TOWN OF NORWICH
PLANNING COMMISSION REGULAR MEETING

DRAFT Minutes

August 11th, 2026

Tracy Hall and Zoom

Members present: Jaan Laaspere (Chair), Christian Spalding (Vice-Chair), Mary Gorman, Bob Pape (6:40), Vince Crow, Miller Nuttle
Members absent: Jeff Goodrich
Staff: Steven True, Director, Planning & Zoning
Minute Taker: Steven True
Others Present: Amy Stringer, Linda Gray, Mary Albert

1. **Meeting opened at 6:33 PM**

2. **Approve Agenda:** A **MOTION** to approve the agenda was made by Miller and seconded by Gorman. **MOTION** to approve the agenda as amended carries (5-0).

3. **Public Comment or correspondence for items not on the agenda:** none

4. **Chair's report**
   a. STR ordinance publicity – members discussed ways to publicize the new ordinance, with the consensus that the zoning administrator takes a pro-active approach. Jaan will repost the listserv notice with an added 30–60 day compliance deadline to set clear expectations for unregistered hosts. Steven will respond to neighbor complaints by letter, and update the application form to capture the number of times a unit is rented out in a year.
   b. Planning Commission Bylaws - No consensus reached between Jeff Goodrich and Steven after their meeting. All members asked to review both versions (current bylaws on website; proposed model in last month's packet) and come prepared for a full-group discussion at the next meeting.
   c. Village Master Plan update – An RFP issued on August 3rd, and responses are due on the 27th with a goal to bring recommendations to the Selectboard at their September 12th regular meeting.

5. **Land Use Chapter**
   a. Members discussed current issues with the Town Plan, noting that many of the policies were contradictory, and used too much aspirational language. Spalding noted that several plans used overarching goals, policies and actions into which all chapters (energy, housing, infrastructure, etc.) are nested, rather than parallel standalone chapters. Members discussed the best strategy to develop clearly written standards. To facilitate this, Steven will contact Kevin Geiger of TRORC and request that he present examples of award-winning Vermont town plans that

illustrate best-practice structures. Spalding to prepare a comparative table of town plan document structures for the next packet to build consensus on preferred form before drafting begins.

6. **Energy Chapter/Solar Siting update**
    a. Jaan provides a brief background noting that solar siting criteria (prohibited / preferred / possible with mitigation tiers) and associated mapping were deliberately excluded from the energy working group and assigned to a separate subcommittee.
    b. True and Pape update the group on the progress of the ECWG, noting Energy the group is awaiting the Energy Committee & Conservation Commission's feedback on objectives, policies, and actions section of the energy chapter.
    c. Both energy groups (working group + solar siting) to have content in the packet for full PC review at the October meeting.

7. **Minutes from July 14th**
    a. Spading moved, Crow seconds to approve the minutes. No discussion. **MOTION** carries (5-0, Gorman abstains).
8. **Adjourn**
    a. **MOTION** is made by Spalding, seconded by Pape to adjourn. No discussion. **MOTION** carries (6-0). Meeting adjourned at 7:52 PM.

Next Meeting: August 11th at 6:30 PM
