

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, January 10, 2019, Tracy Hall

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

Members Not Present: Susan Brink

Public: Linda Cook

Staff: Rod Francis

Jaci Allen, Chair, called the meeting to order at 7:00 PM.

1. Approve Agenda
 - a. Lubell moved and Thoms seconded: approve agenda as amended:
 - i. Add "Affordable Housing" to Other Business
 - ii. Add "roles of Commissioners and decorum at meetings" to Other Business
2. Meeting Objectives:
 - a. Discuss Action Item Status and Next Steps
 - b. Finalize 2019 Work Plan
3. Comments from the Public - None
4. Review Minutes 12-13-18
 - a. Thoms moved; Horwitz seconded: approve minutes as amended
5. Announcements, Reports, Updates & Correspondence (Francis)
 - a. Correspondence - None
 - b. Announcements – None
 - c. Updates - None
6. Finalize Quarterly Report to Selectboard
 - a. Lubell moved and Thoms seconded: approve with edits the quarterly report. 6-1-1 (Loeb abstains, Goodrich Nay)
 - b. After some discussion Commissioners agreed to discuss the process for developing the report at the next meeting
7. Define approach and work plan for Town Plan
 - a. Rod shared examples of recent Town Plans from Brattleboro, Woodstock and Berlin, and discussed the benefits and disadvantages of different approaches
 - b. Commissioners discussed format, workload/timeline and other aspects of the plan, and by consent agreed to
 - i. demonstrate integration of Town Plan elements
 - ii. produce an easy-to-read document in a cost-effective and accessible format
 - c. Goodrich moved and Ciccotelli seconded: the Planning Commission will embark on an accelerated, comprehensive rewrite of the 2018 Town Plan that incorporates a robust process for RPC and public input. 8-0
 - d. Rod outlined four working groups to focus on key chapters of the Town Plan. He requested PC members email him with their first and second choices of groups to participate, and encouraged folks to select work areas that do not coincide strongly with their areas of expertise or past interest.
8. Other Business

- a. Lubell moved and Thoms seconded: appoint Brian Loeb to the Affordable Housing Subcommittee 5-2-1 (Loeb and Romano abstain, Goodrich Nay)
 - b. Proposed topics for the January 24th agenda include:
 - i. Affordable Housing Fund criteria
 - ii. Town Plan work groups and work planning
 - iii. PC roles and responsibilities (Goodrich to provide material)
9. Comments from the Public - None

Thoms moved and Lubell seconded to Adjourn at 9:12 PM. 8-0

Respectfully submitted,
Rod Francis

APPROVED 2-14-19 WITH AMENDMENT

Future Meetings:

- Thursday, January 24, 7pm Regular Meeting
- Thursday, February 14, 7pm Regular Meeting
- Thursday, February 28, 7pm Regular Meeting

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