

NORWICH PLANNING COMMISSION
Meeting Minutes

Thursday, July 12, 2018, Tracy Hall

Regular Meeting

Members Present: Jaci Allen, Jeffrey Lubell, Steve Thoms, Melissa Horwitz (Clerk), Chris Brien, Jeff Goodrich (arrived at 7:15 p.m.)

Members absent: Susan Brink

Staff: Rod Francis

Public: Linda Cook, Nancy Dean

Jaci Allen, Chair, called the meeting to order at 6:30 PM.

1. **Agenda** – Approved by Consensus
2. **Meeting Topic and Goals**
 - a. Confirm initial schedule for Affordable Housing Education Series
 - b. Agree on process for reviewing Town Plan action items
 - c. Agree on draft timetable for review and adoption of new flood regulations
3. **Comments from the Public** –
 - a. None
4. **Minutes** – 6-26-18 – Correct date on minutes to Tues, June 26, 2018—Minutes approved as amended
5. **Announcements, Reports, Updates & Correspondence**
 - a. Updates
 - i. Selectboard Meeting and Town Plan
 1. Town plan was adopted last night and is now in effect.
 2. Rod Francis will update the cover page to reflect the adoption date and send the Town Plan to Two Rivers for approval.
 - ii. Input on Norwich priorities for the next Town Plan
 1. Selectboard is sending out a survey and the Planning Commission question seeking citizen input on the 3-5 top priorities is the first one.
 2. The Planning Commission would like to establish a tradition with a postcard survey included in the tax bill beginning next year.
 3. Lubell suggested reminding people to take the survey.
 - iii. Open Meeting Law Changes as of 7-1-18 Handout
 1. Steve Thoms requested this be added to the next agenda so we can review the regulations more closely and be ready to discuss.
6. **PC agreed to the following plan to advance the Affordable Housing Education Series:**
 - a. Martin Hahn and Andrew Winter will be speakers at the first session at 7pm on Aug 7, 2018. The topic is “Tapping Federal and State Resources to Develop Affordable Housing”.
 - b. Request Pam Mullen to check on CATV and the availability of the multi-purpose room on August 7, 2018. Francis and Lubell will organize a communication plan for the series and this session. Solicit assistance from the PC as needed.
 - c. Lubell will present ideas and dates for a September speaker on “Facilitating the Development of Affordable Housing by the Private Market” at the next PC meeting. He’ll be working with the Affordable Housing Committee on ideas for the Accessory Dwelling Unit presentation targeted for October.
7. **PC agreed to the following process for reviewing Town Plan action items:**
 - a. Brink will produce a chart of all the action items from the Town Plan.

- b. PC agreed to review these action items at the next meeting and assign responsibility for implementing the action item, along with a Planning Commissioner assigned to the item. Inventory will be completed by 8-23-18.
- c. Planning Commission will work with action item ‘owners’ and/or appropriate committees to complete an assessment of action item status. Target completion is 10-25-18.
- d. A summary of action item status will be compiled by 11-8-18.
- e. PC will review this summary and develop next steps for PC partners by 12-13-18.
- f. Steve Thoms will assure information is available on the town website in an easy-to-use format.

8. Discussion on review and adoption of new river corridor flood regulations:

- a. Adopting model language for the river corridor will enable the town to qualify for an incremental 5% reimbursement from ERAF offered by the State in the event of another serious flood.
- b. It was noted that the Town has limited ability to relax river corridor regulations or the State will not approve them for incremental ERAF reimbursement. The Town can make them stricter, but not weaken them in order to qualify for this funding.
- c. PC agreed to bring any questions on the draft of the river corridor regulations to the next meeting on 7-26-18. Francis will bring maps and discuss Two Rivers feedback.
- d. Also on 7-26-18, PC will determine schedule for public hearings to review the amendment to the current flood regulations. There’s a 30-day warning period for these hearings. The American Legion Hall and Beaver Meadow Schoolhouse were suggested as two good locations for the hearings, as these areas are among those affected.
- e. Goodrich offered assistance based upon his background and experience in this area.

9. Adjournment at 7:34

Melissa Horwitz, Clerk

APPROVED 7-26-18

Future Meetings:

Thursday, July 26th, 6:30pm Regular Meeting

Tuesday, August 7, 7pm Affordable House Education Series Part #1

Thursday, August 9th, 6:30pm Regular Meeting

Thursday, August 23, 6:30pm Regular Meeting

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