

**NORWICH PLANNING COMMISSION  
AFFORDABLE HOUSING SUBCOMMITTEE**

**Meeting Minutes**

**Monday, Feb. 24, 2024**

Affordable Housing Subcommittee (AHSC) meeting started around 6:32 p.m. via Zoom. AHSC members present: Jeff Goodrich, Brian Loeb, Jeff Lubell, and Creigh Moffatt. Others present: Steven True, Planning Director and Zoning Administrator

1. **Meeting agenda** -- Approved 4-0 with the addition of one item focused on whether to meet in person.
2. **Past meeting minutes:**
  - a. Dec. 16, 2024 Minutes approved 4-0, with the addition of the underlined text in the attached version of the Dec. 16 minutes: “The AHSC discussed a number of ideas for making housing more affordable in Norwich.”
  - b. Jan. 27, 2025 Minutes approved 3-0-1. Brian Loeb, Jeff Lubell and Creigh Moffatt voted yes and Jeff Goodrich abstained.
3. **Comments from the Public** -- none
4. **Update on Planning Commission consideration of changes to Norwich zoning regulations**

Steven True provided an update on the process underway in the Planning Commission to consider zoning changes. Jeff Lubell and Jeff Goodrich also discussed the process.

5. **Discussion of possibility of allowing a second ADU on a property if the property owner agrees to make it available at an affordable rent.**

AHSC members generally supported this idea and asked Steven True to look into how it might be implemented and what challenges there might be. One question is whether the town has the authority to ask homeowners to enter into a covenant promising to rent the property at an affordable rent for some period of time and to record that covenant. A second is whether this would be challenging for the Zoning Administrator to implement. Given these and other questions, AHSC members recommended that this issue be studied and worked on for inclusion in the second round of zoning changes, rather than the current round that the Planning Commission is considering, which is on a faster track.

6. **Brainstorming Planning Grant options**

The AHSC discussed two pending grant opportunities, one a formal planning grant, and

another a small grant available only to housing committees. Several ideas were raised for planning grants, including examining how to improve walkability along Route 5 and in other parts of town, how to identify land that could be subdivided for purposes of creating lower-cost housing (such as through modular housing), and how to update the specifications on density in Norwich's regulations. Similarly, some ideas were discussed for the small grant, including examining how to create incentives for ADUs to be rented at affordable levels and general outreach to the community about the importance of affordable housing. Subcommittee members were generally supportive of the idea of considering an application to either or both of these opportunities but did not make a final decision about exactly how to focus them. Steven True will consider options and reach out to AHSC members for input.

7. **In-person vs. zoom meetings**

The AHSC decided that future meetings will be a hybrid mix of in-person and zoom.

8. **Adjourn** – motion passed 3-0, with Brian Loeb, Jeff Lubell and Creigh Moffatt in favor and Jeff Goodrich no longer present.

**APPROVED 04-28-2025**

**NORWICH PLANNING COMMISSION  
AFFORDABLE HOUSING SUBCOMMITTEE**

**MEETING MINUTES (Amended)**

**Monday, Dec. 16, 2024**

Meeting started around 6:33 pm.

AHSC attendees: Jeff Goodrich, Brian Loeb, Jeff Lubell, and Creigh Moffatt.

Other attendees: Jaan Laaspere, Marsha Price, Christian Spalding, Steven True

1. Motion to approve meeting agenda passed 3-0.
2. First motion to approve the Nov. 18, 2024 minutes did not carry, with 2 votes in favor, 0 votes against and 1 vote abstaining.
3. Comments from the Public. Marsha Price from Homes for Norwich introduced herself.
4. Proposed revisions to Norwich's Accessory Dwelling Units provisions were discussed. There was consensus among AHSC members on the importance of bringing Norwich's regulations on ADUs into conformity with state law, and agreement on the need to make ADUs a permitted use (rather than a conditional use) and to clarify how the town's parking requirements related to ADUs. There were differences of opinion among the AHSC members present about whether to make additional changes at this time.
5. The AHSC held a discussion about Norwich's housing strategy and regulations. The following are some of the key points discussed:
  - a. The AHSC discussed a number of ideas for making housing more affordable in Norwich.
  - b. The AHSC discussed a number of ideas for making the zoning code more flexible, including by expanding the range of conditional uses in the zoning code.
  - c. There was general agreement on the need to increase allowable density to facilitate the development of a more diverse housing stock in Norwich, such as duplexes, triplexes, townhomes and garden style apartments, that would be more affordable than the homes currently being developed.
  - d. Subcommittee members agreed to focus the next meeting on developing specific proposals for increasing allowable density in Norwich.
6. With Creigh Moffatt having joined the meeting, a second motion was proposed to approve the Nov. 18, 2024 minutes. It passed 3-0. (Jeff Goodrich was no longer in the

meeting at this time, but his earlier abstention on this motion was noted for the record.)

7. Motion to adjourn passed 3-0.