

**NORWICH PLANNING COMMISSION**  
**Meeting Minutes**

**Thursday, August 9, 2018, Tracy Hall**

Regular Meeting

**Members Present:** Jaci Allen, Jeffrey Lubell, Melissa Horwitz (Clerk), Susan Brink, Jeff Goodrich, Chris Brien **Members absent:** Steve Thoms

**Staff:** Rod Francis **Public:** Linda Cook

Jaci Allen, Chair, called the meeting to order at 6:35 PM.

1. **Agenda** – Approved by Consensus
2. **Meeting Topic and Goals**
  - a. Review ‘owners’ of Town Plan action items and assign PC partners.
  - b. Debrief Affordable Housing Education Series #1 and define next steps.
3. **Comments from the Public** – None
4. **Minutes** – 7-26-18 –Approved with Brien and Goodrich abstaining
5. **Announcements, Reports, Updates & Correspondence**
  - a. Correspondence
    - i. Stuart Richards Email to Selectboard re: Affordable Housing \$45,000 Expired Fund, dated 8-5-18
  - b. Announcements
    - i. None
  - c. Update
    - i. Town Survey status
      1. Latest information: The survey will close on 9-30-18. Allen suggested approach for Town Survey coding session to Planning Commission
    - ii. River Corridor
      1. Francis and Goodrich will work together to address ERAF considerations based on current Town regulations
      2. Residents who would be directly affected by the current draft of the River Corridor regulations have been invited to attend the 8-23-18 Planning Commission meeting
    - iii. The Affordable Housing Subcommittee is drafting a ballot measure to reinstate a \$45,000 revolving fund
      1. There was discussion about the importance of setting parameters for the use of this money to protect the public interest and minimize any administrative burden.

**6. Follow up on Town Plan Action Items**

- a. Version control and means for online edits were discussed to comport with open meeting law requirements
- b. Updates to be reviewed by the Planning Commission will be input no later than EOD Monday prior to PC meetings
- c. Town Plan chapter assignments:
  - i. Energy –Horwitz
  - ii. National & Historic Resources –Brink
  - iii. Housing –Lubell and Brien
  - iv. Town Profile-Allen
  - v. Community Facilities and Services -Allen and Brien
  - vi. Economic Development—Brink
  - vii. Land Use-Francis and Goodrich
  - viii. Education—Thoms (to be confirmed)
  - ix. Transportation—Thoms (to be confirmed)
- d. Timing for completion of an initial review of action item status is 10-25-18.

**7. Affordable Housing Education Series**

- a. 23 – 30 people attended the first educational session
- b. Next Session: - Facilitating the Development of Affordable Housing by the Private Market. Targeted panel speakers are Lynn, Cooley, and Malone.
- c. Lubell and Goodrich will confirm speakers, determine if date is September 17 or 20, and communicate outcome.

**8. Adjournment at 8:04.****Future Meetings:**

Thursday, August 23, 6:30pm Regular Meeting  
Thursday, September 13, 6:30pm, Regular Meeting  
Thursday, September 27, 6:30pm, Regular Meeting  
Thursday, October 11, 6:30pm, Regular Meeting

Melissa Horwitz, Clerk

APPROVED 9/27/18

Planning Commission Agendas & Minutes available at: <http://norwich.vt.us/planning-commission/>