

**NORWICH PLANNING COMMISSION**  
**AGENDA**  
**Wednesday, June 24, 2020**  
**NOTE DATE & START TIME 6:30pm**

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Topic: Planning Commission  
Time: Jun 24, 2020 07:00 PM Eastern Time (US and Canada)  
Join Zoom Meeting  
<https://us02web.zoom.us/j/86340389705>

Meeting ID: 863 4038 9705  
888 475 4499 US Toll-free  
877 853 5257 US Toll-free  
Meeting ID: 863 4038 9705

1. Approve Agenda
2. Meeting Objectives:
  - Review draft of Town Plan action item assignments and next steps
  - Discuss scope and duties of Sewer Working Group
  - Discuss Affordable Housing Subcommittee Recruitment
  - Discuss next steps on town wastewater study
3. Comments from the Public
4. Review and approve Minutes 4-23-20 and 5-28-20
5. Announcements, Reports, Updates & Correspondence
  - Correspondence: none
  - Updates
    - i. TRORC Regional Plan
    - ii. Affordable Housing Subcommittee
  - Reports
6. Review draft of Town Plan action item assignments and next steps
7. Discuss scope and duties of Wastewater Working Group
8. Discuss Affordable Housing Subcommittee Recruitment
9. Discuss next steps on town wastewater study
10. Other Business
11. Future Meeting Schedule & Agendas
12. Comments from the Public

**Future Meetings:**

**Thursday, August 27, 6:30pm Regular Meeting**  
**Thursday, September 24, 6:30pm Regular Meeting**

**NORWICH PLANNING COMMISSION**  
**Thursday, May 28, 2020 6:30pm**

**DRAFT MINUTES**

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**Zoom Meeting:**

<https://us02web.zoom.us/j/86340389705?pwd=UTk2Mk1ldWNsUUczcithTTRqRWg5dz09>

Meeting ID: 863 4038 9705

Members Present: Brian Loeb, Jaci Allen, Jeff Goodrich, Melissa Horwitz, Ernie Ciccotelli, Jeff Lubell, Leah Romano

Public Present: Linda Cook

Staff: Rod Francis

**Meeting Opened:** 6:36pm

1. Approve Agenda  
Goodrich moved and Ciccotelli seconded a motion to approve the Agenda. Motion carried: 7 — 0
2. Meeting Objectives:
  - Discuss draft of scoping document for update of town wastewater study
  - Review draft of Town Plan action item assignments and next steps
  - Elect officers
3. Comments from the Public.  
Goodrich, speaking as a member of the public, asked the minutes reflect his disagreement with comments on the Norwich listserv which impugned the character of Jaci Allen as Chair of the PC when ostensibly discussing the topic of how many positions (7 or 9) the Planning Commission should have.
4. Elect chair, vice chair, and secretary  
Horwitz accepts nomination for Chair. 7 – 0.  
  
Goodrich nominated Ciccotelli for vice-Chair, Ciccotelli seconded Motion carried 4 – 2 –1.  
  
After group discussion and Francis reading the pertinent section of the PC Bylaws it was confirmed that there was no position of Secretary, but that a Clerk (not necessarily a Commissioner) could be appointed. Goodrich nominated Francis to be Clerk. Motion carried 7 – 0.
5. Review and approve Minutes 4-23-20  
Deferred to next meeting
6. Announcements, Reports, Updates & Correspondence
  - the following correspondence was acknowledged
    - i. Richards

- Updates
    - i. TRORC Francis reported that the regional energy coordinator position for 7 towns in the region (including Norwich) is about to be advertised.
    - ii. Selectboard  
Allen reported that the SB had moved to set the number of PC positions at 7.
    - iii. Affordable Housing Subcommittee  
Lubell reported that the subcommittee elected him as Chair and Creigh Moffatt as vice-Chair
    - iv. CRS membership  
Francis reported that he is still compiling the answers for “Self-check” questionnaire
  - Reports (None)
7. Discuss draft of scoping document for town wastewater study update  
Commissioners discussed the brief scoping statement prepared by Francis.
- Lubell moved and Ciccotelli seconded a motion to form a sub-committee with staff support from Francis to work with the Selectboard and School District on wastewater issues. Motion carried 7 – 0.
- Goodrich moved and Allen seconded nominating Loeb, Ciccotelli and Romano to the Wastewater Subcommittee. Motion carried 7 – 0.
8. Review draft of Town Plan action item assignments and next steps  
Deferred to next meeting
9. Other Business  
Goodrich thanks Allen for her service as Chair.
10. Future Meeting Schedule & Agendas  
May: Wastewater Study scoping statement
11. Comments from the Public  
None

Meeting Adjourned 8:26pm

**Future Meetings:**

**Thursday, June 25, 6:30pm Regular Meeting**  
**Thursday, July 23, 6:30pm Regular Meeting**  
**Thursday August 27, 6:30pm Regular Meeting**

**NORWICH PLANNING COMMISSION**  
**Thursday, April 23, 2020, 7:00pm**

**DRAFT MINUTES**

Zoom Meeting: <https://zoom.us/j/99746343066>  
Meeting ID: 997 4634 3066

Members Present: Jaci Allen (Chair), Jeff Goodrich, Melissa Horwitz, Ernie Ciccotelli, Jeff Lubell,  
Leah Romano

Public Present: Claudette Brochu, Linda Cook

Staff: Rod Francis

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**Meeting Opened:** 7:06pm

1. Approve Agenda  
Goodrich moved and Ciccotelli seconded a motion to approve the Agenda. Motion carried: 6 — 0
2. Meeting Objectives:
  - o Define next steps on 2020 PC work plan
3. Open Meeting Law under Act 92  
Francis outlined recent legislative changes made to address social distancing while ensuring Open Meeting Law protections.
4. Comments from the Public. None
5. Review and approve Minutes 2-27-20  
Lubell moved and Horwitz seconded a motion to approve the minutes of February 27, 2020. Motion carried 5 — 0
6. Announcements, Reports, Updates & Correspondence
  - o the following correspondence was acknowledged
    - i. Hayes
    - ii. Richards
    - iii. T. Candon
    - iv. Staggs
  - o Updates
    - i. TRORC (plan approval)
    - ii. Selectboard  
Brochu informed the PC the 2 open positions will be posted. At the May 13, 2020 SB meeting the size of the PC membership will be discussed. In a straw poll of PC members present the Chair ascertained that 5 out of 6 members agreed with a PC membership of 7
    - iii. Affordable Housing Subcommittee  
Lubell summarized the last Subcommittee meeting held 4/20 as a 'catch-up' meeting where the question of office holders was tabled until the May meeting. The group discussed the forthcoming publicity campaign and decisions regarding the moving of the \$45,000 affordable housing fund to VT Community Foundation so that it could be augmented by private donations.
    - iv. CRS membership  
Francis outlined next steps for joining the Community Rating System (CRS) of National Flood Insurance Program (NFIP). 1) Submit community "Self-check"

questionnaire and Letter of Intent (LOI) to FEMA Region 1 2) Schedule visit (substantial delay due to covid-19 expected). 3) Make necessary program changes and join

- Reports (None)
- 7. Define next steps on 2020 PC work plan  
Commissioners focused on the issue of the timing and sequence of the Wastewater Study and the Land Use Regulations rewrite. Francis will prepare a brief scoping statement for the Wastewater study for the May meeting
- 8. Other Business (None)
- 9. Future Meeting Schedule & Agendas  
May: Wastewater Study scoping statement

Meeting Adjourned 8:32pm

**Future Meetings:**

**Thursday, May 28, 6:30pm Regular Meeting**  
**Thursday, June 25, 6:30pm Regular Meeting**  
**Thursday, July 23, 6:30pm Regular Meeting**

	2020 Town Plan Action Items	Responsibility	Timing
1	Ensure that the Zoning Administrator or their designee has the training and resources to enforce state Residential Building Energy Standards and issue Certificates of Compliance on development projects greater than 800-sf.	Town Manager Selectboard	2020
2	Investigate the use of land owned or controlled by the Town of Norwich for dedicated affordable housing.	Planning Director Town Manager Selectboard	2020
3	Make it easier for developers and the public to understand Norwich’s affordable housing policies by developing educational materials and conducting outreach.	Planning Commission	2020
4	Develop educational materials that address frequently asked questions about affordable housing in Norwich and increase public understanding of how new development will affect town and school property taxes.	Planning Commission	2020
5	Take a leading role in promoting opportunities and choices for parents in need of childcare by, among other things:	Town Manager Selectboard	2020
	Creating a standing community committee to coordinate the provision of childcare services in town		2020
	Exploring how to lower the costs of childcare provider background checks such as using the Norwich Police Department		2020
6	Complete the Community Rating System (CRS) certification process to qualify for maximum state reimbursement for flood events and assist homeowners.	Planning Director Town Manager Selectboard	2020
7	Update and re-adopt the Norwich All Hazards Mitigation (HMP) and the Emergency Operations Plan (EOP), and ensure consistency with the goals, objectives, and policies of this plan.	Planning Director Town Manager Selectboard	2020
8	Develop a plan to address any potential conflicts between existing or proposed development on the edge of the village and mapped forest blocks.	Planning Director Planning Commission Conservation Commission	2021

9	Consider how to address barriers to development related to limitations on septic capacity, including a review of the findings of the 2005 study conducted by the Norwich Sewer Committee in light of current challenges and changes in wastewater management.	Planning Director Planning Commission Town Manager Selectboard	2021
10	Study implications of improved wastewater management for the economic vitality of the village area.	Planning Director Planning Commission Historic Preservation Commission	2021
11	Create a long-range plan for construction and maintenance of sidewalks, bikeways, trails and park-and-ride lots.	Town Manager Selectboard	2021
12	Implement the recommendations made in this chapter section (see Figure 1) and throughout this plan when revising the Norwich Zoning and Subdivision Regulations to:  Maintain the rural character of Norwich by preserving working lands and forests  Recognize the important ecosystem services performed by forests  Facilitate appropriate scale mixed-use development in areas currently zoned commercial-industrial	Planning Director Planning Commission Selectboard	2022
13	Implement the recommendations made in the housing chapter when revising the Norwich Zoning and Subdivision Regulations.	Planning Director Planning Commission	2022
14	Ensure that the new Norwich Zoning and Subdivision Regulations are clear, accessible and avoid any unnecessary barriers to developing housing.	Planning Director Planning Commission	2022
15	Complete a study on how to maintain a strong and vibrant village center and consider recommended actions.	Planning Director Planning Commission Historic Preservation Commission	2022
16	Identify opportunities to foster economic development in the Commercial-Industrial district.	Planning Director Planning Commission	2022

17	Adopt Land Use Regulations with adequate standards for access, management, curb cuts, driveways and roads, to promote a safe and efficient transportation network.	Planning Director Planning Commission	2022
18	Adopt revised land use regulations that will implement the objectives and policies of this plan related to flood hazards, riparian areas and stormwater management.	Planning Director Planning Commission Selectboard	2022
19	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.	Planning Director Planning Commission Trails Committee Energy Committee	2023
20	Develop a Stormwater Management Plan.	Planning Director Town Manager Selectboard	2023
21	Participate in state, federal and other efforts to protect the Connecticut River, including basin plans provided for under 10 VSA §1253.	Planning Director Planning Commission	ongoing
22	Continue to advocate for the preservation and adaptive reuse of historic Lewiston.	Planning Director Planning Commission Historic Preservation Commission	ongoing
23	Consider incentive programs to encourage adaptive reuse of historic structures.	Historic Preservation Commission	ongoing
24	Update the inventory of barns at risk, and support owners in obtaining state grants to offset rehabilitation costs.	Historic Preservation Commission	ongoing
25	Ensure the participation of the Historic Preservation Commission in any study of improving bike-ability and walkability in the village.	Historic Preservation Commission	ongoing
26	Advocate before VTrans on behalf of non-vehicular road users for improved accommodations on state highways.	Planning Director Planning Commission Energy Committee	ongoing



27	Review hybrid and electric options for any municipal vehicle purchase or replacement.	Town Manager Energy Committee Selectboard	ongoing
28	Encourage development projects to install solar collectors on rooftops and parking lots.	Planning Director Energy Committee	ongoing
29	Participate in the Section 248 process before the Public Utility Commission to make decisions that further the goals, objectives, and policies of this plan.	Planning Director Energy Committee	ongoing
30	Implement to the best of our abilities the (non-binding) Article 36 from the Town of Norwich 2019 ballot.	Planning Commission Energy Committee	ongoing
31	Provide residents with information on:	Energy Committee	ongoing
	cold-climate heat pumps, and other non-fossil fuel heat sources in new construction and in existing homes and buildings;		ongoing
	replacing fossil fuels powered vehicles with electric vehicles;		ongoing
	managing forest land for long-term, sustainable harvesting of wood.		ongoing
32	Raise climate crisis and energy awareness.	Energy Committee	ongoing
33	Work with community groups and others to support non-vehicular transportation options in Norwich.	Energy Committee	ongoing
34	Encourage the development of dedicated affordable housing by formalizing and growing the affordable housing revolving fund (currently \$45,000).	Planning Commission Selectboard	ongoing
35	Encourage landowners to donate land for dedicated affordable housing.	Planning Commission Selectboard	ongoing

36	Conduct outreach to encourage developers of affordable homes to focus on Norwich.	Planning Director Planning Commission	ongoing
37	Continue to encourage ADUs to increase Norwich's stock of rental housing. Monitor the effect of short-term rentals (e.g. Airbnb)	Planning Director Planning Commission	ongoing
38	Encourage broad-based participation in community conversations around housing, including low and moderate income households, younger residents and renters.	Planning Commission	ongoing
39	Work with Green Mountain Economic Development Corporation (GMEDC) to recruit appropriate businesses to Norwich.	Planning Director Town Manager Selectboard	ongoing
40	Provide education on area services available for unemployed and lower income residents.	Selectboard	ongoing
41	Support agricultural and forest industries by encouraging participation in the Vermont Use Value Appraisal (UVA) Program, (current use) and conservation easements through the Upper Valley Land Trust.	Planning Commission Conservation Commission	ongoing
42	Accommodate bicycle and pedestrian safety when rebuilding and upgrading roads and bridges.	Planning Director Town Manager Selectboard	ongoing
43	Maintain a capital improvement program that is aligned with the goals and objectives of this plan.	Town Manager Selectboard	ongoing
44	Implement the strategic initiatives developed by the town's Trails Committee	Town Manager Trails Committee Selectboard	ongoing
45	Continue to participate and meet the requirements of the National Flood Insurance Program, so that owners within floodplains are eligible for flood insurance.	Planning Director Town Manager Selectboard	ongoing
46	Implement the hazard mitigation programs, projects and activities identified in the Norwich 2015 All Hazard Mitigation Plan and subsequently adopted plans.	Planning Director Town Manager Selectboard	ongoing

	<b>Selectboard Action Items</b>	<b>Responsibility</b>	<b>Timing</b>
1	Ensure that the Zoning Administrator or their designee has the training and resources to enforce state Residential Building Energy Standards and issue Certificates of Compliance on development projects greater than 800-sf.	Town Manager Selectboard	2020
2	Investigate the use of land owned or controlled by the Town of Norwich for dedicated affordable housing.	Planning Director Town Manager Selectboard	2020
5	Take a leading role in promoting opportunities and choices for parents in need of childcare by, among other things: Creating a standing community committee to coordinate the provision of childcare services in town Exploring how to lower the costs of childcare provider background checks such as using the Norwich Police Department	Town Manager Selectboard	2020
6	Complete the Community Rating System (CRS) certification process to qualify for maximum state reimbursement for flood events and assist homeowners.	Planning Director Town Manager Selectboard	2020
7	Update and re-adopt the Norwich All Hazards Mitigation (HMP) and the Emergency Operations Plan (EOP), and ensure consistency with the goals, objectives, and policies of this plan.	Planning Director Town Manager Selectboard	2020
9	Consider how to address barriers to development related to limitations on septic capacity, including a review of the findings of the 2005 study conducted by the Norwich Sewer Committee in light of current challenges and changes in wastewater management.	Planning Director Planning Commission Town Manager Selectboard	2021
11	Create a long-range plan for construction and maintenance of sidewalks, bikeways, trails and park-and-ride lots.	Town Manager Selectboard	2021
12	Implement the recommendations made in this chapter section (see Figure 1) and throughout this plan when revising the Norwich Zoning and Subdivision Regulations to:	Planning Director Planning Commission Selectboard	2022
	Maintain the rural character of Norwich by preserving working lands and forests Recognize the important ecosystem services performed by forests		

	Facilitate appropriate scale mixed-use development in areas currently zoned commercial-industrial		
18	Adopt revised land use regulations that will implement the objectives and policies of this plan related to flood hazards, riparian areas and stormwater management.	Planning Director Planning Commission Selectboard	2022
20	Develop a Stormwater Management Plan.	Planning Director Town Manager Selectboard	2023
27	Review hybrid and electric options for any municipal vehicle purchase or replacement.	Town Manager Energy Committee Selectboard	ongoing
34	Encourage the development of dedicated affordable housing by formalizing and growing the affordable housing revolving fund (currently \$45,000).	Planning Commission Selectboard	ongoing
35	Encourage landowners to donate land for dedicated affordable housing.	Planning Commission Selectboard	ongoing
39	Work with Green Mountain Economic Development Corporation (GMEDC) to recruit appropriate businesses to Norwich.	Planning Director Town Manager Selectboard	ongoing
40	Provide education on area services available for unemployed and lower income residents.	Selectboard	ongoing
42	Accommodate bicycle and pedestrian safety when rebuilding and upgrading roads and bridges.	Planning Director Town Manager Selectboard	ongoing
43	Maintain a capital improvement program that is aligned with the goals and objectives of this plan.	Town Manager Selectboard	ongoing
44	Implement the strategic initiatives developed by the town's Trails Committee	Town Manager Trails Committee Selectboard	ongoing
45	Continue to participate and meet the requirements of the National Flood Insurance Program, so that owners within floodplains are eligible for flood insurance.	Planning Director Town Manager Selectboard	ongoing

46	Implement the hazard mitigation programs, projects and activities identified in the Norwich 2015 All Hazard Mitigation Plan and subsequently adopted plans.	Planning Director Town Manager Selectboard	ongoing
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	<b>Town Manager Action Items</b>	<b>Responsibility</b>	<b>Timing</b>
1	Ensure that the Zoning Administrator or their designee has the training and resources to enforce state Residential Building Energy Standards and issue Certificates of Compliance on development projects greater than 800-sf.	Town Manager Selectboard	2020
2	Investigate the use of land owned or controlled by the Town of Norwich for dedicated affordable housing.	Planning Director Town Manager Selectboard	2020
5	Take a leading role in promoting opportunities and choices for parents in need of childcare by, among other things: Creating a standing community committee to coordinate the provision of childcare services in town Exploring how to lower the costs of childcare provider background checks such as using the Norwich Police Department	Town Manager Selectboard	2020
6	Complete the Community Rating System (CRS) certification process to qualify for maximum state reimbursement for flood events and assist homeowners.	Planning Director Town Manager Selectboard	2020
7	Update and re-adopt the Norwich All Hazards Mitigation (HMP) and the Emergency Operations Plan (EOP), and ensure consistency with the goals, objectives, and policies of this plan.	Planning Director Town Manager Selectboard	2020
9	Consider how to address barriers to development related to limitations on septic capacity, including a review of the findings of the 2005 study conducted by the Norwich Sewer Committee in light of current challenges and changes in wastewater management.	Planning Director Planning Commission Town Manager Selectboard	2021
11	Create a long-range plan for construction and maintenance of sidewalks, bikeways, trails and park-and-ride lots.	Town Manager Selectboard	2021
20	Develop a Stormwater Management Plan.	Planning Director Town Manager Selectboard	2023
27	Review hybrid and electric options for any municipal vehicle purchase or replacement.	Town Manager Energy Committee Selectboard	ongoing

39	Work with Green Mountain Economic Development Corporation (GMEDC) to recruit appropriate businesses to Norwich.	Planning Director Town Manager Selectboard	ongoing
42	Accommodate bicycle and pedestrian safety when rebuilding and upgrading roads and bridges.	Planning Director Town Manager Selectboard	ongoing
43	Maintain a capital improvement program that is aligned with the goals and objectives of this plan.	Town Manager Selectboard	ongoing
44	Implement the strategic initiatives developed by the town's Trails Committee	Town Manager Trails Committee Selectboard	ongoing
45	Continue to participate and meet the requirements of the National Flood Insurance Program, so that owners within floodplains are eligible for flood insurance.	Planning Director Town Manager Selectboard	ongoing
46	Implement the hazard mitigation programs, projects and activities identified in the Norwich 2015 All Hazard Mitigation Plan and subsequently adopted plans.	Planning Director Town Manager Selectboard	ongoing

Planning Commission Action Items	Responsibility	Timing
3 Make it easier for developers and the public to understand Norwich’s affordable housing policies by developing educational materials and conducting outreach.	Planning Commission	2020
4 Develop educational materials that address frequently asked questions about affordable housing in Norwich and increase public understanding of how new development will affect town and school property taxes.	Planning Commission	2020
8 Develop a plan to address any potential conflicts between existing or proposed development on the edge of the village and mapped forest blocks.	Planning Director Planning Commission Conservation Commission	2021
9 Consider how to address barriers to development related to limitations on septic capacity, including a review of the findings of the 2005 study conducted by the Norwich Sewer Committee in light of current challenges and changes in wastewater management.	Planning Director Planning Commission Town Manager Selectboard	2021
10 Study implications of improved wastewater management for the economic vitality of the village area.	Planning Director Planning Commission Historic Preservation Commission	2021
12 Implement the recommendations made in this chapter section (see Figure 1) and throughout this plan when revising the Norwich Zoning and Subdivision Regulations to:	Planning Director Planning Commission Selectboard	2022
Maintain the rural character of Norwich by preserving working lands and forests Recognize the important ecosystem services performed by forests Facilitate appropriate scale mixed-use development in areas currently zoned commercial-industrial	Planning Director Planning Commission	2022
13 Implement the recommendations made in the housing chapter when revising the Norwich Zoning and Subdivision Regulations.	Planning Director Planning Commission	2022



14	Ensure that the new Norwich Zoning and Subdivision Regulations are clear, accessible and avoid any unnecessary barriers to developing housing.	Planning Director Planning Commission	2022
15	Complete a study on how to maintain a strong and vibrant village center and consider recommended actions.	Planning Director Planning Commission Historic Preservation Commission	2022
16	Identify opportunities to foster economic development in the Commercial-Industrial district.	Planning Director Planning Commission	2022
17	Adopt Land Use Regulations with adequate standards for access, management, curb cuts, driveways and roads, to promote a safe and efficient transportation network.	Planning Director Planning Commission	2022
18	Adopt revised land use regulations that will implement the objectives and policies of this plan related to flood hazards, riparian areas and stormwater management.	Planning Director Planning Commission Selectboard	2022
19	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.	Planning Director Planning Commission Trails Committee Energy Committee	2023
21	Participate in state, federal and other efforts to protect the Connecticut River, including basin plans provided for under 10 VSA §1253.	Planning Director Planning Commission	ongoing
22	Continue to advocate for the preservation and adaptive reuse of historic Lewiston.	Planning Director Planning Commission Historic Preservation Commission	ongoing

26	Advocate before VTrans on behalf of non-vehicular road users for improved accommodations on state highways.	Planning Director Planning Commission Energy Committee	ongoing
30	Implement to the best of our abilities the (non-binding) Article 36 from the Town of Norwich 2019 ballot.	Planning Commission Energy Committee	ongoing
34	Encourage the development of dedicated affordable housing by formalizing and growing the affordable housing revolving fund (currently \$45,000).	Planning Commission Selectboard	ongoing
35	Encourage landowners to donate land for dedicated affordable housing.	Planning Commission Selectboard	ongoing
36	Conduct outreach to encourage developers of affordable homes to focus on Norwich.	Planning Director Planning Commission	ongoing
37	Continue to encourage ADUs to increase Norwich's stock of rental housing. Monitor the effect of short-term rentals (e.g. Airbnb)	Planning Director Planning Commission	ongoing
38	Encourage broad-based participation in community conversations around housing, including low and moderate income households, younger residents and renters.	Planning Commission	ongoing
41	Support agricultural and forest industries by encouraging participation in the Vermont Use Value Appraisal (UVA) Program, (current use) and conservation easements through the Upper Valley Land Trust.	Planning Commission Conservation Commission	ongoing

	<b>Planning Director Action Items</b>	<b>Responsibility</b>	<b>Timing</b>
2	Investigate the use of land owned or controlled by the Town of Norwich for dedicated affordable housing.	Planning Director Town Manager Selectboard	2020
6	Complete the Community Rating System (CRS) certification process to qualify for maximum state reimbursement for flood events and assist homeowners.	Planning Director Town Manager Selectboard	2020
7	Update and re-adopt the Norwich All Hazards Mitigation (HMP) and the Emergency Operations Plan (EOP), and ensure consistency with the goals, objectives, and policies of this plan.	Planning Director Town Manager Selectboard	2020
8	Develop a plan to address any potential conflicts between existing or proposed development on the edge of the village and mapped forest blocks.	Planning Director Planning Commission Conservation Commission	2021
9	Consider how to address barriers to development related to limitations on septic capacity, including a review of the findings of the 2005 study conducted by the Norwich Sewer Committee in light of current challenges and changes in wastewater management.	Planning Director Planning Commission Town Manager Selectboard	2021
10	Study implications of improved wastewater management for the economic vitality of the village area.	Planning Director Planning Commission Historic Preservation Commission	2021
12	Implement the recommendations made in this chapter section (see Figure 1) and throughout this plan when revising the Norwich Zoning and Subdivision Regulations to:  Maintain the rural character of Norwich by preserving working lands and forests Recognize the important ecosystem services performed by forests Facilitate appropriate scale mixed-use development in areas currently zoned commercial-industrial	Planning Director Planning Commission Selectboard	2022
13	Implement the recommendations made in the housing chapter when revising the Norwich Zoning and Subdivision Regulations.	Planning Director Planning Commission	2022

14	Ensure that the new Norwich Zoning and Subdivision Regulations are clear, accessible and avoid any unnecessary barriers to developing housing.	Planning Director Planning Commission	2022
15	Complete a study on how to maintain a strong and vibrant village center and consider recommended actions.	Planning Director Planning Commission Historic Preservation Commission	2022
16	Identify opportunities to foster economic development in the Commercial-Industrial district.	Planning Director Planning Commission	2022
17	Adopt Land Use Regulations with adequate standards for access, management, curb cuts, driveways and roads, to promote a safe and efficient transportation network.	Planning Director Planning Commission	2022
18	Adopt revised land use regulations that will implement the objectives and policies of this plan related to flood hazards, riparian areas and stormwater management.	Planning Director Planning Commission Selectboard	2022
19	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.	Planning Director Planning Commission Trails Committee Energy Committee	2023
20	Develop a Stormwater Management Plan.	Planning Director Town Manager Selectboard	2023
21	Participate in state, federal and other efforts to protect the Connecticut River, including basin plans provided for under 10 VSA §1253.	Planning Director Planning Commission	ongoing
22	Continue to advocate for the preservation and adaptive reuse of historic Lewiston.	Planning Director Planning Commission Historic Preservation Commission	ongoing

26	Advocate before VTrans on behalf of non-vehicular road users for improved accommodations on state highways.	Planning Director Planning Commission Energy Committee	ongoing
28	Encourage development projects to install solar collectors on rooftops and parking lots.	Planning Director Energy Committee	ongoing
29	Participate in the Section 248 process before the Public Utility Commission to make decisions that further the goals, objectives, and policies of this plan.	Planning Director Energy Committee	ongoing
36	Conduct outreach to encourage developers of affordable homes to focus on Norwich.	Planning Director Planning Commission	ongoing
37	Continue to encourage ADUs to increase Norwich's stock of rental housing. Monitor the effect of short-term rentals (e.g. Airbnb)	Planning Director Planning Commission	ongoing
39	Work with Green Mountain Economic Development Corporation (GMEDC) to recruit appropriate businesses to Norwich.	Planning Director Town Manager Selectboard	ongoing
42	Accommodate bicycle and pedestrian safety when rebuilding and upgrading roads and bridges.	Planning Director Town Manager Selectboard	ongoing
45	Continue to participate and meet the requirements of the National Flood Insurance Program, so that owners within floodplains are eligible for flood insurance.	Planning Director Town Manager Selectboard	ongoing
46	Implement the hazard mitigation programs, projects and activities identified in the Norwich 2015 All Hazard Mitigation Plan and subsequently adopted plans.	Planning Director Town Manager Selectboard	ongoing

**Conservation Commission Action Items**

**Responsibility**

**Timing**

8 Develop a plan to address any potential conflicts between existing or proposed development on the edge of the village and mapped forest blocks.

Planning Director  
Planning Commission  
Conservation  
Commission

2021

41 Support agricultural and forest industries by encouraging participation in the Vermont Use Value Appraisal (UVA) Program, (current use) and conservation easements through the Upper Valley Land Trust.

Planning Commission  
Conservation  
Commission

ongoing

	<b>Trails Committee Action Items</b>	<b>Responsibility</b>	<b>Timing</b>
19	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.	Planning Director Planning Commission Trails Committee Energy Committee	2023
44	Implement the strategic initiatives developed by the town's Trails Committee	Town Manager Trails Committee Selectboard	ongoing

	<b>Energy Committee Action Items</b>	<b>Responsibility</b>	<b>Timing</b>
19	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.	Planning Director Planning Commission Trails Committee Energy Committee	2023
26	Advocate before VTrans on behalf of non-vehicular road users for improved accommodations on state highways.	Planning Director Planning Commission Energy Committee	ongoing
27	Review hybrid and electric options for any municipal vehicle purchase or replacement.	Town Manager Energy Committee Selectboard	ongoing
28	Encourage development projects to install solar collectors on rooftops and parking lots.	Planning Director Energy Committee	ongoing
29	Participate in the Section 248 process before the Public Utility Commission to make decisions that further the goals, objectives, and policies of this plan.	Planning Director Energy Committee	ongoing
30	Implement to the best of our abilities the (non-binding) Article 36 from the Town of Norwich 2019 ballot.	Planning Commission Energy Committee	ongoing
31	Provide residents with information on: cold-climate heat pumps, and other non-fossil fuel heat sources in new construction and in existing homes and buildings; replacing fossil fuels powered vehicles with electric vehicles; managing forest land for long-term, sustainable harvesting of wood.	Energy Committee	ongoing ongoing ongoing ongoing
32	Raise climate crisis and energy awareness.	Energy Committee	ongoing
33	Work with community groups and others to support non-vehicular transportation options in Norwich.	Energy Committee	ongoing



	<b>Historic Preservation Commission Action Items</b>	<b>Responsibility</b>	<b>Timing</b>
10	Study implications of improved wastewater management for the economic vitality of the village area.	Planning Director Planning Commission Historic Preservation Commission	2021
15	Complete a study on how to maintain a strong and vibrant village center and consider recommended actions.	Planning Director Planning Commission Historic Preservation Commission	2022
22	Continue to advocate for the preservation and adaptive reuse of historic Lewiston.	Planning Director Planning Commission Historic Preservation Commission	ongoing
23	Consider incentive programs to encourage adaptive reuse of historic structures.	Historic Preservation Commission	ongoing
24	Update the inventory of barns at risk, and support owners in obtaining state grants to offset rehabilitation costs.	Historic Preservation Commission	ongoing
25	Ensure the participation of the Historic Preservation Commission in any study of improving bike-ability and walkability in the village.	Historic Preservation Commission	ongoing

## Background

Norwich Vermont, population 3,400 is located in the Upper Valley region of Vermont and New Hampshire, on the banks of the Connecticut River. Route 5 and I-91 run south to north on the eastern edge of town, Route 132 runs west of Route 5 across the north of town. The focus of this study is the village area (comprised of two zoning districts Village Districts I and II; see map), and adjacent lands. Much of village area is serviced by the Norwich Fire District (NFD) which operates a small potable water system servicing xxx customers with waters drawn by pump(s) from an aquifer north of the village. There is no municipal wastewater system in Norwich.

The full extent of the study area will be determined by the successful respondent to this RFQ/RFP in conjunction with the Norwich Planning Commission. Delimiting the study area will depend on the following attributes:

- topography
- geology
- density of failed/failing wastewater systems
- feasibility of connecting to other municipal systems
- range of permissible wastewater systems (including community-scale systems) that are technologically and economically viable

The Norwich Town Plan (March 2020) identifies the need to update and reconsider the findings of a 2005 wastewater study to ensure the continued viability of the village center (the commercial and institutional hub of town), enable more housing in and near the village where access to services, jobs, school and transit are possible, and underpin continued viability of a commercial district.

## Purpose of Study

The purpose of the study is to:

1. Define the study area in conjunction with the Planning Commission
2. Identify and explain the condition of existing individual wastewater systems in the study area
3. Assess if such systems are adequate for sustained use given the current regulations and population projections
4. Compile information about wastewater alternatives (including decentralized systems)
5. Map known limitations within the study area including but not limited to:
  - a. geological limitations
  - b. topographical features
  - c. well-head protection areas
  - d. wetlands and other protected areas
  - e. lots too small to accommodate wastewater systems
6. Provide reliable cost estimates of various alternatives (including connection to nearby municipal systems), broken out to clearly show:
  - a. source of public funds
  - b. design and engineering costs
  - c. capital costs
  - d. cost-sharing between users and other entities (including municipal system operators)
  - e. life-cycle costs (including maintenance)
7. Advise on financing larger scale alternatives to minimize the burden on municipal taxpayers

## New Member Recruitment for the Affordable Housing Subcommittee

June 15, 2020

1. It is the responsibility of the planning commission to appoint new members to affordable housing subcommittee.
2. The planning commission has asked for the affordable housing subcommittee's thoughts and recommendations about how to proceed in recruiting new members.
3. I propose the following process for recruiting new members:
  - A. On or around June 29, 2020, the Planning Commission will advertise for new members for the affordable housing subcommittee through the town email list, the Norwich listserv (and other appropriate forums) using the following text:

The Norwich Planning Commission is seeking up to four new members to join the affordable housing subcommittee, a standing subcommittee of the Planning Commission. The subcommittee is charged with promoting and facilitating the affordability of housing within Norwich.

The Planning Commission recently adopted the Norwich Housing Strategy 2020-2024, which is an appendix to the 2020 Norwich Town Plan. During the coming year, the affordable housing subcommittee will work to implement the housing strategy to help increase the diversity and affordability of the Norwich housing stock. The subcommittee typically meets monthly, with work also occurring in between meetings through working groups focused on fundraising, education/marketing, and policy. Applicants may live in Norwich or any other town in the Upper Valley.

If you interested in applying to join the affordable housing subcommittee, please complete an application at [add URL] and submit it to [fill in contact information] by July 15, 2020 and attend the next affordable housing subcommittee meeting on July 20, 2020. Based on input from the subcommittee, the Planning Commission will review applications and appoint new members of the subcommittee.

(Another option for participating is to participate in a working group without formally joining the subcommittee. If you are interested in this option, please indicate by [add contact info].)

For more information, visit <http://norwich.vt.us/affordable-housing/> or contact Rod Francis, Norwich Planning Director at [norwichvtplanner@gmail.com](mailto:norwichvtplanner@gmail.com).

- B. Rod will respond to any inquiries by asking people to describe their interest in affordable housing and any relevant background.

- C. If needed, one or more reminders could be sent out.
- D. Members of the affordable housing subcommittee indicated they would be available to speak with potential applicants who request it.
- E. At the July 20, 2020 affordable housing subcommittee meeting, the affordable housing subcommittee will review the applications and make recommendations to the Planning Commission about which applications to approve.
- F. The Planning Commission will consider the applications for the affordable housing subcommittee in light of the subcommittee's recommendations at its regularly scheduled July 2020 meeting.