

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, June 27, 2019, Tracy Hall

Members Present: Jaci Allen (Chair), Melissa Horwitz, Ernie Ciccotelli, Leah Romano, Brian Loeb, Steve Thoms, Jeff Lubell, Susan Brink

Members Not Present: Jeff Goodrich

Public: Linda Gray, Roger Arnold, Linda Cook

Staff: Rod Francis (Clerk)

Jaci Allen, Chair, called the meeting to order at 7:04 PM.

1. Approve Agenda
 - a. Brink moved and Horwitz seconded to approve the agenda as published. Motion carried: 8 — 0
2. Meeting Objectives:
 - a. Comment on TRORC Regional Plan Draft
 - b. Discuss calendar of Town Plan feedback events
 - c. Review AT & T Wireless Communication Equipment Project under 30 VSA §248a
 - d. Vice Chair election
3. Comments from the Public – none
4. Comment on TRORC Draft Regional Plan

Francis introduced the item. Some Commissioners had attended the SB meeting the previous evening where the board had indicated that formal comments from Norwich should include options 2 through 5 as identified by Francis in his memo to the Town Manager:

 2. Limited comment in support of removing the interchange area in Norwich
 3. Suggest more clarity about scale of residential development in rural areas
 4. Suggest more flexibility around retail uses in the mixed use district when combined with residential development
 5. Suggest more attention to neighborhood amenity (including retail) in mixed use development

Commissioners agreed comments should include the lack of reasonable time to review and prepare a response and that the public outreach period should have been longer and more varied than two public hearings on sequential nights (the minimum statutory standard).

Commissioners requested that a draft comment letter be circulated by Francis ahead of a Special Meeting to approve the draft letter, and scheduled this for July 2 at 6:00pm in Tracy Hall.

Commissioners also requested that Francis seek a meeting between TRORC senior staff, the Planning Director and available commissioners.

5. Discuss calendar of Town Plan feedback events, including postcard mailing

Commissioners discussed the text of the postcard text for mailing, and were encouraged to help with envelope stuffing to get the postcard out with upcoming tax bills.

A shared Google Docs calendar was reviewed where Commissioners are recording meetings with Subject Area Experts, topic-specific public outreach meetings, and other related events. This document is a working record of the outreach undertaken for preparing the Town Plan.

Commissioner Romano raised the need to roll-out announcements in a way that maintains the public's interest and enhances participation..

Linda Gray encouraged Commissioners to invite subject area experts to topical meetings.

Francis will issue a Press Release concerning upcoming events.

Chair Allen advised the PC of the new webpage for the Town Plan, which will be populated shortly <http://norwich.vt.us/town-plan-2019/>

6. Opportunity to comment on AT&T Utility Pole proposal
Francis outlined the project and the scope for comment. Commissioners agreed that Francis should advise the applicants that no comments are forthcoming.
7. Vice Chair election: Brink nominated Horwitz, Thoms nominated Ciccotelli. Horwitz was elected to the position 5 — 2 — 1. (Lubell abstained).
8. Review and approve Minutes of 4-25-19
 - a. Horwitz moved and Brink seconded to approve the minutes of April 25, 2019 as amended. Motion Carried 7 — 0 — 1 (Loeb abstained).
9. Review Quarterly Report to Selectboard
Commissioners reviewed the Report and suggested several edits, which Allen will incorporate.
10. Discuss survey proposal from Ciccotelli
Commissioners discussed the proposal. Questions included:
 - How would the PC do it?
 - How would we establish town 'values'?
 - Is some of this data collected already (e.g. Womens Club "New to Norwich", and the MC School)
 - What would be the timeline?
 - What would be done with the information?Next step is Ciccotelli will come back with more information.
11. Other Business - None
12. Future Meeting Schedule & Agendas

Meeting Adjourned at 8:55 PM.

Respectfully submitted,

Rod Francis

APPROVED 7-25-19

Future Meetings:

Thursday, July 25, 7pm Regular Meeting
Thursday, Aug 22, 7pm Regular Meeting
Thursday, Sept 26, 7pm Regular Meeting

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