

NORWICH PLANNING COMMISSION

Monday, February 6, 2023, 7:00pm

MINUTES

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Zoom Meeting:

<https://us02web.zoom.us/j/82555248288>

Meeting ID: 825 5524 8288

Members Present: Jaci Allen, Brian Loeb, Ernie Ciccotelli, Marc Aquila, Vince Crow, Melissa Horwitz, Jeff Goodrich

Public: Jaan Laaspere, Stuart Richards, Jeff Lubell

Meeting Opened: 7:01 pm

1. Approve Agenda: Horwitz moved, and Loeb seconded a motion to approve the agenda. Motion carried 5-1. Against: Ciccotelli Abstain: Goodrich
2. Public Comment: No public Comment
3. Recommendation of part-time interim Zoning Administrator for Selectboard Appointment

Allen updated the status of the search for an interim ZA. There have been three applications, none of which met the needs of the position. Two Rivers has informed the PC that they can provide someone to act as interim ZA for 6 hours a week through the end of March. His name is Kyle Katz and he is originally from Norwich

Goodrich and Richards both requested that resumes of the other applicants be made available to the public. Allen responded this is a personnel matter and information on final applicants is shared.

Ciccotelli stated that he endorses the candidate and is pleased with the candidate who's from Norwich and knows about the town.

Goodrich moved and Ciccotelli seconded to recommend to the Selectboard the appointment of Kyle Katz to the position of interim ZA. Motion carried 7-0

4. Full-time Planning Director and Zoning Administrator search

Allen reported we have no candidates for the Planning Director position as yet.

Aquila has created a list of questions to help an interviewer determine if the candidate will be a good fit based on the job description.

Goodrich suggested changes to the job description via email see Attachment A.

5. Announcements and Updates AHSC update:

Lubell stated that the AHSC continues to explore the possibility of building on a site north of the transfer station and needs to conduct an environmental assessment to determine if the area in question was previously part of the transfer station. There are programs through the state of VT to help with brownfield assessment and provide funds.

Goodrich supports using the State's Brownfields Reuse and Environmental Liability Limitation Program (BRELLA) program and said there will be no cost to the town if this path is successful. He estimates the total cost could be anywhere for \$20k to \$400K, more likely on the lower end.

Goodrich motioned and Loeb seconded to endorse the AHSC to pursue funds to explore environmental concerns about the site north of the Transfer Station.

Motion Carried 6-1 Against – Ciccotelli

Goodrich left the meeting.

6. Approve Minutes: Horwitz moved, and Loeb seconded to approve the 1/10/23 minutes. Motion carried 6-0.

7. Other Business: None

8. Future Meeting Schedule, and Agenda

2/14/23 Cancelled

Next meeting 3/14/23

9. Public Comment: No public Comment

10. Motion to adjourn Horwitz, Loeb second to adjourn. Motion carried 6-0.

Respectfully submitted,

Vincent Crow

APPROVED 04-11-2023

## ATTACHMENT A

### Input submitted by Jeff Goodrich 2/6/22

Job Title: Zoning Administrator (ZA)

Department: Planning and Zoning

1. JOB SUMMARY
  - 1.1 Understanding and interpreting Town ordinances and regulations.
  - 1.2 Assists the Development Review Board (DRB) with understanding and reviewing land use applications.
  - 1.3 Assists applicants with understanding Town ordinances and regulations and land use application requirements.
  - 1.4 Assists the Planning Commission with its legislative responsibilities.
2. MAJOR DUTIES
  - 2.1 The ZA's primary function includes understanding and interpreting Town ordinances and regulations to process administrative applications and to assist the DRB with understanding and reviewing land use applications including working with applicants, offering staff review comments, assisting the DRB during project review, assisting with the public notice and administrative requirements of land use applications, assisting the DRB with public and deliberative review sessions including preparation of meeting minutes with testimony and findings following deliberative sessions, development of notices of decision, and memorializing permit applications once approved or denied.
  - 2.2 ZA functions include enforcement responsibilities pursuant to Town ordinances and regulations.
  - 2.3 ZA functions will include professional and courteous engagement of the public and volunteer board members at all times.
  - 2.4 As time allows, the ZA will also assist the Planning Commission (PC) with its legislative responsibilities including municipal plan updates, zoning and subdivision regulation revisions, and assistance with coordinating collaborative efforts the PC may pursue such as Two Rivers-Ottawaquechee Regional Commission (TRORC) input, pursuit of grant funding, and engagement of consultants.
  - 2.5 As time allows, the ZA will perform other duties assigned by the Town Manager.
3. KNOWLEDGE **DESIRED FOR** THE POSITION
  - 3.1 Knowledge of and experience with the law related to land use permits, ordinances, regulations, and the responsibilities and roles of lay-boards.
  - 3.2 Knowledge of and experience with interpreting land use regulations, reviewing land use applications, assisting with land use application review, and addressing both administrative and enforcement land use matters.
  - 3.3 Knowledge of and experience with Regional Planning Commissions (RPCs) and Regional Development Corporations (RDCs).
  - 3.4 Knowledge of and experience with grant writing and administration.
  - 3.5 Knowledge of and experience with digital engagement including document publication and in-person and remote meeting assistance. ArcGIS and GIS skills are also desirable

with the understanding that TRORC and VCGI provide significant resources in this regard.

3.6 The ability to courteously communicate at all times and provide accurate written summaries and documents.

#### 4. SUPERVISORY CONTROLS

4.1 The ZA's primary function is to assist with land use applications as required by the law and the DRB including enforcement.

4.2 The ZA will support the PC with its lawful responsibilities as time allows.

4.3 The ZA will report to the Town Manager and perform additional duties that may be assigned by the Town Manager as time allows.

#### 5. GUIDELINES

5.1 The ZA's conduct shall comport with the legislative requirements of the position and support the legislative requirements of lay boards.

5.2 Town policies, ordinances, and regulations shall direct the ZA's actions.

5.3 The ZA shall support Town Manager requirements for staff participation in the administration of the day-to-day operations of the Town.

#### 6. COMPLEXITY/SCOPE OF WORK

6.1 The ZA must understand current Town ordinances, regulations, and policies to inform all aspects of engaging the public, land use applications, lay board requirements, and enforcement needs including coordination with the Town Manager when legal assistance may be required.

6.2 The ZA's primary responsibility includes addressing land use applications that require guidance to applicants and detailed communication with DRB members who are serving in a volunteer role to understand, review, and vote on materials submitted for each application. This is a complex requirement that requires seeking input and guidance from others (such as regulators; architects; engineers; system analysts for traffic, light, and noise; environmental scientists; real estate professionals; economic specialists; etc.) to help the DRB understand the details associated with each application in the context of existing ordinances and regulations.

6.3 As time allows, the ZA will assist the PC with its responsibilities to update the municipal plan, ordinances, regulations, and policies.

6.4 As time allows, the ZA will assist the Town Manager with other duties needed to support the day-to-day functions of the Town.

#### 7. CONTACTS

7.1 The ZA will report to the Town Manager for employment responsibilities.

7.2 The ZA will coordinate with the DRB for all non-administrative land use applications.

7.3 The ZA will assist and inform all land use applicants.

7.4 The ZA will coordinate with the PC to assist the PC with the execution of its legislative responsibilities.

7.5 The ZA will engage members of the public with courtesy.

7.6 The ZA will transparently engage others involved in land use including, but not limited to, legislative and regulatory interests outside the Town, RPCs, RDCs, public and private regional organizations involved in land use, other land use professionals, adjacent municipalities, and other parties affecting land use in the Town.

- 7.7 The ZA will need to work with other staff members for planning, budgeting, and permitting needs (such as the Public Works Department for driveway permitting, all departments for long-term capital improvement planning, and all departments for Town Plan and other regulatory implications).
- 8 PHYSICAL DEMANDS/WORK ENVIRONMENT
  - 8.1 The ZA must use the Town's digital system to perform daily duties and work with the Town Manager to upgrade existing systems.
  - 8.2 The ZA must be available for public outreach for land use concerns and applications by means of office hours in Tracy Hall, notifications of availability, and timely responses for individual interactions.
  - 8.3 The ZA will need to conduct site visits, interact with people outside the Town, and maintain technical knowledge, which will require skills and abilities in myriad temperature and weather conditions for travel and participation.
- 9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY
  - 9.1 This position has supervisory responsibility for a Planning Assistant.
  - 9.2 This position is responsible to the Town Manager for employment.
  - 9.3 This position is subject to the law and Town policies.
- 10. MINIMUM QUALIFICATIONS
  - 10.1 Licensure, degrees, and/or past job positions related to land use applications, municipal project review, and documentation related to land use permits.
  - 10.2 Verbal and written communication skills in person and digitally.
  - 10.3 Town employment requirements such as a driver's license, background check, etc.