

Norwich Planning Commission
Special Meeting – September 30th, 2025 6:30pm

To be Held in person in the Tracy Hall Multipurpose Room and via Zoom

Zoom Information:

Topic: Planning Commission Special Meeting

Time: Sep 30, 2025, 6:30 PM

<https://us02web.zoom.us/j/81307504748>

Meeting ID: 813 0750 4748

888 475 4499 US Toll-free

AGENDA

1. Open Special Meeting; determine quorum
2. Approve Agenda
3. Public comment on items not on agenda
4. Correspondence
 - a. Robert Baum, Email Re: Short-term Rentals, 09-16-2025
 - b. Marcia Calloway, Selectboard, Email RE: PC Capital Budget Work, 8-21-2025
5. Capital Planning Project work plan
6. Discussion of FY26 Municipal Planning Grant
7. Discussion of STR regulations
 - a. Model Regulations
 - b. Interim Bylaws
8. Approve minutes from July 8th and August 12th, and September 9th, 2025
9. Adjourn

Enclosures:

Robert Baum, Email Re: Short-term Rentals, 09-16-2025

Marcia Calloway, Selectboard, Email RE: PC Capital Budget Work, 8-21-2025

Model STR Regulations

Draft Minutes July 8th, 2025, August 12th, 2025, September 9th, 2025

From: Steven True
Sent: Wednesday, September 17, 2025 1:11 PM
To: Robert M. Baum <Robert.M.Baum@dartmouth.edu>
Subject: RE: Zoning Issues

Dear Mr. Braun,

Thank you for your letter. You're correct that our regulations are currently silent on Short Term Rentals. I've brought this to the attention of the chair of planning commission, and I am sure it will soon be on the agenda for discussion and resolution.

Thanks,

Steven

From: Robert M. Baum <Robert.M.Baum@dartmouth.edu>
Sent: Tuesday, September 16, 2025 5:33 PM
To: Steven True <strue@norwich.vt.us>
Subject: Zoning Issues

You don't often get email from robert.m.baum@dartmouth.edu. [Learn why this is important](#)

Dear Mr. True,

I recently learned that you are reviewing zoning regulations for the town of Norwich. I would like to bring to your attention that temporary rentals (i. e. Air BNBS) are currently unregulated. This is becoming an issue on McKenna Rd. Two houses have been purchased by a resident of Las Vegas for short term rentals. The second house was purchased at a price way over assessed value, contributing to real estate speculation and it undermines the neighborhood quality of McKenna Rd. I am not proposing a specific regulation, only that the issue be addressed.

Sincerely

Robert M. Baum
Professor
Department of African and African American Studies
Department of Religion
Associated Faculty, Program in Women, Gender, and Sexuality Studies
Affiliated Faculty: Department of History, Program in Middle Eastern Studies
Dartmouth College

MEMORANDUM

TO: Selectboard
DATE: 8/21/2025
FROM: Marcia Calloway, Selectboard
RE: Planning Commission's capital budget work

Issue: The Planning Commission ("PC") would like to be working on a capital budget and have again asked for Selectboard ("SB") assistance. This was raised in fall 2024. See memo dated 11/07/2024 attached.

Problem: The PC is charged by law with preparation of a capital budget which "shall be in conformance with the municipal plan." The current Norwich Town Plan does not identify any "projects" requiring funding.

Conclusion: When an approved Norwich Town Plan includes "projects" to be funded, then the issue of a capital budget will be ripe and the PC may develop a capital budget and submit it to the SB for approval. However, as explained by the VLCT, "...while the purpose of a capital budget and program as identified under 24 V.S.A. § 4430(c) is to help effectuate the implementation of a "municipal plan" as that term is defined by 24 V.S.A. 4303(18), a capital budget and plan is only legally required if a town seeks to impose impact fees on new development in town." Thus a capital budget is not required, but if it is developed it must be done by the PC, to effectuate identified projects in the Town Plan.

Reasons for Conclusion:

- **Dillon's rule:** Municipalities have "only those powers and functions specifically authorized by the legislature, and such additional functions as may be incident, subordinate[,] or necessary to the exercise thereof."ⁱ
- **By statute,** it is the PC who must prepare a capital budget, which is then submitted to the SB for approval.
 - **24 V.S.A. § 4325. Powers and duties of planning commissions** -- "(6) Prepare and present a recommended capital budget and program for a period of five years, as set forth in section 4440 of this title, for action by the legislative body, as set forth under section 4443 of this title."
- **By statute,** the capital budget/plan must be for projects identified in the Town Plan.
 - **24 V.S.A. § 4430(c) Capital budget and program** -- "The planning commission may submit recommendations annually to the legislative body for the capital budget and program, that shall be in conformance with the municipal plan." (Emphasis added.)
- **By statute,** the capital plan is for implementation of "utility and facilities" consistent with the Town Plan.
 - **24 V.S.A. § 4443 Adoption, amendment, or repeal of capital budget and program**
"(a) ... a capital budget and program may be adopted, amended, or repealed by the legislative body of a municipality following one or more public hearings, upon public notice, if a utility and facilities plan as described in subdivision 4382(a)(4) of this title has been adopted by the legislative body in accordance with sections 4384 and 4385 of this title. ..." (Emphasis added.)
 - **24 V.S.A. § 4382(a)(4)** says
 - (a) "A plan for a municipality shall be consistent with the goals established in section 4302 of this title and compatible with approved plans of other municipalities in the region and with the regional plan and shall include the following:
 - "(4) A utility and facility plan, consisting of a map and statement of present and prospective community facilities and public utilities showing existing and proposed educational, recreational and other public sites, buildings and facilities, including hospitals, libraries, power generating plants and transmission lines, water supply, sewage disposal, refuse disposal, storm drainage, and other similar facilities and activities, and recommendations to meet future needs for community facilities and services, with indications of priority of need, costs, and method of financing.

¹ City of Montpelier v. Barnett, 191 Vt. 441 (2012) citing Hinesburg Sand & Gravel Co. v. Town of Hinesburg, 135 Vt. 484, 486 (1977); E.B. & A.C. Whiting Co. v. City of Burlington, 106 Vt. 446, 460-61 (1934)).

Model Short Term Regulations

Local Definitions of Short-Term Rentals:

“A dwelling unit or part thereof rented for fewer than 30 consecutive days at a time and for more than 14 cumulative days per calendar year.” [Bethel]

“Rental of a home or apartment for a period of time less than thirty (30) days outside of permitted lodging establishments ...” [Bradford]

“A building providing not more than 1 unit of temporary lodging (under affiliated ownership) for the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.” [Rochester]

“A publicly promoted rental for stays of less than 32 days of any residential home unit or accessory building that is not regulated as a commercial use or residential business or service.” [Fairlee]

“Rental of a home or apartment for a period of time less than thirty (30) days.” [Woodstock]

Short Term Rentals are either conditional use or permissible depending on zoning district

Regulations common across local municipalities

Regulations For:	Examples
Occupancy/Capacity	<i><u>Bethel</u> – Occupancy is limited to two adults per bedroom. <u>Fairlee</u> - Capacity is limited to two person per bedroom, as approved under the ANR-issued Permit. <u>Woodstock</u> – Occupancy is restricted to two persons per bedroom, with a six-person maximum per household</i>
Owner/Manager Responsibility	<i><u>Bethel</u> – The name, address, and contact number of a responsible person must be posted within the rental, and this person must be available 24 hours a day, 7 days a week when the space is rented. <u>Bradford</u> – The name, address, and telephone number of the property manager must be on file at the town office.</i>
Fire Safety	<i><u>Bradford</u> – Proof of Inspection confirming the property meets rental property codes by fire safety officials. <u>Fairlee</u> – The dwelling must be inspected and approved by the Fire Safety Division</i>
Parking & Other Standards	<i><u>Bethel</u> – All associated parking must comply with local parking standards <u>Bradford</u> – Adequate parking for the expected occupancy</i>

Town of Killington's RIGOROUS Short-Term Rental Regulations

The Short-Term Rental of a dwelling unit (using Airbnb, HomeAway, VRBO, Vacasa, etc.) within the Town of Killington requires a STR Registration from the Zoning Administrator. A separate STR Registration application with permit fee is required for each STR unit.

A Short-Term Rental is defined as a furnished house, condominium, or other dwelling room or self-contained dwelling unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.

Dwelling Unit Capacity for a Short-Term Rental is two occupants per approved bedroom plus 2 additional occupants. For example, a 3-bedroom dwelling can be rented to 8 guests (3 bedrooms X occupants plus 2 additional occupants = 8). The occupancy of condominiums is determined by Act 250 permit and the plus 2 occupants does not apply.

The number of approved bedrooms is determined by a state Wastewater and Water Supply Permit, a state Land Use (Act 250) Permit or, for units constructed before July 1, 2007, a town zoning or septic permit. For septic systems built before 1975, the best evidence for the number of bedrooms on December 31, 2006 is used.

An inspection report with occupancy approved from the state Division of Fire Safety is required for STRs with an occupancy of greater than 8 guests. The Rutland Fire Safety office can be reached at 802-279-0946 to answer questions you may have and to set up an appointment.

The “Short Term Rental Safety, Health and Financial Obligations” form found on the Vermont Division of Fire Safety website must be completed and posted within all STR units. See: “Short Term Rental Checklist” under <https://firesafety.vermont.gov/buildingcode/codesheets>

A declaration of insurance coverage specific to the renting of short-term vacation rentals is required.

An acknowledgement that Killington has a False Alarm Ordinance and that a short-term rental, if equipped with an alarm system, must have a call-in feature and a Knox Box is required.

The designated operator (the owner may be the designated operator) *must be available by phone at all times* that the Short-Term Rental is in use.

Parking by STR guests must be off-street. On-street parking is not permitted.

STRs with an occupancy of 16 or fewer guests are allowed in all zoning districts.

STRs with an occupancy of greater than 16 guests are not allowed in the Forest Reserve and Residential 1 and 3 zoning districts.

Failure to secure an STR Registration or advertising a Short-Term Rental for more than the approved maximum number of occupants (guests) are violations of the Town of Killington Zoning Bylaws and will be enforced.

Norwich Planning Commission

Regular Meeting – July 8th, 2025 6:30pm

Members Present: Jeff Goodrich, Jaan Laaspere, Bob Pape, Mary Gorman

Zoning Administrator: Steven True

Public Present: Jeff Lubell

Meeting Opened: 6:30 pm

1. Open meeting; quorum met

2. Approve Agenda

Goodrich moved, seconded by Bob Pape, to approve the agenda.

Motion passed 4-0

3. Correspondence

The board accepted Jeff Lubell's correspondence on behalf of the Affordable Housing Subcommittee (AHSC) regarding how upcoming changes to Two Rivers-Ottawquechee Regional Planning Commission (TRORC) future land-use maps will affect Act 250 & State Designation programs. Laaspere notes that this is the first item on the agenda, and reserves conversation to that item.

4. Comment from the Public on items not on the agenda: No public present to comment on items not on the agenda.

5. Act 181 and Land Use Review Board (LURB) Overview

- a. In light of an upcoming visit from TRORC staff to talk about the changes to their Future Land Use Map, members discussed and reviewed a presentation from Vermont League of Cities and Towns (VLCT) regarding Act 181 & the newly formed Land Use Review Board.
- b. Discussion focused on the Future Land Use classifications of Villages and Village areas as they relate to the Tier 1A/B Act 250 exemptions and the new state designations.
- c. Members discussed housing targets as product of the new regional plan.
- d. There was consensus to prepare for the upcoming visit by TRORC scheduled for September. Jaan to reach out to TRORC for more details. Staff to circulate background material.

6. Discussion of 2025 Priorities and Goals

- a. Members discussed starting work on the next round of amendments to the Land Use Regulations. Members were asked to circulate items from their notes to include in the next round of amendments.
- b. Members discussed the upcoming Municipal Planning Grant with members advocating for a transportation/pedestrian focus and others for updating our scenic resource

inventory. The FY26 MPG will be released at the end of the month with a deadline for submission in November. Staff to circulate MPG info when it's available.

- c. Members reviewed a presentation from TRORC regarding Municipal Capital Plans & Capital Budgets. The consensus from members was to open the Town Plan to include a Utilities & Facilities chapter, as this is a prerequisite to conducting Capital Planning work.

- i. Jeff Goodrich **MOTIONS** that as a first step to create a Capital Planning Program the Planning Commission write a Utilities & Facilities chapter of the Town Plan for adoption by the Selectboard. Bob Pape seconds.

Motion passed 4-0

- ii. Staff to circulate representative chapters from other Town Plans in the region.

7. Approve minutes from June 10th, 2025

- a. *Jeff Goodrich moved, seconded by Bob Pape, to approve minutes with changes. Mary Gorman abstains.*

Motion does not carry a majority (3-0), Approval moved to next regular meeting

8. Adjourn

Bob Pape moved, seconded by Jeff Goodrich, to adjourn the meeting at 8:17pm

Motion passed 4-0

Norwich Planning Commission

Regular Meeting – August 12th, 2025 6:30pm

Members Present: Jaan Laaspere, Mary Gorman, Ernie Ciccotelli, Bob Pape, Christian Spalding

Not Present: Vincent Crow, Jeff Goodrich

Zoning Administrator: Steven True

Public Present: Linda Gray, Mary Albert, Jeff Lubell, Kathleen Shepard, Richard Gere

Meeting Opened: 6:31 pm

1. Open meeting; quorum met

2. Approve Agenda

Gorman moved, seconded by Spalding, to approve the agenda.

Motion passed 5-0

3. Correspondence

Steven True introduced a letter from the Agency of Commerce and Community Development announcing the FY26 Municipal Planning Grant. The Chair accepted the communication into the record with consensus from the board.

4. Comment from the Public on items not on the agenda:

None

5. Review feedback from TRORC regarding Future Land Use maps/Housing Targets

- Jaan Laaspere spoke to his meeting with Peter Gregory and Kevin Gieger of Two Rivers Ottauquechee Regional Planning Commission (TRORC). At the next regular meeting, September 9th, 2025, TRORC will present a draft of the Future Land Use map to the Commission and interested parties.
- Laaspere directed members to TRORC's Future Land Use FAQ as posted on the TRORC website.
- True discussed his meeting with Kyle Hanson and Kyle Katz of TRORC. True remarked that the Regional Plan containing the Future Land Use map is set for adoption at the end of 2026, becoming effective in 2027. True noted that a Future Land Use map is commonly included in a Regional Plan. (See 24 V.S.A. § 4348a(12))
- Members discussed land use categories, the new State designations (Neighborhoods and Centers), the new Act 250 exemptions (Tier1a, Tier1b, Tier 2 & 3) and how they apply to the Future Land Use land use categories and classifications.
- Members discussed how the future land affect new housing targets set under the upcoming regional plan.
- Jaan Laaspere reiterated that any proposed development in the Town must pass through local zoning regulations.
- Jaan Laaspere anticipating a Special Meeting in September asked members to come up with availability later in the month.

6. Review of Affordable Housing Subcommittee Charge

- Members discussed and compared the AHSC charge as written by Jeff Lubell and the version contained in the current draft of the Selectboard handbook
- Consensus was reached to proceed with the Selectboard version, revised as follows:
 - i. *Under the umbrella of the Planning Commission's statutory duties, it is the charge of the Affordable Housing Subcommittee to provide recommendations and guidance to, and work with, the Planning Commission, Town Planner, Selectboard, and Town Manager on issues related to affordable housing in Norwich*
- Mary Gorman makes a **MOTION** to approve as revised, seconded by Bob Pape. Motion carried unanimously (5-0)

7. Review of Solar Siting Subcommittee Charge and discussion of an Enhanced Energy Plan

- Mary Gorman gave a background statement reiterating discussions had at the most recent solar siting committee meeting and provided context for the Charge.
- Members discussed the charge and its contents providing feedback.
- Members of board and members of the public in attendance discussed input into Enhanced Energy Plan (EEP).
- After this discussion, Mary Gorman makes a **MOTION** to dissolve the Solar-Siting Subcommittee. Ernie Ciccotelli seconds. The board discusses the motion. **MOTION** fails to carry (0-5).
- Consensus was reached to proceed with the following charge:
- This committee will work to:
 - i. *Ensure that the Town Plan provides clear, accurate guidance regarding the development of solar energy projects in the Town of Norwich. Guided by the laws of the State of Vermont, bearing in mind the town's character, topography, location of critical utilities, and desires of all of its residents, the Solar Siting Committee will define in the Town Plan clear criteria for any solar project requiring Public Utility Commission (Section 248 Process) review.*
 - ii. *The Solar Siting Committee will engage with other town groups such as the Energy Committee, the Conservation Committee, and will continue to welcome input during its meetings to hear feedback from members of the public.*
 - iii. *The Solar Siting Committee will provide input to the efforts of the Planning Commission to develop an Enhanced Energy Plan for the Town of Norwich.*
- Bob Page **MOTIONS** to accept the charge as written. Ernie Ciccotelli seconds. The motion carried unanimously (5-0).

8. Discuss Capital Planning Work Plans and Assignments

- Jaan Laaspere discusses his correspondence addressed to the Selectboard and his plan to discuss the Planning Commission intention to develop a Capital Planning element during public comment at the September 13th regular Select board meeting.
- Christian Spalding and Bob Pape volunteer to lead this effort within the planning commission.

9. Approve minutes from June 10th, 2025, July 8th, 2025

- Bob Page makes a **MOTION** to approve the June 10th Minutes, Ernie Ciccotelle seconds, All in Favor, Mary Gorman abstains.

- Insufficient quorum to pass July 8th, 2025, minutes, action postponed until next regular meeting.

10. Adjourn

Bob Pape moved, seconded by Mary Gorman, to adjourn the meeting at 8:36pm.

Motion passed 5-0

Norwich PC Minutes 9/9/25

Members Present: Jeff Goodrich, Jaan Laaspere, Bob Pape, Christian Spalding, Mary Gorman, Vince Crow

Zoning Administrator: Steven True

Public Present: Jeff Lubell, Peg Merrens, Todd Allen, Linda Gray, Kyle Katz, Kyle Hanson, Matt Swett, Amy Stringer, Marsha Price, Jeff Lubell, Babara Landon, Susan Barrett, Brian Loeb, Peter Gregory, Arline Rotman, Peg Allen, Creigh Moffat, Peter DeSpazo, Bill Kelsey, Chris Lang, Kathleen Shepard

Meeting Opened: 6:31 pm

1. Open Regular Meeting

2. Approve Agenda

Goodrich moved, seconded by Gorman to approve the agenda.

Motion passed 6-0

3. Presentation from Two Rivers Ottauquechee Regional Planning Commission to discuss the recent Act 250/ Housing Act update and review a draft of the revised Regional Future Plan Map

Kyle Katz and Kyle Hanson presented an update of the Regional Future Land Use mapping project on behalf of the TRORC. The updates follow changes in state laws regarding Act 250. These maps will help identify areas of conservation (forestry and agriculture) as well as areas that would be a suitable location for commercial uses and new housing based off location and infrastructure.

More information on the project can be found at

<https://www.trorc.org/regional-chapters-draft/#input>

TRORC encouraged compiling comments from the PC and town residents on specific parcels to focus on, with the request to submit comments by November. This can be done online [here](#)

4. Adjourn

Goodrich moved, seconded by Gorman, to adjourn the meeting at 8:32pm

Motion passed 6-0

Future Special Meeting – Tentatively 9/30/25 at 6:30 pm at Tracy Hall (also accessible via Zoom)

Minutes by Vincent Crow on 9/12/25