If we are unsuccessful in our application in February 2023, we could resubmit in April, enhancing our chances of getting funded in 2023.

Please let me know if you have any questions or wish to discuss.

Thank you for considering our request and your assistance in moving this forward for Town approval.

NORWICH PLANNING COMMISSION
Tuesday June 14, 2022, 6:30pm

DRAFT MINUTES

Zoom Meeting:

<p>https://us02web.zoom.us/j/89339717735 Meeting ID: 893 3971 7735</p>
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Members Present: Jaci Allen, Brian Loeb, Ernie Ciccotelli, Melissa Horwitz, Jeff Goodrich, Vince Crow, Marc Aquila
Public Present: Linda Cook, Linda Gray
Staff: Rod Francis

Meeting Opened: 6:36pm

1. Approve Agenda:

Goodrich moved and Loeb seconded a motion to approve the agenda. Goodrich stated that the agenda was too big to address but that the commission must be guided by Vermont Statutes Annotated (VSA) and that Rod Francis has a conflict of interest because of his current role as an employee of the Town of Norwich (Town Manager) as distinct from being an employee of the Town of Norwich (Planning Director). Motion carried 4-2- 1. For: Allen, Loeb, Horwitz, Aquila. Against: Ciccotelli, Goodrich. Abstain: Crow.

2. Public Comment: Linda Gray of the Energy Committee commented that she had information on how to draft zoning regulations responsive to energy targets. Goodrich asked that the information be circulated to the whole commission.

3. General Section of Land Use Regulations

Goodrich suggested that a subcommittee be formed to review the contents of staff provided draft LUR language.

Horwitz responded that the Open Meeting Law (OML) requirements made this idea impractical.

Goodrich stated that he wanted to spend more time looking at all the potential uses allowed for in Norwich.

Chair Allen asked commissioners what their expectations were for the July meeting. Commissioners suggested a higher-level discussion of specific things they wanted to see in the new regulations and a conceptual overview of zoning districts

4. Wastewater Feasibility Study Steering Committee nomination

Goodrich moved and Loeb seconded a motion to recommend to the Selectboard the nomination of Marc Aquila as a member of the wastewater feasibility study steering committee. Motion carried 6-1. For: Allen, Loeb, Horwitz, Ciccotelli, Crow, Aquila. Against: Goodrich.

5. Scoping Document for Sidewalks, Trails, Bike Paths Master Plan

Commissioners discussed potential changes to the document including i) adding a representative from the Fire District and ii) researching the history of Norwich sidewalks. Commissioners expressed a preference for a standing committee to be formed (similar to the Affordable Housing Subcommittee).

6. Announcements, Reports, Updates, and Correspondence

Loeb updated the meeting after the successful public outreach process. The subcommittee is eager to pursue analysis of the Fire District lands on Beaver Meadow RD and is investigating the suitability of a Municipal Planning Grant (MPG) to fund the analysis of the DPW parcel on New Boston RD. Francis reported that he hoped to advertise the Planner position soon.

7. Approve Minutes of April 12, 2022, and May 10, 2022

Loeb moved and Ciccotelli seconded a motion to approve the April 12, 2022, minutes. Motion carried 5-0-1. For Allen, Loeb, Ciccotelli, Crow, Aquila. Against: Goodrich, Abstain: Horwitz.

Aquila moved and Ciccotelli seconded a motion to approve the May 10, 2022, minutes. Motion carried 6-0. For: Allen, Loeb, Horwitz, Ciccotelli, Crow, Aquila.

8. Other Business: none

9. Future Meeting Schedule

June – Scoping Document for Paths and trails Committee

10. Comments from the Public: none

11. Meeting adjourned: 8:27pm

Future Meetings:

Tuesday, July 12, Regular Meeting

Respectfully submitted,

Rod Francis

Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1 2021 MPG (density study) draft RFQ release RFQ <input checked="" type="checkbox"/> award contract intro meeting with PC milestone report				■			
2 WW Study draft RFQ release RFQ award contract intro meeting outreach	■			■			
3 LUR re-write Administration Overview DRB input Review Draft	■	■	■	■	■	■	■
4 Trails and Paths Master Plan Coordinate with Con Comm. Plan Review & Prioritization Draft workplan for 2022	■	■					