

# NORWICH PLANNING COMMISSION MEETING MINUTES

Thursday, September 27, 2018

Tracy Hall-Meeting Room: 7:00pm

These minutes have not been reviewed or approved by the Norwich Planning Commission
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**Members Present:** Jaci Allen (Chair), Jeffrey Lubell, Melissa Horwitz (Clerk), Susan Brink, Steve Thoms

**Members Absent:** Chris Brien, Jeff Goodrich

**Members of the public:** Linda Cook

## 7:04 Meeting called to order

1. Approve Agenda
  - a. Agenda approved
2. Meeting Objectives:
  - a. Finalize PC Quarterly Report to Selectboard
  - b. Define next steps on Affordable Housing Strategy
3. Comments from the Public
  - a. None
4. Review Minutes 8-9-18 and 8-23-18
  - a. Discuss process for minutes
    - i. Horwitz takes notes and sends them to Francis
    - ii. 8-9-18 minutes revisions based on Goodrich comments:
      1. Can't revise 6(e), need this information in there
      2. Change number 4 to "Approved with Brien and Goodrich abstaining."
      3. 5(a)(1) – Correspondence; title of email is relevant do not make suggested change
      4. 5(c)(i)(1) — Change to: "Allen suggested approach for Town Survey coding session to Planning Commission."
      5. 5(c)(ii)(1) — Change to "Francis and Goodrich will work together to address ERAF considerations based on current Town regulations."
      6. 5(c)(ii)(2) — Change to, "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"
      7. 5(c)(iii) — Change to, "The Affordable Housing Subcommittee is drafting a ballot measure to reinstate a \$45,000 revolving fund."
      8. 5(c)(iii)(1) — Change to: "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."
      9. Accept all changes on items 6 and 7. Will appear as follows:
        6.
          - 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*
- iv. Town Plan 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)*

*Timing for completion of an initial review of action item status is 10-25-18*

*7 Affordable Housing 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.*

- b. Motion to adopt the changes in the 8-9-18 minutes and approve the minutes
  - i. Approved 4 — 1. Thoms abstains.
- c. Motion to approve 8-23-18 minutes
  - i. Approved 5 — 0

5. Announcements, Reports, Updates & Correspondence

- a. Correspondence
  - i. None
- b. Announcements
  - i. Two Rivers Regional Planning Commission unanimously rejected town plan against staff recommendation.
  - ii. Town Plan still in place.
  - iii. Within 21 days Two Rivers will provide us with written feedback as to why the plan was rejected.
  - iv. Action Item: Francis will look into state affordable housing grants to see if Norwich is still eligible.
- c. Updates
  - i. TRORC-Goodrich — Not present to provide report
  - ii. River Corridor Regulations — Francis
    - 1. Awaiting response from VT DEC River Management Program
  - iii. Enhanced Energy Committee — Francis
    - 1. Fitting in review of enhanced energy chapter and provisions of Act 174
    - 2. Main concern of EEWG is that Norwich meet goals of VT Comprehensive Energy Plan (CEP).
  - iv. Town Plan Action Item Review — Allen
    - 1. Allen will bring her completed work along with a summary page to the next meeting.

6. Finalize PC quarterly report for Selectboard

- a. Update so that the September 17<sup>th</sup> event is in the past tense
- b. Question up for debate: Should this body review what our subcommittee is doing and give them feedback?

- c. Change section that says we are going to recruit more members to the affordable housing subcommittee.
  - d. Education series and listening sessions will be summarized and turned into a document available to the public.
  - e. In terms of affordable housing add to report that we are planning work sessions at the beginning of the year to process feedback received.
  - f. Motion to approve Quarterly report to Selectboard.
    - i. Approved 5 — 0
7. Define next steps on Affordable Housing Strategy
- a. Lubell — There will be another educational session on October 22, 2018 at 7:00 pm
    - i. Terry Shearer (VT DEC WasteWater Division) will come and talk about the requirements, options, and alternative septic systems.
    - ii. Jesse from Cobb Hill will come to talk about composting toilets
8. Other Business
- a. Monday, October 29<sup>th</sup>, anyone available on the Planning Commission will come to Tracey Hall to code the responses to the town survey
9. Future Meeting Schedule & Agendas
- a. Discuss Two Rivers Ottaquechee Regional Planning Commission (TRORC) correspondence on the Town Plan (if we have received it).
  - b. Reminder to get agenda items to Allen or Francis by Monday before a Thursday meeting.
10. Comments from the Public

**Adjournment:** 8:39pm

Respectfully submitted: Rod Francis (based in part on notes provided Clerk Horwitz)

**Future Meetings:**

Thursday, October 11, 6:30pm, Regular Meeting  
Monday, October 22, 7:00pm, Affordable Housing Education Series Forum #3  
Thursday October 25, 6:30pm, Regular Meeting  
Thursday, November 8, 6:30pm, Regular Meeting  
Thursday December 13, 6:30pm Regular Meeting

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