

**TOWN OF NORWICH
PLANNING COMMISSION SPECIAL MEETING**

DRAFT Minutes

June 16, 2026

Tracy Hall and Zoom

Members present: Jaan Laaspere (Chair), Christian Spalding (Vice-Chair), Jeff Goodrich (@6:45), Bob Pape, Vince Crow (@6:46), Miller Nuttle

Members absent: Mary Gorman

Staff: Steven True, Director, Planning & Zoning

Minute Taker: Steven True

Others Present: None

1. **Meeting opened at 6:30 PM**
2. **Approve Agenda:** A **MOTION** to approve the agenda was made by Miller and seconded by Spalding. No discussion. **MOTION** carries (4-0).
3. **Public Comment or correspondence for items not on the agenda:** none
4. **Chair's report**
 - a. Laaspere provided updates on several topics. The Short-Term Rental Interim Bylaw process is currently waiting on the Selectboard to schedule a second public hearing. Laaspere is coordinating this process with the Chair of the Selectboard. At Laaspere's request, Pape provided an update on the current progress on the Energy Chapter working group, as they near the end of their work. Laaspere, Gorman and Steven to meet to discuss how to move the Solar siting piece forward. The planning commission's grant application for the 2026 Federal Bike/Ped Scoping study was submitted on time; results are expected in mid-August. Laaspere also reported that the Selectboard had approved Starlake's application to the revolving fund, in full.
5. **Planning Commission Bylaw Revision**
 - a. Laaspere described the two Bylaw documents, one being the current bylaws adopted in 2021, and the proposed model bylaw documents, noting a few technical errors in the model document, and questioning the need for rules around deliberative sessions and public hearings. Noting that this initiative is being driven by True, and Goodrich, both absent, Laaspere suggests that this item be tabled until the next meeting. Goodrich joins the meeting at this point and defers on making any comments until he's spoken with True. Members decided to table the conversation.

6. Village Master Plan update

- a. Laaspere began by briefing the members on the kick-off meeting of the Steering Committee, describing that the outcome from the first meeting beyond answering any questions, was to review the project boundaries. Spalding and Laaspere spoke to their reactions to discussions held during the kick-off meeting, noting that there was a consensus among members of a need to take action just in order to preserve the status-quo, Members then discussed the pro's and con's of reducing the focal area of the project, with some members noting that keeping a larger area of interest will allow for more options.
- b. Members then discussed land-use regulations, with members noting that it will be important to keep current development proposal and activities in mind during the Master Plan process.
- c. Laaspere then led a discussion on how the Planning Commission will interact with the Steering Committee and resulting statement of work and public process. The topic will remain as a standing agenda item for the Planning Commission, and members are encouraged to participate as they see fit.

7. Land Use Chapter

- a. Laaspere introduced the topic by asking the members if this chapter was the right place to start the Planning Commission's work, with Spalding noting that the discussion should start with the current chapter's objectives specifically, then moving on to goals and actions. There was consensus among the members that the document needs to be accessible, and actionable. Crow requested that a member of Two-Rivers Ottauquechee Regional Planning commission attend an upcoming meeting and present some fundamentals of writing Town Plans to the members.

8. Minutes from May 12th

- a. Goodrich moved, Crow seconds to approve the minutes. No discussion. **MOTION** carries (6-0).

9. Adjourn

- a. **MOTION** is made by Spalding, seconded by Pape to adjourn. No discussion. **MOTION** carries (6-0). Meeting adjourned at 8:12 PM.

Next Meeting: July 14th at 6:30 PM
