TOWN OF NORWICH
PLANNING COMMISSION REGULAR MEETING

DRAFT Minutes

September 8th, 2026

Tracy Hall and Zoom

Members present: Jaan Laaspere (Chair), Christian Spalding (Vice-Chair), Mary Gorman, Bob Pape, Vince Crow, Miller Nuttle, Jeff Goodrich
Members absent: None
Staff: Steven True, Director, Planning & Zoning
Minute Taker: Steven True
Others Present: Amy Stringer, Mary Albert, Kevin Gieger

1. **Meeting opened at 6:30 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 (7-0).

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

4. **Chair's report**
   a. **Village Master Plan update**
   Laaspere noted that Dubois & King was selected as the vendor. Members then discussed the project timeline, and next steps with a tentative kick-off in the third week of September.
   b. Bylaws – deferred to a later meeting
   c. True notes that the 2027 Municipal Planning Grant has opened, with grant applications due in December.
   d. Goodrich **MOTIONS**, Nuttle seconds to authorize the Planning Director to pursue a 2027 MP grant to assist in the development of the 2028 Town Plan. **MOTION** carries unanimously.

5. **Writing Town Plans - Best practices presentation by Kevin Gieger, Chief Planner, Two Rivers Ottauquechee Regional Planning Commission**
   a. Kevin led a discussion covering topics such understanding the audience, format and length, statutory requirements, the best practices for clearly written objectives, policy, and action statements. Members asked questions about specificity and how to best ensure regulatory weight. Kevin covered specific Plan elements such as Housing, and Utilities and Facilities. The group discussed the outreach and public engagement process.
   b. Members then reviewed the three model town plans provided in the packet. Spalding ran through a set of pros and cons for each. Members were instructed to review them in more detail as homework over the next month and come to the next meeting prepared to choose the preferred format.

6. Approve minutes from August 11th regular meeting Spading moved, Nuttle seconds to approve the minutes. No discussion. **MOTION** carries (7-0).

7. Adjourn

  a. **MOTION** is made by Spalding, seconded by Pape to adjourn. No discussion. **MOTION** carries (7-0). Meeting adjourned at 8:03 PM.

Next Meeting: October 13th at 6:30 PM
