

**Norwich Planning Commission**  
**Regular meeting – December 9th, 2025 6:30pm**

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

Zoom Information:

Topic: Planning Commission Regular Meeting

Time: December 9th, 2025, 6:30 PM

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

Meeting ID: 813 0750 4748

888 475 4499 US Toll-free

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**AGENDA**

1. Open Meeting; determine quorum
2. Approve Agenda
3. Public comment on items not on agenda
4. Correspondence
  - a. Bike/Ped community letter
5. Enhanced Energy Plan
  - a. Clarify roles and responsibilities
  - b. Meet with delegates from EC and CC
6. Short Term Rentals
  - a. Discuss draft interim by-laws
7. Capital Planning
  - a. Town building review - Tracy Hall PC overview
8. Approve minutes from November 18th, 2025
9. Adjourn

Enclosures:

[Bike/Ped community letter](#)

[Enhanced energy plan 120325 overview](#)

[Norwich Interim Bylaw STR - DRAFT](#)

[Warren VT STR ordinance](#)

[Draft Minutes November 18<sup>th</sup>, 2025](#)

Dear Town Manager Duffy and Members of the Norwich Select Board,

We are reaching out to express our support for more bike, pedestrian and traffic calming infrastructure in Norwich. As local families, we want our children to feel safe biking and walking to school, and for all residents to have infrastructure needed to safely navigate our streets, no matter how they get around.

We don't yet have specific safety projects in mind, but would like your support in convening our community to identify priority safety projects that could be implemented in the future, and applying to a VTrans Bike Ped grant on behalf of the Town in 2026.

Specifically, we request two things of the Select Board:

1. Set aside sufficient funding in the Town's 2026 warrant to fund a match to a VTrans Bike Ped grant scoping study application next year. If awarded, this federally-funded grant program will produce an engineering study of 1-2 potential corridors - plans that could then be economically implemented when streets or sidewalks are resurfaced or reconstructed in the future. Based on guidance from the Two Rivers-Ottawaquechee Regional Commission, a local match for such a planning grant will cost between \$15,000-25,000, depending on the scope of the projects. The Commission can provide grant writing support once a local match is approved.
2. Support a local planning meeting (or meetings) in the Winter and Spring of 2026 to solicit local input on priority street safety projects, with the goal of prioritizing 1-2 projects that could be included in the town's VTrans Bike Ped grant application (due June 2026). This group is happy to help plan and host these meetings, but seeks the participation of the Select Board to ensure that community input is translated into the application.

Thank you for your time and consideration.

Sincerely,

Miller Nuttle and Geneva Smith, 70 Pattrell Rd  
Kyla and Adam Pearce, 221 Hopson Road  
Craig and Gosha Donnelly, 18 Falcon Lane  
Dylan McDonald and Rebecca Casey, 1769 US Rt 5  
Kelsey Head & Mike Loots, 253 River road  
Nathan Hadden and Kathryn Powell, 5 Needham Rd  
Morgan Peach & Angela Evancie, 39 Pattrell Road  
Zane Thayer, 1 Cliff Street  
Liz Mann and Alec Orenstein, 707 VT 132  
Anna and Robert Gill, 15 Old Bridge Rd  
Aviva Tevah and Mark Gross, 89 Church St  
Carolyn Weiss, 248 Main St  
Christian and Clara Spalding, 134 Church St  
Justin Strauss and Elena Mihaly, 70 Cossingham Rd  
Elise Morocco and Tom Driesbach, 39 Carpenter St  
Julie Clem, 1488 Beaver Meadow Rd  
Liz Blum, 48 Cliff St  
James Allen, Upper Valley Bike Company, llc, 101 Church St  
Sara Cavin and Ed Meyer, 218 Main St, Union Village

A project of the Norwich Planning Commission to update the Energy chapter of Norwich Town Plan.

This chapter is intended to comply with standards outlined in Act 174 to receive a: “determination of energy compliance” and “be given ‘substantial deference’ in the Public Service Board’s review of whether an energy project meets the orderly development criterion in the Section 248 process.”

This activity will be guided by Act 174 documentation of Municipal Determinations Standards (2024) with details available in 2024 Guidance for Regional and Municipal Enhanced Energy Planning Standards.

As described in these documents, the Enhanced Energy Plan [EEP] must address specific standards. These standards are listed below with drafting responsibility proposed for each.

## **Roles and Responsibilities**

The **Norwich Planning Commission** will lead the effort, provide overall guidance & coordination and make all policy decisions. This effort will, as always, include open public participation.

The PC will also lead the drafting of Standard 8 relating to patterns and densities of land use. And, as part of its overall charter, the PC will incorporate the findings of this energy plan into our capital planning activities.

The **Solar Siting Subcommittee**, an existing subcommittee of the Planning Commission, will be responsible for:

Standard 9 – Development and Siting of Renewable Energy Resources

- 9B - Generation potential - link to mapping
- 9C - Identify sufficient land to meet 2050 target
- 9D - Constraints related to meeting targets
- 9E - Policies, objectives and siting guidelines
- 9F - Maximize potential on preferred locations
- 9G - Municipal projects
- 9H - Other

Standard 10 - Mapping - overview

Standard 11 - Map - Existing electrical generation

Standard 12 – Map - Potential areas for the development and siting of renewables

- A - Raw potential
- B - Known constraints
- C - Possible constraints
- D - Transmission and distribution resources & constraints
- E - Preferred sites

Standard 13 – Map - Unsuitable areas for siting renewables or particular categories

An **Energy Plan Working Group** is proposed to collect data & draft Standards 4 – 7.

Membership:

- 1 – 2 from Planning Commission
- 1 - 2 from Energy Committee
- 1 - 2 from Conservation Commission
- Solicit input from Historic Preservation Commission and the public
- Staff: Harry Falconer and Steven True

Responsible for:

Standard 4 - Resources, needs, scarcities, costs, problems for all energy sectors (electric, thermal and transportation)

Standard 5

- A. Estimate current energy use, including 9A & 9G
- B. 2025, 2035 and 2050 targets for efficiency and renewables use
- C. Thermal sector conservation, efficiency and conversion to achieve target
- D. Transportation changes and land use strategies to meet targets
- E. Electricity conservation and efficiency to meet targets

Standard 6 - Conservation and efficiency

A - E => Conservation, efficient buildings, decrease fossil fuels for heating, municipal buildings

Standard 7 - Transportation

A - E => Public transportation, single occupancy trips, EV, bike/ped, municipal use and infrastructure

## **Schedule**

October '25 - Invitation to Norwich Energy Committee and Conservation Commission for participation in Energy Plan Working Group

First meeting – December '25

First drafts of new sections to Planning Commission – March '26

Review and comments from PC and public – April

2<sup>nd</sup> round / refinement – Q2

Coordinate with PC work on capital planning and other potential town plan amendments to decide how to proceed with public hearing and Selectboard approval process.

## TOWN OF NORWICH

### INTERIM BYLAWS FOR SHORT TERM RENTAL REGULATIONS

#### DRAFT

- I. PURPOSE.** The purpose of these bylaws is to provide for regulation of short-term rentals in the Town. Regulating the operation of such facilities are necessary to protect residential neighborhoods, civic, commercial and educational institutions from any adverse secondary impacts associated with Short-Term Rentals and to ensure that such uses operate in a safe manner.
- II. ENACTMENT AND AUTHORITY.** The Town of Norwich has adopted these Interim Bylaws in accordance with and as authorized by the Vermont Municipal and Regional Planning and Development Act, 24 V.S.A. Chapter 117, §4415, Interim Bylaws.
- III. DURATION.** These Interim Bylaws will be in effect for a period of two (2) years from the date of their adoption unless they are extended, as authorized by 24 V.S.A. § 4415, or replaced by amendments to the Town of Norwich Land Use Regulations.
- IV. DEFINITIONS.** Words, terms, and phrases specifically defined in the Town of Norwich Land Use Regulations shall have the same meaning in these Interim Bylaws unless another meaning is clearly indicated.
  - a. **Short-Term Rental** 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.
  - b. **Owner Occupied**  
Where owner occupancy is required by the Town of Norwich Land Use Regulations, Owner Occupied shall mean occupancy of the premises by the property owner, where the subject property is the owner's primary Vermont residence.
- V. Regulations**  
Short-term rental on an owner-occupied lot are an allowed use in all zoning districts.  
  
Property owners must obtain a permit whenever a dwelling unit is to be used as a short-term rental.
  - a. A short-term rental permit shall be obtained prior to using the unit as a short-term rental.
  - b. The Zoning Administrator may inspect the short-term rental for compliance with Town and state codes. The short-term rental shall not operate unless it is in full compliance with Town and state codes.
  - c. A short-term rental permit shall be valid for one calendar year, shall expire on December 31 of the year it is in effect, and must be renewed upon expiration as long as the unit is to be continued to be used as a short-term rental.
  - d. The short-term rental permit is transferable to a new owner, so long as the new owner registers with the Town, updates the short-term rental permit application and agrees in writing to comply with the requirements of the short-term rental permit and these regulations within 30 days of sale

DRAFT

## **VI. Permit application requirement.**

An application for (or renewal of) a short-term rental permit shall be submitted to the Town Zoning Administrator. The application/renewal must be completed on the form provided by the Town. It must be accompanied by payment of a permit fee, as determined by the Town Select Board. If relevant circumstances on the property change or for any reason the certification is or becomes inaccurate, a new certification shall be submitted. The application shall provide the following information:

- a. List of all the property owners of the short-term rental including names, residential addresses, telephone numbers and email addresses. Each property owner must also provide the address of their principal residence if it is different from that of the short-term rental. (In the event the property is owned by an entity such a trust or LLC, the ultimate owners and/or beneficiaries of such entity shall provide the information required by this paragraph.)
- b. Completion of a signed affidavit by the property owners certifying the following:
  - The number of sleeping rooms within the short-term rental, as defined in this Section.
  - The number of parking spaces on the property that meet the standard set forth below.
  - The septic capacity of the STR property.
  - Compliance with the following standards:
    - A. The Short-Term Rental Safety, Health and Financial Obligations of the Vermont Departments of Health and Fire Safety [See the Vermont Division of Fire Safety at: [Safety Considerations for short term rentals.pdf \(vermont.gov\)](https://www.vermont.gov/division-of-fire-safety/safety-considerations-for-short-term-rentals)
    - B. All exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
    - C. Electrical systems shall be serviceable with no visual defects or unsafe conditions.
  - A property map showing the location of buildings, required parking and, if not served by a public sewer, the location of the septic system and leach field. An accurate, suitable plan need not be prepared by a professional.
  - The owner must designate a local (i.e., within 60 minutes by automobile) host and provide the name, address, telephone number and email address of the local host, who shall be responsible, and authorized, to act on the owner's behalf to promptly remedy any violation of these standards or the permit. The host may be the owner, or a local host or agent designated by the owner to serve as a contact person.
  - A declaration of insurance coverage specific to the renting of short-term vacation rentals is required
  - Payment of a fee which has been set by the Town Selectboard.

## **VII. Standards.**

All short-term rentals must meet the following standards:

- a. The maximum occupancy for each short-term rental unit shall be the number of people calculated based on two persons per sleeping room (unless the room size is below 100 square feet) plus an additional two persons. In all cases, maximum occupancy must be within the septic capacity of the short-term rental unit. For this purpose, a "sleeping room" is defined as fully enclosed habitable space of at least 70 square feet for one person and 100 square feet for two persons, with an emergency escape or rescue opening.
- b. The property must have sufficient off-street parking spaces to accommodate the maximum occupancy.
- c. Tenants and guests shall park in the off-street parking spaces.
- d. A house number visible from the street or road shall be maintained.
- e. Provisions shall be made for weekly garbage removal during rental periods. Garbage containers shall

- be animal proof and always secured with tight-fitting covers to prevent leakage, spilling or odors.
- f. Advertisements for the short-term rental must conform to what is allowed under these regulations and the short-term rental permit.
- g. In the event of a federal, state or local disaster declaration, all owners and guests must comply with federal, state and/or local disaster orders.

#### **VIII. Procedure upon filing application**

- a. Upon the filing with the Town Zoning Administrator of the permit application, permit fee, and all documents and information required by this ordinance, the Town Zoning Administrator shall have 45 days to review the application and then either issue the permit, with or without conditions, or notify the applicant in writing that the application has been denied along with the reason or reasons for denial.
- b. The Town Zoning Administrator may decline an application for any of the following reasons:
  - (1) If the application is incomplete, the documentation required by this ordinance was not included with the application or the application or the full permit fee, in payment form acceptable to the Town Treasurer, was not included with the application.
  - (2) If the Town of Norwich issued a short-term rental permit to any of the owners needing to sign the short-term rental permit application and any of such owners had a short-term rental permit revoked within the previous year.
- c. Short-term rental permits issued pursuant to this section shall state the following:
  - The names, addresses and phone numbers of every person or entity who has an ownership interest in the short-term rental property and the host who shall be available during the entire time the short-term rental property is being occupied.
  - The maximum occupancy and vehicle limits for the short-term rental unit.
  - Identification of the number of and location of parking spaces available.
  - A statement that no outdoor fires are allowed, except as permitted by local and state law. Outdoor barbecues and supervised fires in fire pits are permitted.
  - No tents will be allowed as overnight quarters.
  - Any animals which are pets of guests shall not leave the subject parcel except when under control by leash.
  - A statement that no noise beyond normal levels shall emanate between 10:00 p.m. and 9:00 a.m.
  - A statement that the short-term rental permit may be revoked for violations.

#### **IX. Inspection**

The Zoning Administrator may inspect any property before issuing a permit, or at any time thereafter. The Town reserves the right to validate via inspection or otherwise any information contained in the permit application

#### **X. Recordkeeping Requirements**

- a. Owners and operators of short-term rentals are required to keep written (including electronic) records of advertising information and rental activity (i.e., number of bookings, name of booking guest, number of people, length of stay, amount collected, amount of tax collected or remitted) for a minimum of three years.
- b. In the event of a dispute with the owner(s) of a short-term rental as to the need for a permit or as to compliance with this ordinance, the Zoning Administrator shall have the right to inspect the written records upon reasonable notice

#### **XI. Expiration**

This ordinance will expire in two years after its initial adoption to allow for a period of data gathering and analysis. Upon expiration of this ordinance, the Selectboard will revisit the issue of STRs and adopt a new ordinance to replace this one.

# **DRAFT SHORT TERM RENTAL ORDINANCE FOR TOWN OF WARREN VT**

**July 19, 2024 version**

## **§ 1. Authority**

## **§ 2. Purpose**

## **§ 3. Definitions**

## **§ 4 Regulations**

## **§ 5. Permit application requirement**

## **§ 6. Standards**

## **§ 7. Procedure upon filing application**

## **§ 8. Inspection**

## **§ 9 Recordkeeping Requirements**

## **§ 10. Compliance, hearings and penalties**

## **§11. Expiration**

## **§ 1. Authority.**

This Ordinance is adopted pursuant to the authority set forth in Chapters 59 and 61 of Title 24 of the Vermont Statutes Annotated, including specifically 24 VSA § 2291(29). This Ordinance is a civil ordinance under 24 V.S.A. § 1971(b).

## **§ 2. Purpose.**

Given the rise in popularity of online platforms like Airbnb and HomeAway/ VRBO, the Town of Warren (the “Town”) is examining the economic and social impacts of short-term rentals.

STRs provide property owners with the opportunity to earn income. STRs also benefit Warren’s and the whole Mad River Valley’s tourism economy and provide guests with a convenient, and sometimes more affordable, place to stay when traveling. However, along with the benefits of STRs, there may be associated negative impacts, such as reducing the number of dwelling units available for long-term occupancy and impacts on neighbors and the character of a neighborhood. By establishing a permitting process for short-term rental properties, the Town of Warren seeks to:

- (a) Gather Data: Collect information about STRs in Warren to inform future decisions; and
- (b) Ensure Safe and Responsible Operation by collecting emergency contact information, promoting good neighbor practices, and ensuring safety standards are met.

## **§ 3 Definitions.**

(1) “Short-Term Rental (STR)” means a furnished residence rented for fewer than 30 consecutive days and for more than 14 days per calendar year, excluding commercial lodging establishments (e.g., hotels, motels, inns and bed and breakfasts).



- (2) “Property Owner” means the individual(s) or entity/entities that hold legal title to the STR property.
- (3) “Local Host” means an individual designated by the property owner who can respond on-site to the STR property within one hour (by automobile) in case of emergencies.
- (4) “Zoning Administrator” means the Town official responsible for administering and enforcing this ordinance.

#### **§ 4 Regulations.**

Property owners must obtain a permit whenever a dwelling unit is to be used as a short-term rental.

- (a) A short-term rental permit shall be obtained prior to using the unit as a short-term rental.
- (b) The Zoning Administrator may inspect the short-term rental for compliance with Town and state codes. The short-term rental shall not operate unless it is in full compliance with Town and state codes.
- (c) A short-term rental permit shall be valid for one calendar year, shall expire on December 31 of the year it is in effect, and must be renewed upon expiration as long as the unit is to be continued to be used as a short-term rental.
- (d) The short-term rental permit is transferable to a new owner, so long as the new owner registers with the Town, updates the short-term rental permit application and agrees in writing to comply with the requirements of the short-term rental permit and these regulations within 30 days of sale.

#### **§ 5. Permit application requirement.**

An application for (or renewal of) a short-term rental permit shall be submitted to the Town Zoning Administrator. The application/renewal must be completed on the form provided by the Town. It must be accompanied by payment of a permit fee, as determined by the Town Select Board. If relevant circumstances on the property change or for any reason the certification is or becomes inaccurate, a new certification shall be submitted.

The application shall provide the following information:

- (a) List of all the property owners of the short-term rental including names, residential addresses, telephone numbers and email addresses. Each property owner must also provide the address of their principal residence if it is different from that of the short-term rental. (In the event the property is owned by an entity such a trust or LLC, the ultimate owners and/or beneficiaries of such entity shall provide the information required by this paragraph.)
- (b) Completion of a signed affidavit by the property owners certifying the following:
  - (1) The number of sleeping rooms within the short-term rental, as defined in this section.
  - (2) The number of parking spaces on the property that meet the standard set forth below.
  - (3) The septic capacity of the STR property.
  - (4) Compliance with the following standards:
    - A. The Short-Term Rental Safety, Health and Financial Obligations of the Vermont Departments of Health and Fire Safety [See the Vermont Division of Fire Safety at: [Safety Consideration sort term rentals.pdf](https://www.vermont.gov/files/vermont/Safety%20Consideration%20sort%20term%20rentals.pdf) ([vermont.gov](https://www.vermont.gov))

- B. All exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
  - C. Electrical systems shall be serviceable with no visual defects or unsafe conditions.
  - D. All solid fuel-burning appliances (i.e., a chimney-connected device that burns solid fuel designed for purposes of heating, cooking, illumination, decoration or ambiance, including but not limited to wood stoves and heaters, fireplace inserts, masonry chimneys or fireboxes and pellet stoves) must be inspected in accordance with the Town of Warren Solid Fuel Burning Appliance Ordinance (<https://www.warrenvt.org/wp-content/uploads/2018/03/Solid-Fuel-Burning-Ordinance.pdf>)
- (c) A property map showing the location of buildings, required parking and, if not served by a public sewer, the location of the septic system and leach field. An accurate, suitable plan need not be prepared by a professional.
  - (d) For owner-occupied short-term rentals, the owner must provide their name, address, telephone number and email address. For non-owner-occupied short-term rentals, the owner must designate a local (i.e., within 60 minutes by automobile) host and provide the name, address, telephone number and email address of the local host, who shall be responsible, and authorized, to act on the owner's behalf to promptly remedy any violation of these standards or the permit. The host may be the owner, or a local host or agent designated by the owner to serve as a contact person.
  - (e) A declaration of insurance coverage specific to the renting of short-term vacation rentals is required
  - (f) Payment of a fee which has been set by the Town Selectboard.

## **§ 6. Standards.**

All short-term rentals must meet the following standards:

- (a) The maximum occupancy for each short-term rental unit shall be the number of people calculated based on two persons per sleeping room (unless the room size is below 100 square feet) plus an additional two persons. In all cases, maximum occupancy must be within the septic capacity of the short-term rental unit.  
  
For this purpose, a "sleeping room" is defined as fully enclosed habitable space of at least 70 square feet for one person and 100 square feet for two persons, with an emergency escape or rescue opening.
- (b) The property must have sufficient off-street parking spaces to accommodate the maximum occupancy.
- (c) Tenants and guests shall park in the off-street parking spaces.
- (d) A house number visible from the street or road shall be maintained.
- (e) Provisions shall be made for weekly garbage removal during rental periods. Garbage containers shall be animal proof and always secured with tight-fitting covers to prevent leakage, spilling or odors.
- (f) Advertisements for the short-term rental must conform to what is allowed under these regulations and the short-term rental permit.

- (g) In the event of a federal, state or local disaster declaration, all owners and guests must comply with federal, state and/or local disaster orders.

## **§ 7. Procedure upon filing application.**

- A. Upon the filing with the Town Zoning Administrator of the permit application, permit fee, and all documents and information required by this ordinance, the Town Zoning Administrator shall have 45 days to review the application and then either issue the permit, with or without conditions, or notify the applicant in writing that the application has been denied along with the reason or reasons for denial.
- B. The Town Zoning Administrator may decline an application for any of the following reasons:
  - (1) If the application is incomplete, the documentation required by this ordinance was not included with the application or the application or the full permit fee, in payment form acceptable to the Town Treasurer, was not included with the application.
  - (2) If the Town of Warren issued a short-term rental permit to any of the owners needing to sign the short-term rental permit application and any of such owners had a short-term rental permit revoked within the previous year.
- C. Short-term rental permits issued pursuant to this section shall state the following:
  - (1) The names, addresses and phone numbers of every person or entity who has an ownership interest in the short-term rental property and the host who shall be available during the entire time the short-term rental property is being occupied.
  - (2) The maximum occupancy and vehicle limits for the short-term rental unit.
  - (3) Identification of the number of and location of parking spaces available.
  - (4) A statement that no outdoor fires are allowed, except as permitted by local and state law. Outdoor barbecues and supervised fires in fire pits are permitted.
  - (5) No tents will be allowed as overnight quarters.
  - (6) Any animals which are pets of guests shall not leave the subject parcel except when under control by leash.
  - (7) A statement that no noise beyond normal levels shall emanate between 10:00 p.m. and 9:00 a.m.
  - (8) A statement that the short-term rental permit may be revoked for violations.

## **§ 8. Inspection**

The Zoning Administrator may inspect any property before issuing a permit, or at any time thereafter. The Town reserves the right to validate via inspection or otherwise any information contained in the permit application.

## **§ 9. Recordkeeping Requirements**

- A. Owners and operators of short-term rentals are required to keep written (including electronic) records of advertising information and rental activity (i.e., number of

bookings, name of booking guest, number of people, length of stay, amount collected, amount of tax collected or remitted) for a minimum of three years.

- B. In the event of a dispute with the owner(s) of a short-term rental as to the need for a permit or as to compliance with this ordinance, the Zoning Administrator shall have the right to inspect the written records upon reasonable notice.

## **§ 10. Compliance, hearings and penalties.**

- A. Owners of short-term rental units must obey all applicable laws, ordinances and regulations of the Town of Warren, Washington County, Vermont, and the United States of America, and shall be subject to the enforcement and penalty proceedings contained in this ordinance.
- B. If the Town Zoning Administrator determines a violation of the permit or of this Ordinance or the Town's Land Use and Development Regulations, the Zoning Administrator may do any of the following depending on the circumstances:
- (1) Issue a Notice to Remedy;
  - (2) Impose a fine or suspension pursuant to the Schedule below;
  - (3) Initiate a hearing before the Selectboard; and/or
  - (4) Attach reasonable conditions to the existing short-term rental permit.

### **Fine Schedule**

	1 <sup>st</sup> violation	2 <sup>nd</sup> violation	3 <sup>rd</sup> violation	
Fine for advertising a property for short-term rent (online or offline) without first having obtained a permit or complying with local listing requirements	\$300	\$600	\$900	Upon the fourth or subsequent violation in any twenty- four-month period, the Town may suspend or revoke any permit. The suspension or revocation can be appealed
Fine for violating any other requirements of this short-term rental regulation	\$150	\$300	\$450	

#### **Notes:**

- a. Any person found to be in violation of this ordinance shall be ordered to remit all illegally obtained short-term rental revenue proceeds to the Town.
- b. Any unpaid fine will be subject to interest from the date on which the fine became due and payable to the Town until the date of payment.
- c. The remedies provided for in this fine schedule are in addition to, and not in lieu of, all other legal remedies, criminal or civil, which may be pursued by the Town to address any violation or other public nuisance.

## **§11. Expiration**

This ordinance will expire in two years after its initial adoption to allow for a period of data gathering and analysis. Upon expiration of this ordinance, the Selectboard will revisit the issue of STRs and adopt a new ordinance to replace this one.

## **Norwich PC Minutes 11/18/2025**

*Members Present:* Jaan Laaspere, Bob Pape, Christian Spalding, Ernie Ciccotelli, Vince Crow, Jeff Goodrich

*Zoning Administrator:* Steven True

*Public Present:* Jeff Lubell, Sarah Lamar, Chris Lamar

Meeting Opened: 6:31 pm

### **1. Open Regular Meeting**

### **2. Approve Agenda**

*Goodrich moved, seconded by Pape, to approve the agenda*

***Motion passed 6-0***

### **3. Public comment on items not on agenda**

*N/A*

### **4. Correspondence**

The chair acknowledged receipt of the Goulet letter

### **5. Chair Report**

#### **A) Town Report**

The chair discussed the of the PC activity summary for the annual Town Report. He asked that any comments or suggestions be sent within the next week.

#### **B) Discussion Enhanced Energy work plan**

The chair discussed the Enhanced Energy work plan draft and stated that the Norwich Energy Committee and Conservation Commission will choose representatives at their next meetings.

### **6. TRORC FLU maps**

The group discussed the TRORC Future Land Use map drafts. Jeff Lubell explained his correspondence related to the parcel on the north end of the village area. The group had consensus to recommend including this parcel as well as Hawk Pine and areas along Hopson to make the designated village area more contiguous. True will work on the updated map for discussion in the next meeting.

### **7. Short Term Rentals**

The group discussed potential regulations of Short Term Rentals, which is currently an unregulated use. The group had consensus that Short Term rentals should be allowed for owner occupied properties only. The group discussed a town registry of Short Term rentals and agreed it would be beneficial. True will discuss with town staff to verify the feasibility of implementation.

In order to implement this set of regulations, an ordinance would be the best method instead of an interim bylaw. This would require a public hearing and approval by the selectboard. The PC will develop a draft ordinance at the next meeting.

**8. Capital Planning**

The group discussed the Planning Commission's role in the town capital planning and ways effectively utilize the group's efforts.

**9. Approve minutes**

*Ciccotelli moved, seconded by Pape, to approve the minutes from 10/14/25 with edits*  
***Motion passed 6-0***

**10. Adjourn**

*Ciccotelli moved, seconded by Pape, to adjourn the meeting at 8:31pm*  
***Motion passed 6-0***

**Future Regular Meeting – 12/9/25 at 6:30 pm at Tracy Hall (also accessible via Zoom)**

Minutes by Vince Crow on 11/20/25

A project of the Norwich Planning Commission to update the Energy chapter of Norwich Town Plan.

This chapter is intended to comply with standards outlined in Act 174 to receive a: “determination of energy compliance” and “be given ‘substantial deference’ in the Public Service Board’s review of whether an energy project meets the orderly development criterion in the Section 248 process.”

This activity will be guided by Act 174 documentation of Municipal Determinations Standards (2024) with details available in 2024 Guidance for Regional and Municipal Enhanced Energy Planning Standards.

As described in these documents, the Enhanced Energy Plan [EEP] must address specific standards. These standards are listed below with drafting responsibility proposed for each.

## **Roles and Responsibilities**

The **Norwich Planning Commission** will lead the effort, provide overall guidance & coordination and make all policy decisions. This effort will, as always, include open public participation.

The PC will also lead the drafting of Standard 8 relating to patterns and densities of land use. And, as part of its overall charter, the PC will incorporate the findings of this energy plan into our capital planning activities.

The **Solar Siting Subcommittee**, an existing subcommittee of the Planning Commission, will be responsible for:

### **Standard 9 – Development and Siting of Renewable Energy Resources**

- 9A - Existing renewable energy generation
- 9B - Generation potential - link to mapping
- 9C - Identify sufficient land to meet 2050 target
- 9D - Constraints related to meeting targets
- 9E - Policies, objectives and siting guidelines
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- 9G - Municipal projects
- 9H - Other

### **Standard 10 - Mapping - overview**

### **Standard 11 - Map - Existing electrical generation**

### **Standard 12 – Map - Potential areas for the development and siting of renewables**

- A - Raw potential
- B - Known constraints
- C - Possible constraints
- D - Transmission and distribution resources & constraints
- E - Preferred sites

### **Standard 13 – Map - Unsuitable areas for siting renewables or particular categories**

An **Energy Plan Working Group** is proposed to collect data & draft Standards 4 – 7.

**Membership:**

- 1 from Planning Commission
- 1 - 2 from Energy Committee
- 1 from Conservation Commission
- Solicit input from Historic Preservation Commission and the public
- Staff: Harry Falconer and Steven True

**Responsible for:**

Standard 4 - Resources, needs, scarcities, costs, problems for all energy sectors (electric, thermal and transportation)

**Standard 5**

- A. Estimate current energy use, including 9A & 9G
- B. 2025, 2035 and 2050 targets for efficiency and renewables use
- C. Thermal sector conservation, efficiency and conversion to achieve target
- D. Transportation changes and land use strategies to meet targets
- E. Electricity conservation and efficiency to meet targets

**Standard 6 - Conservation and efficiency**

A - E => Conservation, efficient buildings, decrease fossil fuels for heating, municipal buildings

**Standard 7 - Transportation**

A - E => Public transportation, single occupancy trips, EV, bike/ped, municipal use and infrastructure

## **Schedule**

October '25 - Invitation to Norwich Energy Committee and Conservation Commission for participation in Energy Plan Working Group

First meeting – December '25

First drafts of new sections to Planning Commission – March '26

Review and comments from PC and public – April

2<sup>nd</sup> round / refinement – Q2

Coordinate with PC work on capital planning and other potential town plan amendments to decide how to proceed with public hearing and Selectboard approval process.