

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, March 28, 2019, Tracy Hall

Members Present: Jaci Allen (Chair), Melissa Horwitz (Clerk), Leah Romano, Ernie Ciccotelli (after 6:40pm), Brian Loeb, Steve Thoms, Jeff Lubell

Members Not Present, Susan Brink, Jeff Goodrich

Public: Linda Cook, Linda Gray, Lynnwood Andrews, Robert Gere, Jack Cushman, Troy McBride

Staff: Rod Francis

Jaci Allen, Chair, called the meeting to order at 6:33 PM.

1. Approve Agenda
 - Horwitz moved and Thoms seconded to approve. Motion carries 6-1
2. Meeting Objectives:
 - a. Review Norwich Technologies/Farmers Market Solar Project
 - b. Approve updated Affordable Housing Fund Criteria recommendation
 - c. Review draft of Energy Plan (already reviewed by EEWG)
 - d. Review Town Plan chapter outlines
 - e. Approve Quarterly Report to Selectboard
3. Comments from the Public – none
4. Approve updated Affordable Housing Fund Criteria recommendation
 - a. Loeb presented Updated AH Sub-Committee updates on the Affordable Housing fund criteria
 - i. Updated criteria for the option to seek partners for Affordable Housing (AH) projects
 - ii. Changed language to speak of sponsors instead of applicants
 - iii. This allows individual and household applicants to partner with non-profit developer or developer that has experience with affordable housing
 - b. Lubell presented the technical changes to the Affordable Housing Fund Criteria
 - i. Updated to describe the criteria for what funds **can be used for** before saying what they **cannot be used for**
 - ii. Spells out that individuals and households are not eligible to apply, but they can if they partner with an eligible sponsor (see 4.a.iii, above)
 - c. Lubell moved and Thoms seconded to approve the updated Affordable Housing Policy and Criteria as presented today and transmit the document to the Selectboard for their consideration. Motion carries 7 — 0
 - d. Loeb is designated to present the policy to the Selectboard. If unable to attend, he will let the Commission know and someone else will attend on his behalf
5. Norwich Technologies/Farmers Market Solar Project (see enclosure)
 - a) Allen recuses herself from the discussion because her daughter is the chair of the Norwich Farmer's Market
 - b) Troy McBride for Norwich Technologies presents:
 - i. The proposal is for solar panels mounted over stalls and on awnings over parking
 - ii. Seeking PC recognition of the proposed project occurring on a preferred site is the first step in a lengthy permitting process with the Public Utilities Commission (PUC).

- iii. Assuming the PC does find that the site meets our definition of 'preferred' then the prepared letter (see packet) can be signed, and then approval from the SB and TRORC can be sought
 - c) Rod Francis explained that we do not currently have explicit language for preferred sites in the 2018 Town Plan. The draft of the energy chapter of the new town plan includes this suggested project site
 - i. In the meantime, it meets the setback requirements in our zoning requirements.
 - d) Linda Gray informs the meeting that the Energy committee supports the PC signing this letter
 - e) Lynwood Andrews also says that the Conservation Commission supports PC signing this letter
 - f) MOTION: Thoms moved and Ciccotelli seconded that: The planning commission has heard the application for the solar project at the Famers market site and is in agreement that the location should be designated as a preferred site in compliance with PUC Rule 5.100 under Section 5.103. The Planning Commission will forward this letter to the Selectboard and urge that it approves the site as preferred also. Motion carries—6 —0 —1 (Allen abstains)
6. Review Draft v1.0 Energy Plan (aka Energy Chapter) (see mailed packet)
 - a. Francis: We Already have feedback from Enhanced Energy working group—not included in this draft
 - b. Ciccotelli — interested in seeing solar orientation of structures included
 - c. Romano — chart to aid reader accessibility could be helpful
 - d. Lubell — include more context to aid general reader
 - e. Horwitz — likes it
 - f. Loeb — potential for overlap in policies between this chapter and other chapters — might have to move things around, further clarification and coherence may help
 - g. Thoms — wants to make sure that the statistics get cleaned up
 - h. Gray —Objectives, policies and action — will likely include more density for residential development adjacent to existing village area
7. Review Town Plan Chapter Outlines
8. Approve Q1 Quarterly Report to Selectboard (see enclosure)
 - a. Horwitz moved and Ciccotelli-seconded: to approve the report and transmit to Selectboard. Motion Carries 7-0
9. Review and approve Minutes 2-14-19 and 2-28-19
 - a. Loeb moved and Lubell seconded approval of the 2-14-19 minutes. Motion carries 7 — 0
 - b. Horwitz moved and Ciccotelli seconded approval of the 2-28-19 minutes. Motion carries 7 — 0
10. Announcements, Reports, Updates & Correspondence
 - a. Email from S Richards/NAHI
 - b. Announcements
 - c. Updates: Draft Hartford Town Plan. The plan presents no conflicts or challenges to the Norwich Town Plan. Rod will convey thanks to the Hartford Planning Department.
11. Other Business - None

12. Future Meeting Schedule & Agendas
 - a. Feedback from Selectboard on policy
 - b. Revised energy plan
 - c. Feedback on our chapters
 - d. Refresher on statutory requirements for public meetings

Meeting Adjourned at 8:50 PM.

Respectfully submitted,

Rod Francis

APPROVED 4-25-19

Future Meetings:

Thursday, April 25, 7pm Regular Meeting

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