

(2)

TOWN OF NORWICH  
DEVELOPMENT REVIEW BOARD

**AGENDA**

Thursday, March 17, 2022  
7:00 PM

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Following passage of S-222 there is no physical public access required for this meeting

**Site Visit:** 251 US Route 5 N, March 17, 2022 at 4:30 PM, #4BCU22

**ZOOM Access Information:**

**Topic:** Development Review Board

**Time:** March 17, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89900487709>

888 475 4499 US Toll-free

877 853 5257 US Toll-free

- 1. Call to Order, Roll Call**
- 2. Approve Agenda**
- 3. Approve Minutes – February 17, 2022**
- 4. Public Comments, Announcements and Correspondence**

**5. Public Hearings 7:15PM:**

#4BCU22: Immersion Montessori School LLC, Applicant, request for Conditional Use and Site Plan Review for a Public Facility (Vermont Agency of Education Recognized Independent School) with a maximum of 23 elementary students at 251 US Route 5 N in the Rural Residential District, Tiny Seeds Village LLC, Landowner. Tax Map Parcel #11-093.000.

**6. Other Business**

**7. Adjournment**

**Future Meeting:** TBD

**DRB Minutes available at:** <http://norwich.vt.us/development-review-board/>

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TOWN OF NORWICH  
DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
Thursday, February 17, 2022

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This meeting was warned for on-line participation via Zoom using the link below:

Join Zoom Meeting <a href="https://us02web.zoom.us/j/89900487709">https://us02web.zoom.us/j/89900487709</a>
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**Members Present:** Arline Rotman (Chair), Richard Stucker, Don McCabe, Matt Stuart, Linda Gray, Patrick Bradley, Sue Pitiger  
**Alternates Present:** None  
**Staff:** Rod Francis (Clerk)  
**Public:** none

- 1) **Call to Order:** 7:08pm.
- 2) **Agenda:** Stucker moved and Pitiger seconded a motion to approve an amended agenda moving the approval of the January 20, 2022 minutes to the end of the meeting. Motion carried 6 – 0. For: Stucker, McCabe, Stuart, Gray, Pitiger, Bradley.
- 3) **Public Comments and Announcements:** none
- 4) **Training for DRB members on Development Review**  
Stucker invited Francis to begin the training of DRB members.

Francis commenced with reviewing the purpose and scope of a site visit including interactions with the applicant and any members of the public present.

- Site visits are not hearings
- Testimony is not gathered at site visits
- Minutes are not taken at site visits
- No findings are made at site visits
- DRB members are not present to answer questions
- DRB members should not discuss the application during the site visit
- DRB members are able to ask clarifying questions of the applicant and/or their representatives to obtain information that informs the application under consideration
- Debate between DRB members and applicants or the public is not appropriate
- Observation made at the site visit are reported by the Clerk at the meeting which will then be added to the record during the hearing
- Questions for the applicant should be directed through the Chair where possible, although in practice this can prove difficult

McCabe raised a question about whether it is legal to have a party at the site visit video the proceedings. Generally, the Chair may point out that no record is being made and therefore video recordings are unnecessary.

Francis then moved on to discuss Site Plan Review.

- Site Plan Review is set at the scale of the parcel
- The Zoning Regulations contain standards of review for each element of site plan
- Site Plan Review is not as common or readily used in Vermont as other jurisdictions
- The existing Norwich regulations Site Plan Review standards (like most other Vermont land use regulations) are not as strong or clear as they could be
- In Vermont 1 or 2 family dwellings are exempt from Site Plan Review
- Consequently, it is rarely used in Norwich (which is overwhelmingly residential)
- Site Plan focuses on elements of the proposed development as it impacts the parcel (access, circulation, structures, landscaping, lighting, signs, outdoor display)
- The focus of these standards is to ensure that the proposed development allows for safe movement to and from the site, has adequate provision for parking and circulation onsite and that any development impacts are accounted for and reflect the standards of the district

Board members discussed various aspects of the standards and how they apply

Francis introduced Conditional Use Review which is more concerned with the impact of certain types of use and the impacts that could be expected to occur in the immediate neighborhood, or the larger community (depending on the size of the project).

- Conditional Use is intended first to establish whether the proposed use is compatible with the broader district or the community as a whole (depending on the scale of the proposed development)
- The DRB can impose conditions on the applicant to ensure that any wider impacts are mitigated such as traffic impact, impact on community resources such as schools or the "character of the area"
- Conditional use allows the Board to review for any impacts on other regulations or bylaws

Board members discussed various aspects of the standards and how they apply

**6) Approve Minutes – January 20, 2022**

Stucker moved and Pitiger seconded a motion to approve the minutes as amended. The amendment adda that training on the land use regulations was to be conducted at this meeting and that training will be a regular annual item. Motion carried 6 –0. For: Rotman, Stucker, McCabe, Gray, Pitiger, Bradley.

**7) Other Business: none**

**Meeting Adjourned: 8:30PM**

Respectfully submitted,

Rod Francis

**Future Meetings:**

March 17, 2022

## PROPOSED AMENDMENTS HIGHLIGHTED

DRB Minutes available at:

<http://Norwich.vt.us/development-review-board-minutes/>

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TOWN OF NORWICH  
DEVELOPMENT REVIEW BOARD

DOCUMENTS AND INTERESTED PARTIES

Application Number: #4BCU22

Lot: #11-093.000  
251 US Route 5 N

Public Hearing Date: March 17, 2022

Site Visit: March 17, 2022

Applicant/ Landowner: Immersion Montessori School LLC  
Tiny Seeds Village LLC  
PO Box 114  
Norwich, VT 05055

Interested Parties:

NATURE OF APPLICATION - #4BCU22: Immersion Montessori School LLC, Applicant, request for Conditional Use and Site Plan Review for a Public Facility (Vermont Agency of Education Recognized Independent School) with a maximum of 23 elementary students at 251 US Route 5 N in the Rural Residential District, Tiny Seeds Village LLC, Landowner. Tax Map Parcel #11-093.000.

The record in this case includes the following documents:

Submitted by Applicant

- A-1 Application #4BCU22 (01-13-22)
- A-2 Cover Letter | Site Plan & Conditional Use Review (1-12-22)
- A-3 Project Proposal & Overview (1-12-22)
- A-4 Plans by Pathways Consulting, LLC
  - a. Existing Conditions, Sheet 1 of 2 (12-19-20)
  - b. Site Plan, Sheet 2 of 2 (12-19-20)
  - c. Driveway Plan (submitted 1-12-22)
- A-5 Snow Management Plan (1-12-22)
- A-6 IMS Emergency Response Plan, Immersion Montessori School (1-12-22)
- A-7 Memorandum re: Confirmation of adequate access for a fire truck responding to the property located at 251 Route 5 N, Norwich VT, Fire Chief Alex Northern (10-21-20)
- A-8 Fire Prevention Inspection Results, Vermont Department of Public Safety
- A-9 Final Adopted Vermont Stormwater Permitting Rule Section 22-107
- A-10 2017 Vermont Stormwater Treatment Standards Rule and Design Guidance, Pages 2-1 and 2-2

Submitted by Zoning Administrator

- ZA-1 Documents and Interested Parties list

#48022  
Exhibit A-1

**TOWN OF NORWICH, VERMONT**  
**APPLICATION FOR ZONING PERMIT**

**Owner(s):** Tiny Seeds Village LLC

**Mail Address:** P.O. Box 114 Town Norwich ST VT Zip 05055

**Day Phone:** 2013218764 **Eve Phone:** \_\_\_\_\_ **Email:** contact@tinyseedsvillage.com

**Applicant (If Different):** Immersion Montessori School LLC

**Mail Address:** P.O. Box 114 Town Norwich ST VT Zip 05055

**Day Phone:** 2013218764 **Eve Phone:** \_\_\_\_\_ **Email:** admin@uvims.com

**Description of Proposed Development:** Conditional Use and Site Plan Approval for a Public Facility (Vermont Agency of Education Recognized Independent School) with a maximum of 23 elementary students.

**Zoning District:** RR VR I VR II VB C/I AQ

**Street Address:** 251 Route 5 N **Tax Map Lot #** 11 - 093 **Lot Size:** 17 acres

**Building Setbacks- Road Right-of-way:** 200'+ **Right Boundary:** 200'+ **Left** 200'+ **Rear** 600'+

**Size of Building(s)/Additions:** Structure A: Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Structure B: Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ **Area:** Footprint of Structure A \_\_\_\_\_

**Additional Footprint of Structure B (if any)** \_\_\_\_\_ **Total** \_\_\_\_\_ **# of Parking Spaces** 25

**Estimated Date of Completion:** \_\_\_\_\_ **Estimated Value \$** \_\_\_\_\_ **# of Bedrooms** \_\_\_\_\_

\*\*\*\*\*  
**Please Attach:** Site Plan with building locations, well & septic locations, roads, driveways, and streams. Drawing of footprint of new construction and outlines of additional floors. Elevation Drawing of multi-story buildings.

**The undersigned hereby agrees that the proposed development shall be built in accordance with the foregoing statements, attached plans, and in accordance with the zoning and subdivision regulations of the Town of Norwich, and certifies that the above is true, correct, and complete.** The owner consents to inspections of the real estate that is the subject of the application by the Zoning Administrator at reasonable times.

**Signature of Landowner (or Authorized Agent)** \_\_\_\_\_ **Date** 01-13-22

\*\*\*\*\*

**Zoning Office Checklist:**

- ☐ Flood Hazard Area
- ☐ Wetlands
- ☐ Septic Location
- ☐ Water Supply
- ☐ Parking
- ☐ Shoreline
- ☐ Aquifer Protection
- ☐ Permit Conditions
- ☐ Agricultural Exemption

**Comments:** \_\_\_\_\_

**Additional Permits Required:**

- ☐ Subdivision
- ☐ Conditional Use
- ☐ Site Plan Review

- ☐ Variance
- ☐ PRD
- ☐ Driveway Access
- ☐ Wastewater

**Fees:**

Base Fee \$ 250.00  
Sq. Ft. x \_\_\_\_\_ \$ \_\_\_\_\_  
# of Lots \$ \_\_\_\_\_  
Recording \$ 15.00  
Other \$ \_\_\_\_\_  
Total \$ 550.00  
Date Paid 1-20-22  
To Finance 2-28-22

**Action**

Received 1-13-22  
Complete \_\_\_\_\_  
Granted \_\_\_\_\_  
Refused \_\_\_\_\_  
Posted at Site 3-2-22 App  
Appeal By \_\_\_\_\_  
Effective \_\_\_\_\_  
Expires \_\_\_\_\_

**Signature of Zoning Administrator** \_\_\_\_\_

**Date** \_\_\_\_\_

8/11

**Application/Permit #** 48022

Public Hearing Set for 3-17-22 at 7:15  
Site Visit Set for 3-17-22 at 4:30

#486022  
Exhibit A-2

**FROM:** Juan F Garceran  
Tiny Seeds Village Director  
Immersion Montessori School Director

**TO:** The Norwich Development Review Board

**DATE:** 1/12/2022

**SUBJECT:** Cover Letter | Site Plan & Conditional Use Review

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### **Cover Letter | Site Plan & Conditional Use Review**

Ladies and Gentlemen:

Enclosed please find an application for Site Plan & Conditional Use Review submitted by Tiny Seeds Village, LLC (owner and property manager) on behalf of Immersion Montessori School, LLC ("IMS") for the property at 251 Rte 5, Norwich, Vermont. The applicants are seeking approval to use the property for a Vermont Agency of Education Recognized Independent School. A detailed Project Description is attached hereto as Exhibit A and includes a Site Plan. The renewal of the Vermont Agency of Education approval is in process, and the applicants ask that the Development Review Board review the project with the understanding that any approval of this application would include a condition that the school is recognized and its curriculum approved for the 22/23 academic year.

The Project proposes to re-use the existing buildings on the site. No new construction is proposed. Compared to previously denied applications for this property, the applicants are now proposing a transportation system that (1) addresses any concerns regarding viable parking availability, and (2) solves any previously identified issues regarding the existing access to the property from Route 5 North. The new proposed system does not represent an alteration of its current use as a rental property. In fact, it entails a reduction of traffic volume compared to the potential rental possibilities of this property. The applicants appreciate all the time, effort and thought that the Board has put into previous applications, and hope that this new application satisfies all the requirements for the Conditional Use of the property.

The application requirements in Table 5.1 ask for an estimate of the traffic to be generated by the Project on a peak and daily basis. The maximum occupancy for the project is up to 3 staff members and 23 students. Immersion Montessori School is proposing an IMS-owned shuttle service that will be the only way for students to access the property. On a daily basis, the anticipated traffic for the

shuttle is 8 trips (8:00 a.m. school drop-off, 3:15 p.m. after-school drop-off, 3:30 p.m. school pick-up, and 5:30 p.m. after-school pick-up). Additionally, 3 staff members will add a total of 6 daily trips (for a total of 14 trips per day). The proposed transportation system implies a potential reduction of traffic volume compared to the rental possibilities of the property (8 people). In fact, given that the traffic volume generated by the property as a rental facility for 8 people is not regulated, we are confident that the new proposed use (with its scheduled drop-off and pick-up times) entails a more predictable use of the driveway and therefore safer conditions than its current use as a rental property for students.

In addition to the foregoing, the proposed Project satisfies the Site Plan Review standards set forth in Section 5.3 of the Zoning Regulations and the Conditional Use criteria set forth in Section 5.4 of the Zoning Regulations as follows (Regulations are set forth in plain type, discussion of the Project's compliance with the regulations is set forth in italics after each applicable section):

### **Section 5.03**

#### **Site Plan Review**

##### (1) Maximum safety of vehicular circulation between the site and the street network.

*The project will utilize an existing curb cut on Route 5 as the main access point. The other access to the property (114 Goodrich Four Corners) will serve as a backup in case the shuttle service or any emergency vehicles need to access the property from a different point. While the site plan provides ample space for parking, the proposed transportation system only requires 4 parking spaces to be made available (3 staff members and shuttle). The site plan provides ample space for any delivery or bus services to turn around using only a paved area of the driveway. Additionally, the site plan also guarantees access to any emergency vehicles as confirmed by the Norwich Fire Marshall.*

##### (2) Adequacy of circulation, parking and loading facilities with particular attention to safety.

For an Educational Facility, Table 3.3 requires 3 spaces per 10 children enrolled at the facility. The proposed use includes a maximum of 23 students for a total of 3 parking spaces. Even though the site plan shows the availability of several parking spaces, the proposed transportation system does not imply a substantial modification of an existing use as a rental property. This, according to the current Norwich Zoning Regulations, waives the need to provide off-street parking spaces



within the property. Given the logistics of the proposed transportation system, IMS plans to use an offsite lot located at IMS' West Lebanon campus as the point of departure for the shuttle service before picking up students that live within the operating radius of the shuttle route.

The Site Plan has been designed with plans for ADA access and Emergency Vehicle Access. The applicants also propose that the circular space in front of the garage will be used for pickup and dropoff (as well as for deliveries).

- d. Clearances and turning radii shall be sufficient to accommodate all service and delivery vehicles required for the normal activities on the site, and fire trucks and other emergency Vehicles.

*The large circular paved area in front of the garage provides a large area for service and delivery vehicles as well as fire trucks and other emergency vehicles. In addition, the new Site Plan provides enough space to be used as a hammerhead turnaround for large vehicles. The Fire Chief has reviewed and approved the new Site Plan in regards to Emergency Vehicle Access.*

- e. Loading and delivery areas within the site shall be provided in accordance with Section 3.09(D), and shall be adequate to meet the anticipated needs of the use in a manner that does not interfere with parking, internal circulation and landscaping.

*The large circular paved area in front of the garage will provide area for loading and Delivery. Delivery trucks can use the rest of the parking as a hammerhead turnaround. In addition, deliveries will not be scheduled during pickup and dropoff times.*

**(3) Landscaping.**

*No new landscaping is proposed.*

**(4) Screening.**

*The existing landscaping and screening will be maintained. The existing natural vegetation on the property provides screening that shields the structures and outdoor areas that will be used for the project from views from the surrounding properties and public roads.*

(5) Bicycle & Pedestrian Access.

*Bicycle and Pedestrian Access is possible using existing bicycle and pedestrian routes on Rte 5. No new bicycle and pedestrian access are proposed.*

(6) Outdoor Storage & Display.

*No outdoor storage and display is proposed except that certain playset and large toys may be stored outside in areas that will be screened from view from the surrounding properties and public roads by the existing natural vegetation.*

(7) Building Design.

*The project seeks to re-use existing buildings. No new buildings are proposed as part of the project.*

(8) Lighting.

*New outdoor lighting is proposed (see Site Plan).*

(9) Stormwater Management.

*The engineer has conducted site observations and measurements to confirm the general accuracy of the LiDAR topography we used to develop project plans. The only area that appears to differ from LiDAR is in the vicinity of 20, 21, 22, and 23 where limited excavation appears to be necessary. However, IMS does not plan to utilize those parking spaces based on the proposed use of the property and transportation system. Students with accessibility needs will be dropped off and picked up by the ADA compliant shuttle (no parking space needed). Additionally, proper and safe access to the buildings will be guaranteed through the installation of a hard surface that will connect both buildings.*

*Overall, using existing site conditions is warranted based on the conditions I have observed with the exception of ADA parking and access areas, which will be stabilized with hardpack (or similar) material if needed by staff members. Maintaining existing site conditions will avoid any increase in runoff rates. In this context, the engineer's observation of the site has not presented any erosion or sediment transport issues. Finally, if spring conditions in the annual thaw cycle*

*present any issues, the engineer recommends spreading sand or a very fine gravel as a means of stabilization, which, over time, should increase both the stability and permeability of parking and access areas.*

*Attached with the application you can find PDFs for pages 2-1 and 2-2 from the Vermont Stormwater Manual (2017), which is the document our engineer uses for projects that require permitting in Vermont. Section 2.1 Site Planning and Design provide a good outline for design considerations including maintaining natural areas, maintaining natural drainage, limiting site clearing and grading, and minimizing impervious cover (such as roofs, pavement, and gravel). Design guidelines recommend not using pavement or gravel because these materials increase runoff by rule. Although this project does not require a drainage permit since the total impervious area is less than one acre, we are proposing adherence to the Stormwater Manual with respect to avoiding the use of any additional pavement or gravel. The nominal addition of sand for winter and spring maintenance needs, as needed, will introduce a permeable material while increasing stormwater treatment and infiltration over time.*

**(10) Protection of Natural Resources.**

*The project involves the re-use of existing structures. No new development is proposed and as a result, no development will impact natural resources.*

**(11) Historic Structures.**

*The project involves only the re-use of existing structures.*

**(12) Fire and Public Safety.**

*The fire chief has reviewed the proposed project, expressing no concerns about Emergency Vehicle Access. In addition, applicants have created an Emergency Response Plan for the campus (both buildings included).*

**(13) Underground Utilities.**

*The project will utilize the existing utility connections at the property. No new*

*underground utilities are proposed as part of the project.*

**(D) District Standards.** (4) Rural Residential (RR) District(s). Development within the RR District(s) shall meet the following standards:

- a. Site design shall be configured to reinforce the district's rural character and historic working landscape, characterized by wooded hillsides and knolls, open fields, and a visual and functional relationship of structures to the surrounding landscape.
- b. Buildings shall be designed in a manner that is compatible with architectural styles within the district with regard to building scale, size, massing and materials.
- c. Buildings shall be sited in a manner that avoids placement on primary agricultural soils or other open farmland, and shall be blended into the site by appropriate landscaping and/or the use of topographic features, or may be required to be screened from view.
- d. Parking for non-residential uses shall be screened from public view and shall not be located within 75 feet of a property boundary.

*The Project will re-use existing structures. The existing structures and proposed parking areas are shielded from view from surrounding properties and public roads by topography and existing, natural vegetation. The proposed parking is also located more than 75 feet from all property boundaries.*

**Section 5.04 Conditional Use Review (D) General Standards.** Conditional use approval shall be granted by the Development Review Board upon finding that the proposed development will not result in an undue adverse effect on the following:

**(1) The capacity of existing or planned community services or facilities.**

*The Project will not adversely affect existing or planned community services or facilities. The Project will be complementary to existing public school offers by offering programs that public institutions schools do not offer (in regards specifically to methodologies: Montessori and*

*Language Immersion, and program offerings). IMS will offer a full-day Montessori elementary program with the option of foreign language immersion for students in grades K-6. Additionally, the farming possibilities of the property will allow students to engage with nature in a way that promotes sustainability and aligns with the rural character of the town. These are programs that public schools do not currently offer. (Marion Cross offers neither Montessori education nor language immersion experiences). In addition, IMS will offer an after-school program that will be complementary to the current public educational offerings of the town. Finally, a summer camp will provide additional enrichment opportunities for Upper Valley families.*

**(2) The character of the area affected.**

*The property is located in the Rural Residential District. The purpose of the Rural Residential District is as follows:*

*The purpose of the Rural Residential District is to allow low density development in a rural setting, while protecting the natural resources and limiting development in those areas of town accessed by unimproved or substandard roads. The Rural Residential District is intended principally for agriculture, forestry, residential dwellings and associated home-based uses. Residential development is encouraged in appropriate locations in a manner that preserves open space and protects natural resources. Only limited commercial uses are allowed, and then only in a manner that avoids unreasonable burdens on town roads and services or other adverse impacts on the rural, residential character of the district.*

*The project will not have any undue adverse impact on the character of the area as defined by the purpose of the Rural Residential District. The property is approximately 17 acres, and is screened on all sides by existing natural vegetation. The main uses are located in the center of the property, which will help minimize any impact on neighboring properties.*

**(3) Traffic on roads and highways in the vicinity.**

*The Board shall consider the projected impact of traffic resulting from the proposed development on the capacity, safety, efficiency, and use of affected public roads, bridges,*

*and intersections. The Board will rely on accepted transportation standards in evaluating traffic impacts, and shall not approve a project that would result in the creation of unsafe conditions for pedestrians, bicyclists, or motorists, or unacceptable levels of service for roads, highways, and intersections, unless such conditions or levels of service can be mitigated by the applicant through physical improvements to the road network and/or traffic management strategies, or improvements in public transportation.*

*The primary access for the Project will be on Rte 5. Given that (1) the Rte 5 access to the property is an already-approved driveway, and (2) IMS' transportation plan represents a decrease of traffic volume based on the potential use of the property as a residential rental facility, the new proposed use should not be conceived as a substantial alteration of current uses. Therefore, the same criteria used to originally approve the Rte. 5 driveway should be grandfathered to its new proposed use.*

*Additionally, staff will have designated parking spaces that will not interfere with the normal operation during pick-up/drop-off nor with the access of emergency vehicles.*

**(4) Ordinances, Bylaws and Regulations in effect.**

*The Board shall consider whether the proposed development complies with all ordinances, bylaws, and regulations in effect at the time of application, including other applicable provisions of this bylaw, other municipal permit and/or approval conditions (e.g., subdivision, highway access). Conditions may be imposed or incorporated as appropriate to ensure compliance with other municipal regulations, bylaws and ordinances in effect. The Project has been reviewed by the Fire Marshal. Immersion Montessori School is also in the process of renewing the state recognition as an independent school through the approval of its curriculum.*

**(5) The utilization of renewable energy resources.**

*The project will not interfere with the utilization of renewable energy resources.*

The applicants look forward to presenting the Project and answering any questions for the Development Review Board at its next public hearing. Please contact me if you need additional information.

Thank you.

Yours truly,

Juan Garceran

Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N. Norwich, Vermont

**FROM:** Juan F Garceran  
Tiny Seeds Village Director  
Immersion Montessori School Director

**TO:** The Norwich Development Review Board

**DATE:** 1/12/2022

**SUBJECT:** Project Proposal & Overview

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### Use of the Property

The goal of Tiny Seeds Village is to use the property located at 251 US Route 5 N in Norwich (VT) as a Public Facility (independent school with a curriculum approved by the Vermont Agency of Education), which would be the home of Immersion Montessori School's elementary program (K-6) with **a total of 23 students and 3 staff members**. The descriptions and uses of indoor and outdoor spaces are outlined below.

The **indoor space** of the property will be divided into two units with the following description and uses:

- **Unit 1:**
  - **Location:** Top floor of the main building
  - **Use:** Special instruction classrooms, office space, and conference room.
  - **Used by:** Immersion Montessori School
  - **Hours of Operation:** 8:00 am - 5:30 pm Monday through Friday
  - **Parking Location:** School shuttle/bus and staff vehicles only - 4 parking spaces required (see site plan).



Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N. Norwich, Vermont.

- **Unit 2:**
  - Location: Detached pool house
  - Use: Two main classrooms
  - Used by: Immersion Montessori School
  - Hours of Operation: 8:00 am - 5:30 pm
  - Parking Location: (see Unit 1 parking)

The **outdoor space** of the property consists of the following areas and have corresponding intended uses as outlined below:

- **Four Barns:**
  - To be used as an educational small farm and part of the nature curriculum: Greenhouse, chickens, goats, and other small farm animals.
- **Crops:**
  - To be used for agricultural lessons and the self-sustainability of the school.
- **Pool:**
  - To be used by the school during Summer camps always adhering to all the security guidelines required by the State.
- **Tennis Court:**
  - To be used as a play area and sport lessons.
- **Front Yard and Other Open Spaces:**
  - Wooden playground.
  - Two fenced-in areas will be used as the main outdoor play areas.

Tiny Seeds Village / Immersion Montessori School  
251 US Route 5 N, Norwich, Vermont

**Changes to the Property**

The following changes have already been made and approved by the State Fire Marshal:

● **Unit 1:**

- Cover both fireplaces with a wood frame.
- Add doors to all openings to the kitchen.
- Add doors with fire barriers in two places to divide Unit 1 from the basement of the building.
- Install the fire alarm system required for all public buildings.

● **Unit 2:**

- Install the fire alarm system required for all public buildings.

The following changes have been made to the outdoor space of the property:

● **Four Barns and two wooden fences:**

- A wire fence has been installed around the barns to house the chickens and goats.

● **Pool and Tennis Court:**

- Tennis court cracks will be filled regularly as needed.
- A 4-ft fence has been installed around the pool.

● **Open space:**

- A wooden playground was built consisting of wooden boards and fallen trees from the property.
- Different sections of 4-feet wood fence have been installed in order to: (1) create independent play areas, (2) and protect all students from changes in ground level.





REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

EXISTING CONDITIONS PLAN FOR  
TINY SEEDS VILLAGE  
251 ROUTE 5, NORWICH, VERMONT

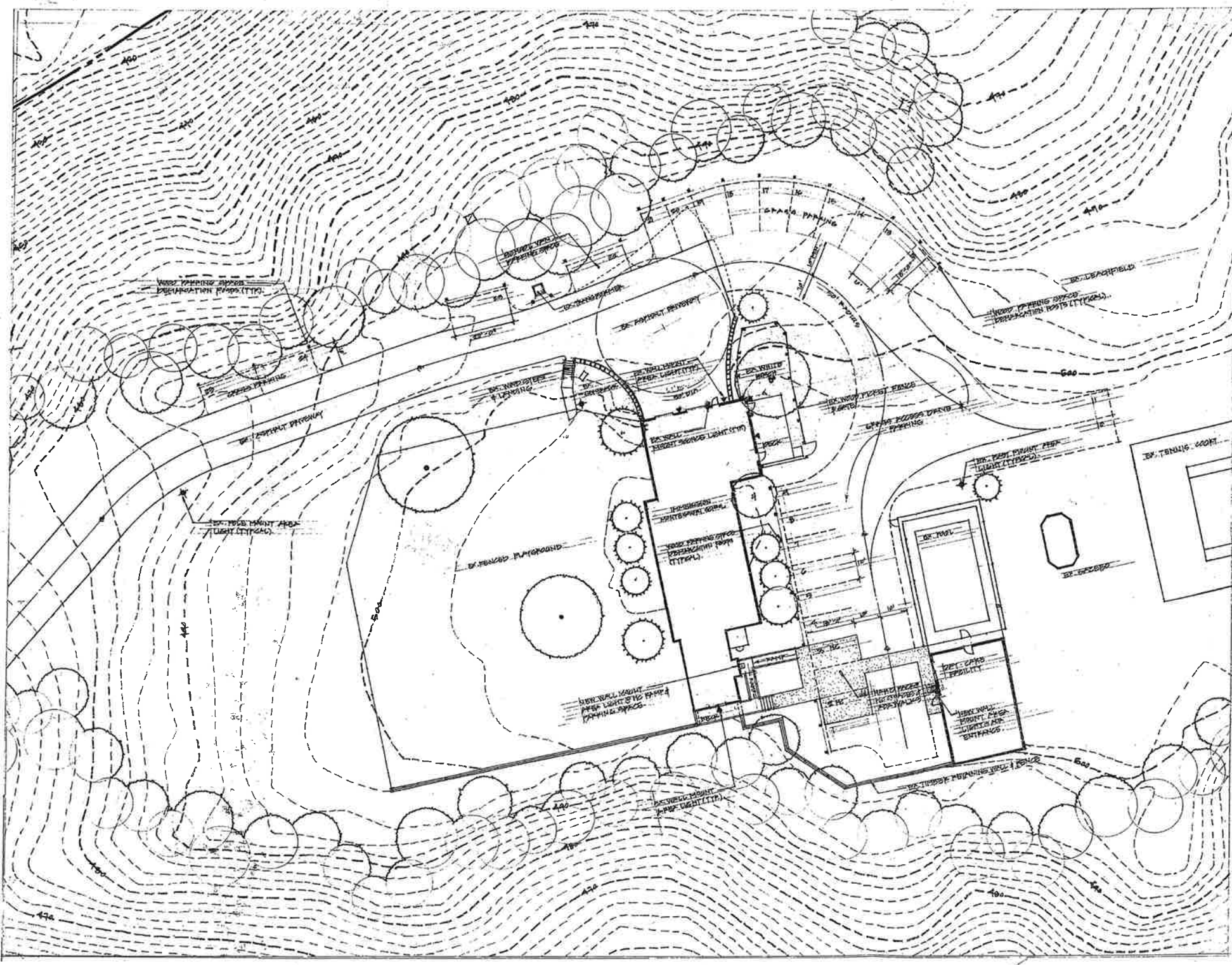
PATHWAYS CONSULTING, LLC  
240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03766  
(603) 448-2200

SCALE: AS SHOWN
DESIGNED BY: JNS
DRAWN BY: JNS
CHECKED BY: JNS
DATE: 10/25/2010
PROJ. NO. 11700-01



GENERAL SURVEY NOTES:

1. HORIZONTAL DATUM: VT STATE PLANE GRID NAD83 (SURVEY FEET) FROM VCGI GIS DATA.
2. VERTICAL DATUM: NORTH AMERICAN VERTICAL DATUM 1988 (NAVD83) FROM VCGI GIS DATA.
3. PATHWAYS CONSULTING, LLC ASSEMBLED THIS PLAN USING DATA FROM VCGI, VCGI AERIAL IMAGERY IS FROM 2016. CONTOUR DATA WAS GENERATED FROM 2016 VCGI LIDAR DATA. VCGI PARCEL DATA FROM 2016.

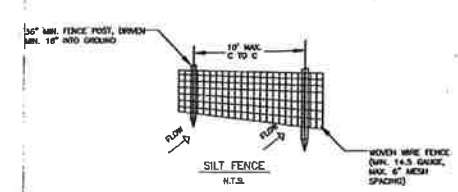


EROSION CONTROL SPECIFICATIONS

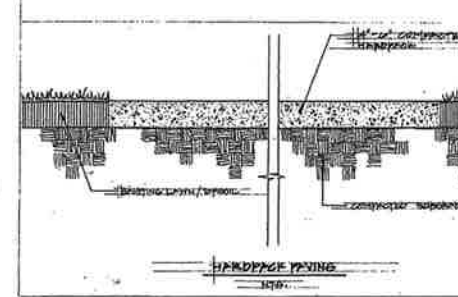
1. SOIL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN ACCORDANCE WITH THE LOW RISK SITE HANDBOOK FOR EROSION PREVENTION AND SEDIMENT CONTROL AND THE VERTICAL STANDARDS AND SPECIFICATIONS FOR EROSION PREVENTION AND SEDIMENT CONTROL.
2. RECOGNIZING THAT IMMEDIATE ATTENTION TO EROSION CONTROL PRACTICES DRAMATICALLY IMPROVES SOIL AND MOISTURE CONSERVATION AND REDUCES NEGATIVE IMPACTS ON WATER QUALITY, THE CONTRACTOR SHALL GIVE HIGH PRIORITY TO THE DAILY AND TIMELY INSTALLATION OF BOTH TEMPORARY AND PERMANENT EROSION AND SEDIMENT CONTROL MEASURES. MAXIMIZE INSTALLATION OF PRACTICES USUALLY REDUCES LONG TERM COSTS TO THE CONTRACTOR AND PROVIDES BENEFITS TO THE DEVELOPER AND THE PUBLIC GOOD.
3. EROSION CONTROL PRACTICES ARE SHOWN ON THE PLANS WITH RESPECT TO LOCATION AS DETERMINED FROM EXISTING TOPOGRAPHY. CHANGES MAY BE INDICATED IN THE FIELD TO IMPROVE EROSION AND SEDIMENT CONTROL.
4. CONSTRUCTION SHALL PROCEED UNIT BY UNIT TO FACILITATE INSTALLATION OF EROSION CONTROL MEASURES AND THE COMPLETION OF GRADING, SIZING, AND LANDSCAPING AS SOON AS POSSIBLE WITHIN A UNIT. THIS PROCEDURE SHOULD RESULT IN THE EXPOSURE OF THE SMALLEST PRACTICAL LAND AREA AT ANY ONE TIME.
5. AREAS ADJACENT TO STREAMS CALL FOR PARTICULAR ATTENTION WITH REGARD TO SILT INTERDICTION. INSTALL SILT FENCES AS SHOWN ON PLAN AND IN DETAIL BEFORE EARTHWORK COMMENCES. ADDITIONAL FENCING MAY BE REQUIRED AS WORK CONTINUES.
6. INSTALL STONE CHECKS AS SHOWN. INSPECT AND MAINTAIN ON A DAILY BASIS. CLEAN ACCUMULATED SEDIMENT AS NECESSARY. LEAVE IN PLACE UNTIL ALL SLOPES HAVE A HEALTHY STAND OF GRASS.
7. CLIMB AND FILL SLOPES WITH CALL FOR INTERIM EROSION CONTROL MEASURES.
8. ALL DISTURBED AREAS SHALL HAVE TOPSOIL SPREAD (4" MINIMUM) AND BE LIMED, FERTILIZED, TILLED, SEEDING AND MULCHED. ALL SLOPES 3:1 (1 HORIZ ON 3 VERT) AND STEEPER SHALL HAVE MULCH HELD IN PLACE WITH BIODEGRADABLE (NOT PHOTO-Biodegradable) JUTE NETTING STAPLED AND STAKED. EACH AREA SHALL BE FERTILIZED, PREPARED, SEEDING AND MULCHED WITH ANCHORED NETTING IF REQUIRED. WITHIN 72 HOURS OF FINAL GRADING, MULCH PERMANENT SEEDING CANNOT BE INSTALLED BY SEPTEMBER 15. TEMPORARY SEEDING AND MULCHING OF ALL DISTURBED AREAS SHALL BE INSTALLED IMMEDIATELY AND MAINTAINED IN THAT CONDITION UNTIL PERMANENT PRACTICES CAN BE INSTALLED IN THE FOLLOWING PLANTING SEASON.
9. TEMPORARY SEEDING AND MULCHING OF ALL DISTURBED AREAS SHALL BE INSTALLED IMMEDIATELY AND MAINTAINED IN THAT CONDITION UNTIL PERMANENT PRACTICES CAN BE INSTALLED. IN THE FOLLOWING PLANTING SEASON, TEMPORARY STABILIZATION OF DISTURBED AREAS: SEED BED PREPARATION: TILL THREE INCHES DEEP WITHIN IN FERTILIZER. APPLY LIME 2 TONS/ACRE (100#/1,000 SQ. FT.) FERTILIZER: UNIFORMITY APPLY NOT LESS THAN 300#/ACRE (75#/1,000 SQ. FT.) SEED: 10-20-20 OR EQUIVALENT. SEEDING: SELECT APPROPRIATE SEEDING MIXTURE FROM TABLE 1 BELOW. SPREAD SEED UNIFORMITY. FIRM SOIL BY ROLLING OR PACKING. IF NOT FIRMABLE, TIGHT RAKE LIGHTLY TO COVER SEEDS. MULCHING: MULCH ALL DISTURBED AREAS WITH 1-1/2 TO 2 TONS OF HAY OR STRAW PER ACRE (20-40#/1,000 SQ. FT.) ANCHOR ON ALL SLOPES 3:1 OR STEEPER AND FLATTER SLOPES SUBJECT TO WASH OR WIND BLUEN. JUTE OR OTHER BIODEGRADABLE (NOT PHOTO-Biodegradable) NETTING, STAKING AND STAPLING MAY BE REQUIRED.
10. PERMANENT STABILIZATION OF DISTURBED AREAS: SEED BED PREPARATION: TOPSOIL (DANBY LOCAL LOAM OR SILT LOAM) FIRMABLE, FREE OF TREE ROOTS, WEEDS, STONES MORE THAN 1-1/2 INCHES IN DIAMETER OR LENGTH SHALL BE PLACED OVER ALL DISTURBED AREAS IN A 6" (MINIMUM) THICK LAYER. TOPSOIL SHALL BE FREE OF HERBICIDES AND TOXIC MATERIALS. TILL THREE INCHES DEEP WITHIN IN THE FERTILIZER AND LIME. APPLY LIME 2 TONS/ACRE (100#/1,000 SQ. FT.) FERTILIZER: UNIFORMITY APPLY NOT LESS THAN 300#/ACRE (75#/1,000 SQ. FT.) SEED: 10-20-20 OR EQUIVALENT. SEEDING: SELECT APPROPRIATE SEEDING MIXTURE FROM TABLE 2 BELOW. SPREAD SEED UNIFORMITY FIRM SOIL BY ROLLING OR PACKING. IF NOT FIRMABLE, TIGHT RAKE LIGHTLY TO COVER SEEDS. MULCHING: MULCH ALL DISTURBED AREAS WITH 1-1/2 TO 2 TONS OF HAY OR STRAW PER ACRE (20-40#/1,000 SQ. FT.) ANCHOR ON ALL SLOPES 3:1 OR STEEPER AND ON FLATTER SLOPES SUBJECT TO WASH (WATERSHEDS AND/OR WINDSWEPT) USING JUTE OR OTHER BIODEGRADABLE (NOT PHOTO-Biodegradable) NETTING, STAKING AND STAPLING.
11. TEMPORARY EROSION CONTROL MEASURES SHALL NOT BE REMOVED UNTIL ALL DISTURBED AREAS HAVE BEEN STABILIZED.
12. MAINTENANCE: DURING THE CONSTRUCTION PERIOD AND UNTIL SUCH TIME AS THE LONG TERM VEGETATION IS ESTABLISHED:
- A. DISTURBED AREAS SHALL BE FERTILIZED AND RESEEDED.
  - B. STONE CHECKS, SILT FENCE AND SLOPED HAY CHECKS: SHALL BE CHECKED AND CLEANED AS NECESSARY.
  - C. STONE CHECKS AND SLOPED HAY CHECKS: SHALL BE CHECKED FREQUENTLY AND CLEANED AS REQUIRED.
  - D. THE SALT FENCES AND HAY SALT CHECKS SHALL BE CHECKED ON A REGULAR BASIS AND REPAIRED AS NECESSARY TO CORRECT ANY DAMAGE, DISTURBANCE AND SHORT CIRCUITING.
13. REFER TO "STANDARD AND UTILITY PLANS" PRIOR TO ANY SITE DISTURBANCE. CONTACT ENGINEER FOR COPIES OF PLANS.
14. INSPECTIONS: THE OWNER SHALL BE CONDUCTED ON A REGULAR BASIS TO INSPECT ALL EROSION CONTROL PRACTICES AS WELL AS THE MAINTENANCE OF THE EROSION CONTROL COMPONENTS. INSPECTIONS SHALL OCCUR AT LEAST ONCE EVERY SEVEN DAYS AND AFTER A PRECIPITATION EVENT THAT CAUSED RUNOFF TO LEAVE THE SITE. EROSION CONTROL PRACTICES SHALL BE IN STRICT ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS.
15. ALL DISTURBED AREAS SHALL BE STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM.
16. THE MAXIMUM AMOUNT OF AREA TO BE DISTURBED AND UNSTABILIZED SHALL BE 1 ACRE AT ANY TIME.
17. THE MAXIMUM AMOUNT OF TIME ANY AREA MAY BE DISTURBED WITHOUT TEMPORARY OR FINAL STABILIZATION SHALL BE 7 CONSECUTIVE DAYS.
18. FOR PROJECTS IN THE TOWN OF HARTFORD, IF EROSION CONTROL FABRIC IS USED, IT SHALL BE BIODEGRADABLE, BUT NOT PHOTO-Biodegradable.

TABLE 1  
PLANT SELECTION AND SEEDING NOTES

SPECIES	PER ACRE	PER 1000 SQ. FT.
WINTER RYE SEEDING	2 BU OR 112 LBS.	2.5 LBS.
WINTER RYE SEEDING	2 1/2 BU OR 80 LBS.	2 LBS.
ANNUAL RYE	40 LBS.	1 LB.



- CONSTRUCTION NOTES FOR FABRICATED SILT FENCE
- (1) WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POST WITH WIRE TIES OR STAPLES.
  - (2) FILTER CLOTH TO BE FASTENED SECURELY TO WOVEN WIRE FENCE WITH TIES SPACED EVERY 12" AT TOP AND BOTTOM AND BOTTOM.
  - (3) WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER, THEY SHALL BE OVERLAPPED BY 6 INCHES, FOLDED AND STAPLED.
  - (4) MAINTENANCE SHALL BE PERFORMED AS NEEDED AND MATERIAL REMOVED WHEN NEEDED DEVELOP IN THE SILT FENCE.

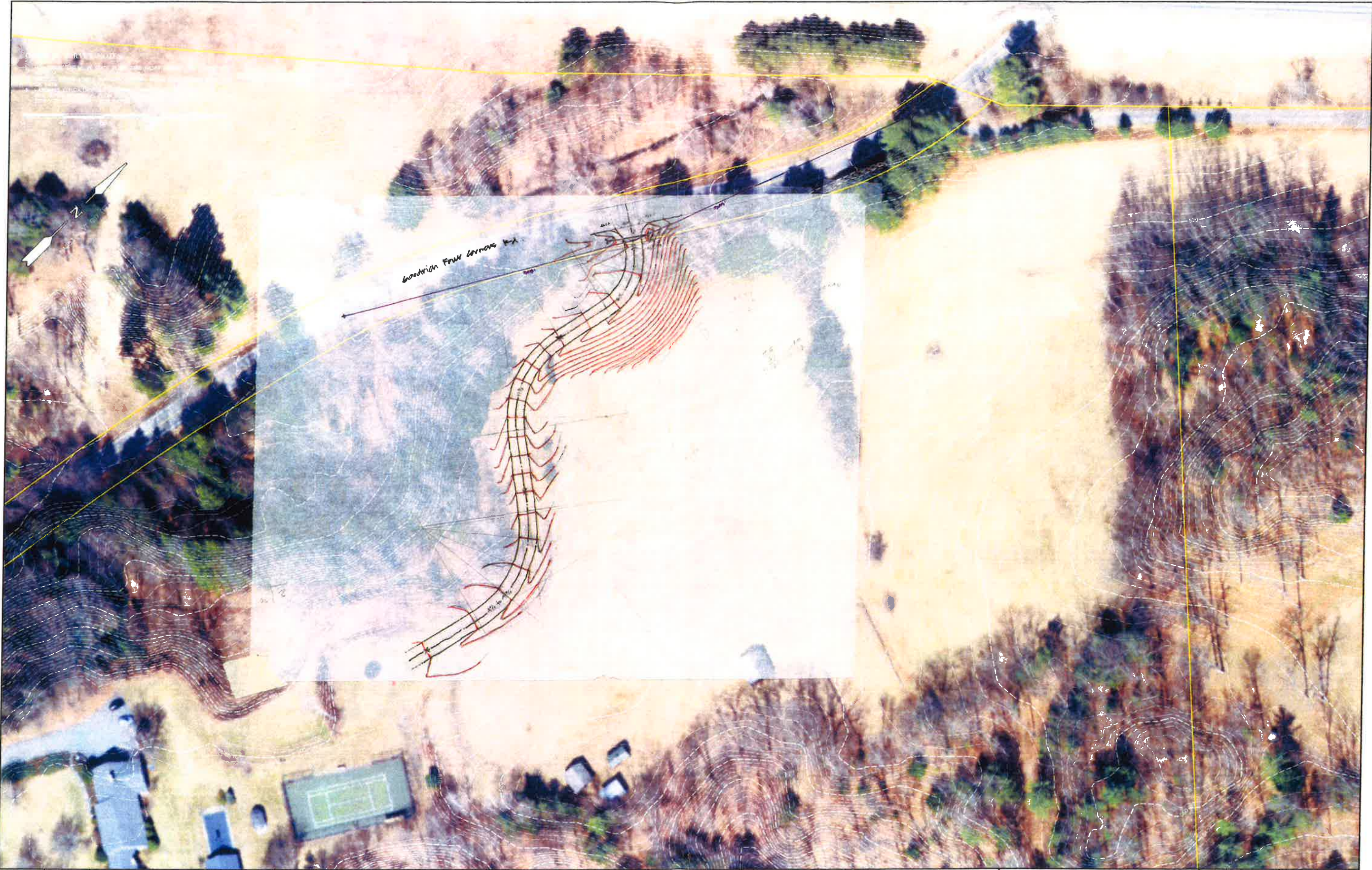


REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

SITE PLAN FOR  
**TINY SEEDS VILLAGE**  
251 ROUTE 5, NORWICH, VERMONT

SCALE: AS SHOWN  
DESIGNED BY: JMS  
DRAWN BY: JMS  
CHECKED BY: JMS  
DATE: 10/20/2020  
PROJ. NO. 11700-01





REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

EXISTING CONDITIONS PLAN FOR  
TINY SEEDS VILLAGE  
251 ROUTE 5, NORWICH, VERMONT

PATHWAYS CONSULTING, LLC  
240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03766  
(603) 448-2200

SCALE: AS SHOWN
DESIGNED BY:
DRAWN BY:
CHECKED BY:
DATE:
PROJ. NO. 11700-01



Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

**FROM:** Juan F Garceran  
Tiny Seeds Village Director  
Immersion Montessori School Director

**TO:** The Norwich Development Review Board

**DATE:** 1/12/2022

**SUBJECT:** Snow Management Plan for 251 US Route 5 N, Norwich VT

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**Snow Management Plan**

Tiny Seeds Village (TSV) has developed this plan for snow management to accordingly plan for winter operations protocols for snow and ice control for the different facilities within its campus.

**Management**

- The Tiny Seeds Village (TSV) Property Manager (PM) is responsible for overall facility operational decisions. Following the recommendations of public officials, the national weather bureau forecasts, and an analysis of existing conditions of the campus, the PM is responsible for informing Immersion Montessori School (IMS) about closures and reopening of facility operations during adverse storm conditions.
- The PM is responsible for supervising the implementation of snow and ice removal procedures as well as contracting these services with local contractors.
- The Directors of IMS will provide support to the PM in the implementation of this plan.

**Contact Information**

- The PM may be contacted at 646-416-2186.

## **Tiny Seeds Village / Immersion Montessori School**

**251 US Route 5 N, Norwich, Vermont**

- Local contractor: J & S Yard Services, Inc. [802-649-5185]
- IMS Director: Juan F Garceran [201-321-8764]
- IMS Director of Operations: Brandee Platt [802-359-3566]

### **Operation Protocols**

- Snow Removal, Sanding, and Snow Storage: TSV has contracted J & S Yard Services for snow removal and sanding of all campus parking. The new Site Plan and the following recommendations from the engineer will be provided:
  - Route 5 Entrance: Snow will be pushed up the hill away from the entrance.
  - Rest of the site: The only place where snow won't be stored is on top of the existing on-site wastewater disposal system (referred to on plan sheet 2 as "Ex. Leachfield"). Snow will be stored in a way that doesn't compromise either parking availability or emergency vehicle access.
  - Sand will be used where needed in parking areas during winter conditions.
- Pedestrian Access to the Buildings: Snow and ice removal occurs at all buildings, sidewalks, and entranceways. This includes emergency exits, loading space, and other critical campus areas. Rooftops are cleared of snow and any accumulated icicles when determined necessary by the PM. The Directors of IMS, with the support of the PM, will implement the appropriate protocols for snow removal in all these spaces. Workers performing shoveling and hand deicing activities are trained on the proper and safe use of this equipment. Workers are trained to remove snow and ice from steps, stairs and ramps, and on the proper amount of de-icing materials to be used.
- All employees are trained to report black ice/refreezing or other unsafe conditions to the Directors or PM as soon as possible for necessary response.

## **Tiny Seeds Village / Immersion Montessori School**

**251 US Route 5 N, Norwich, Vermont**

- Before, during and after a storm, the PM will regularly supervise the condition of all the facilities on-site, taking any necessary measures to guarantee the safety of employees, students and other guests. In addition, the PM will make sure that supplies are replenished as necessary.
- The priority areas are as follows, in order of priority (snow removal area priorities may be adjusted by PM, depending on weather conditions, time of day, day of the week, and scheduled events):
  - Fire exits of all buildings, handicap ramps, curb cuts, and entrances.
  - Spaces assigned for emergency vehicles parking.
  - Pathways and steps.
  - Drop-off and pick-up area.
  - Parking lots.

### **Equipment**

Snow removal and sanding equipment provided by J & S Yard Services.

An inventory of on-site equipment is maintained at each building area as appropriate for the building area use. Inventory is replenished by November 15th of each year, including:

- Gloves, ice scrapers, shovels, brooms.
- Ice melt blend.
- Snow fencing and landscape fencing.
- Snow markers (fire hydrants, sidewalks, abutments, driveways).
- Ladders and poles for the removal of icicles, which present a danger to pedestrians.
- Ice melt blend, salt and other products are stored on-site in such a way that the materials are not exposed to the elements. Covered salt storage bins will be constructed on site to store salt.



251 US Route 5 N, Norwich, Vermont

Architectural site plan of a residential property, likely a golf course clubhouse or clubhouse area. The plan shows a large central building with multiple wings and rooms, surrounded by landscaped grounds with numerous trees and shrubs. Key features include a large circular area labeled "CLUBHOUSE PLAZA", a "CLUBHOUSE" building, and a "CLUBHOUSE" building. The plan also shows a "CLUBHOUSE" building, a "CLUBHOUSE" building, and a "CLUBHOUSE" building. The plan is oriented with North at the top, indicated by a compass rose. The drawing is a black and white line drawing with various annotations and dimensions.

**There is no parking on either weekdays, weekends or holidays in parking lots between the hours 7:00 pm to 6:00 am from November 1st to April 1st. Any and all violators will be ticketed and possibly towed at the vehicle owner's expense.**

**By no later than November 15th of each year:**

- Snow markers are placed at each hydrant, drain opening, valve, or other necessary installations that could become buried with snow.

## Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

- The PM determines the need for snow and landscape fences, and provides for installation.
- Shoveling steps and areas inaccessible to equipment is accomplished by hand labor. Particular attention is paid to clearing handicap access areas.
- The PM will review with the selected company the contract for snow removal and sanding at the beginning of each season.

### **Postseason Shutdown**

- As soon as practical after April 15th, but usually no later than May 15th, snow stakes, safety cones or other devices used during the winter season are removed.
- Deicing materials are inventoried and stored in a designated secure location. Bulk and bagged salt are stored neatly and in such a way so as to maintain the integrity of the product and protect the environment.
- The PM secures and stores snow and ice removal equipment upon completion of repairs in a manner that protects the equipment from damage.

### **Ice Control**

- At critical areas, such as handicap access ramps and entrances, deicer is applied at the beginning of the storm.
- During and after snow removal operations, all practical measures are taken to provide free drainage for melting snow so that cleared surfaces do not become covered with

## **Tiny Seeds Village / Immersion Montessori School**

**251 US Route 5 N, Norwich, Vermont**

**water. This requires inspection each day that significant amounts of snow remain on the ground.**

- Icicles are removed from above doors, porches, and pedestrian walkways by roofers, exercising extreme caution at all times to protect pedestrians.**
- Frequent inspections during and after storms are made by the PM and the Site Directors, and hazardous conditions are eliminated upon discovery or as promptly thereafter as possible.**

## Timber Valley / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

**FROM:** Brandee Platt  
Immersion Montessori School Director of Operations

**TO:** The Norwich Development Review Board

**DATE:** 1/12/2022

**SUBJECT:** IMS Emergency Response Plan

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**IMS Emergency Response Plan**

School Name: Immersion Montessori School

School Address: 251 US Route 5 N, Norwich VT 05055

Reviewed/Updated: 1/12/2022

*Please note: This plan must be reviewed and updated at least once every 365 days. All staff must be aware of the location of this plan. All parents must be aware of this plan, particularly where children would be taken if evacuated from the childcare facility.*

**EMERGENCY CONTACTS**

Contact	Phone
Police, Fire, Rescue	911
Poison Control	1-800-222-1222
Child Development Division	1-800-649-2642

**COMMUNICATION RESOURCES**

	Name	Phone	Email
Local Police	Chief Simon Keeling	802-649-1460 Dispatch: 802-295-9425	Simon.Keeling@vermont.gov
Local Fire	Chief Alex Northern	802-649-1133	ANorthern@norwich.vt.us
Local Rescue			
Local Emergency Management Director	Rod Francis	802-649-1419	manager@norwich.vt.us

# Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

Hospital	Dartmouth-Hitchcock	603-650-5000	
Electric Company	Green Mountain Power	(888) 835-4672	
Gas Company	Eastern Propane	(800) 897-7211	
Water Company	Department of Public Works	(802) 649-2209	
Waste Disposal	More Waste Solutions	(603) 443-6354	
Insurance Provider	Next Insurance	(855) 222-5919	
Vermont Agency of Education	Pat Pallas Gray	(802) 828-3991	

## ROLES AND RESPONSIBILITIES

*Please use the area below to identify staff responsibilities and chain of command during an emergency. As some staff members may be absent during an emergency, you should identify an individual with primary responsibility as well as a backup individual who will fill that role if the primary individual is absent.*

Role	Responsibilities	Primary Name	Backup Name
Emergency Coordinator	Coordinate and monitor the implementation of emergency protocols in emergency situations   Communication with Fire and Police Chiefs   Implement the evacuation and lockdown drill schedule   Contact the outside first point of contact in the context of an emergency   Account for all staff members in the case of an emergency.	Brandee Platt	Juan Garceran
Emergency Coordinator Assistant / Floor Warden	Spread the message when the Emergency Coordinator declares an emergency and triggers the appropriate response   Assist the emergency coordinator in all her duties.	Gloryann Morales	Ruth Lindsley
Outside Emergency First Point of Contact	Call emergency responders to notify of the emergency.	Laura Golnabi [201-937-7641]	Ana Vivancos [201-952-2652]
Children Management	Implement emergency protocols with children in the case of an emergency   Ensure everyone's participation in monthly drills   Account for all children in the case of an emergency.	Guides	Gloryann Morales

Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

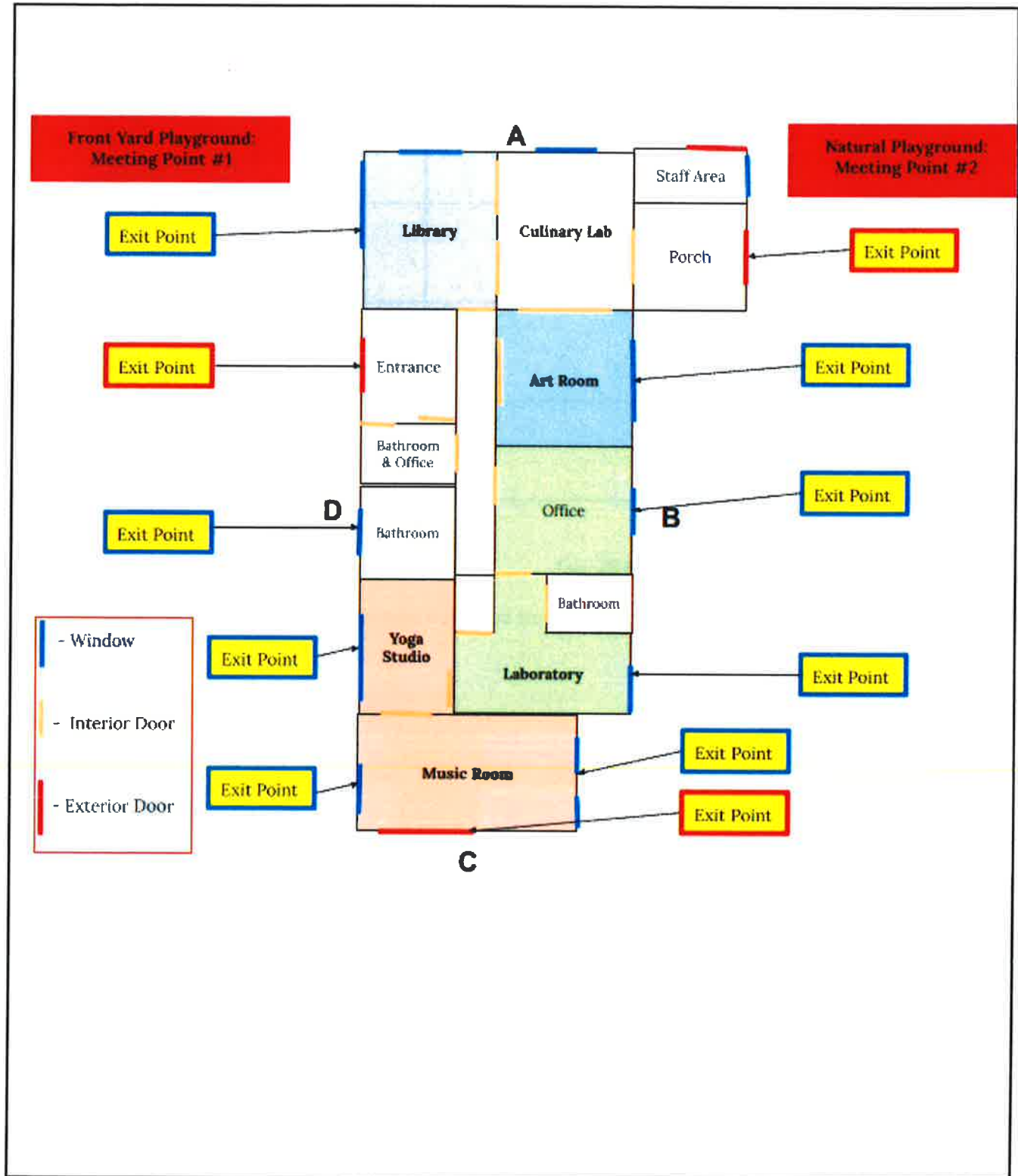
Facility Access Coordinator	Monitor utilities such as water and electric power   Secure gates, buildings, doors and the like during lockdowns.	Ruth Lindsley	Brandee Platt

**EVACUATION (Special Instruction & Offices)**

*Building Evacuation Route Diagram (note: This diagram must be posted on each level of the facility that is used by the students)*

Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N. Norwich, Vermont



Tiny Seeds Village / Immersion Montessori School

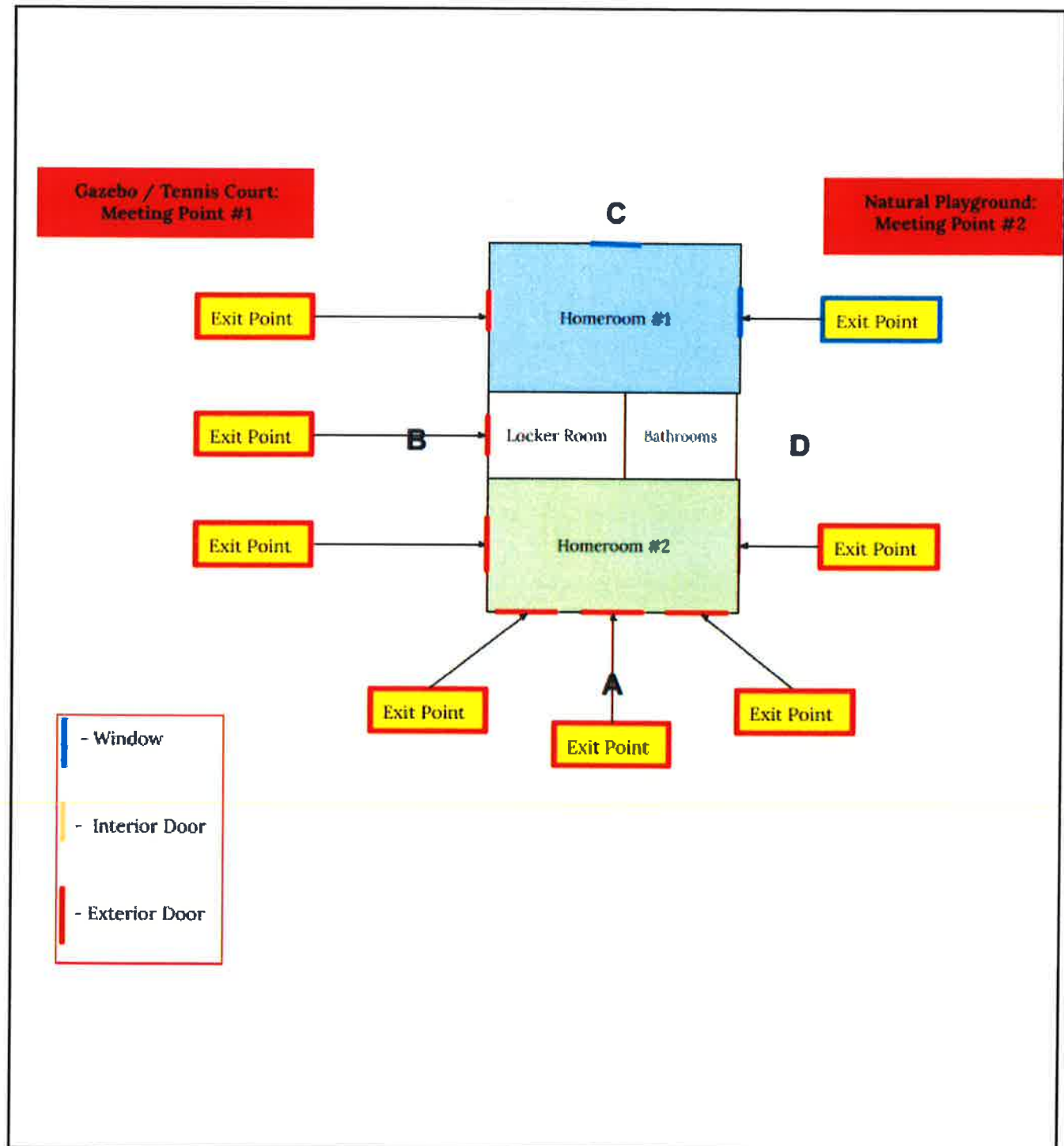
251 US Route 5 N, Norwich, Vermont

## **EVACUATION (Homerooms)**

*Building Evacuation Route Diagram (note: This diagram must be posted on each level of the facility that is used by the students)*



Tiny Seeds Village / Immersion Montessori School  
251 US Route 5 N, Norwich, Vermont



<b>EVACUATION</b> - Lead children to evacuation location, take attendance, notify if missing, extra or injured children.	
Decision to Evacuate:	Emergency Coordinator
Notification to building occupants (staff, children, parents, volunteers) :	The Emergency Coordinator notifies the teachers of the decision to evacuate via 2-way radios.
Notification to parents:	The Emergency Coordinator notifies the "Outside Emergency First Point of Contact" of the emergency. The "Outside Emergency First Point of Contact" sends the emergency email to all parents.
Notification to local authorities:	The Emergency Coordinator notifies the "Outside Emergency First Point of Contact" of the emergency. The "Outside Emergency First Point of Contact" notifies local authorities of the emergency.
Evacuation Site – Neighborhood:	
Evacuation Site – Out-of-Town:	
Transportation to Evacuation Sites:	
System to account for all children and staff:	Guides are responsible for accounting for all children. The Emergency Coordinator is responsible for accounting for all staff. Guides and Head Guide will use our attendance record application (Brightwheel) to ensure that all the children are accounted for. Guides and Head Guide always carry a mobile phone provided by the school that is also to be used in the case of an emergency. In addition, Guides and Head Guides have a walkie-talkie as a backup to contact another staff member in case their phone is not working.
Handling Infants, Toddlers, and Children with Special Needs:	Guides

Tiny Seeds Village Immersion Montessori School

251 US Route 5 N. Norwich, Vermont

<b>SHELTER IN PLACE</b> - Everyone goes inside, and all doors and windows are closed. If you are sheltering in place as a result of a Hazardous Material event, turn off all window fans, air conditioners, exhaust fans, and other sources of outside air.	
<b>Decision to Shelter in Place:</b>	Emergency Coordinator Children Management Leader(s)
<b>Notification to building occupants (staff, children, parents, volunteers) :</b>	The Emergency Coordinator notifies the teachers of the decision to shelter in place via 2-way radios.
<b>Notification to parents:</b>	The Emergency Coordinator notifies the "Outside Emergency First Point of Contact" of the emergency. The "Outside Emergency First Point of Contact" sends the emergency email to all parents.
<b>Notification to local authorities:</b>	The Emergency Coordinator notifies the "Outside Emergency First Point of Contact" of the emergency. The "Outside Emergency First Point of Contact" notifies local authorities of the emergency.
<b>Shelter-in-Place Location:</b>	Basement
<b>System to account for all children and staff:</b>	Guides are responsible for accounting for all children. The Emergency Coordinator is responsible for accounting for all staff. Guides and Head Guide will use our attendance record application (Brightwheel) to ensure that all the children are accounted for. Guides and Head Guide always carry a mobile phone provided by the school that is also to be used in the case of an emergency. In addition, Guides and Head Guides have a walkie-talkie as a backup to contact another staff member in case their phone is not working.
<b>Handling Infants, Toddlers, and Children with Special Needs:</b>	Teachers

Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

<b>LOCKDOWN</b> - Lock interior doors, turn out the lights, move away from sight, do not open the door, maintain silence, and take attendance.	
Decision to Lockdown:	Emergency Coordinator
Notification to building occupants (staff, children, parents, volunteers) :	The Emergency Coordinator notifies the teachers of the decision to lockdown via 2-way radios.
Notification to parents:	The Emergency Coordinator notifies the "Outside Emergency First Point of Contact" of the emergency. The "Outside Emergency First Point of Contact" sends the emergency email to all parents.
Notification to local authorities:	The Emergency Coordinator notifies the "Outside Emergency First Point of Contact" of the emergency. The "Outside Emergency First Point of Contact" notifies local authorities of the emergency.
System to account for all children and staff:	Guides are responsible for accounting for all children. The Emergency Coordinator is responsible for accounting for all staff. Guides and Head Guide will use our attendance record application (Brightwheel) to ensure that all the children are accounted for. Guides and Head Guide always carry a mobile phone provided by the school that is also to be used in the case of an emergency. In addition, Guides and Head Guides have a walkie-talkie as a backup to contact another staff member in case their phone is not working.
Handling Infants, Toddlers, and Children with Special Needs:	Teachers

Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

<b>LOCKOUT</b> - Bring everyone indoors, lock perimeter doors, increase situation awareness, continue business as usual, and take attendance.	
<b>Decision to Lockdown:</b>	Emergency Coordinator
<b>Notification to building occupants (staff, children, parents, volunteers) :</b>	The Emergency Coordinator notifies the teachers of the decision to lockout via 2-way radios.
<b>Notification to parents:</b>	The Emergency Coordinator notifies the "Outside Emergency First Point of Contact" of the emergency. The "Outside Emergency First Point of Contact" sends the emergency email to all parents.
<b>Notification to local authorities:</b>	The Emergency Coordinator notifies the "Outside Emergency First Point of Contact" of the emergency. The "Outside Emergency First Point of Contact" notifies local authorities of the emergency.
<b>System to account for all children and staff:</b>	Guides are responsible for accounting for all children. The Emergency Coordinator is responsible for accounting for all staff. Guides and Head Guide will use our attendance record application (Brightwheel) to ensure that all the children are accounted for. Guides and Head Guide always carry a mobile phone provided by the school that is also to be used in the case of an emergency. In addition, Guides and Head Guides have a walkie-talkie as a backup to contact another staff member in case their phone is not working.
<b>Handling Infants, Toddlers, and Children with Special Needs:</b>	Teachers

Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

**HAZARD SPECIFIC PROCEDURES**

Specific concerns relating to the location of the program, such as proximity to a nuclear reactor, an area prone to flooding or power loss should be addressed here. Please contact your Local Emergency Management Director to notify them of your location and request information about hazards that may impact your facility.

<b>Hazard:</b>	
Procedure:	
<b>Hazard:</b>	
Procedure:	
<b>Hazard:</b>	
Procedure:	
<b>Hazard:</b>	
Procedure:	
<b>Hazard:</b>	
Procedure:	

Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

**TRAINING**

Date FCCP/Licensee attended Emergency Preparedness Training: \_\_\_\_\_

Location of Emergency Preparedness Training: \_\_\_\_\_

**EXERCISES**

	Date	Less than 3 minutes?	Sleeping /resting?	Notes
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Tiny Seeds Village / Immersion Montessori School

251 US Route 5 N, Norwich, Vermont

Month	Egress (Evacuation) Drill	Lockdown Drill
September	1	1
October	1	
November		1
December	1	
January		1
February	1	
March		1
April	1	
May		1
June	1	

### Basic Emergency Supply Kits

There will be one bag per classroom containing all the recommended items for a teacher emergency kit (water, first aid kit, lighting and electrical devices, sanitation and safety supplies, among other things). Two more extra bags will be located at different designated outdoor locations.



#4BC022  
Exhibit A-7



From: Alexander Northern JD, MPA  
Town of Norwich Fire Chief  
Deputy EMD  
Deputy Fire Warden

To: Laura Golnabi  
The Norwich Development Review Board

Re: Confirmation of adequate access for a fire truck responding to the property located  
at [251 Route 5](#) N, Norwich VT

Date: 10/21/20

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To Whom it May Concern:

This writing verifies that at this time, there is adequate access for a fire truck responding to  
the property located at [251 Route 5](#) N, Norwich VT.

Sincerely,

*Alexander Northern*

Town of Norwich Fire Chief

## FIRE PREVENTION INSPECTION RESULTS

Vermont Department of  
Public Safety  
Division of Fire Safety

- Central Office - Ph. (802) 479-7561
- Williston, VT - Ph. (802) 879-2300
- Barre, VT - Ph. (802) 479-4434
- Rutland, VT - Ph. (802) 786-5867
- Springfield, VT - Ph. (802) 885-8883

Site Number: \_\_\_\_\_

Buildings name and address: 251 Rts N

Owner's name and address: \_\_\_\_\_

Occupancy by floor: \_\_\_\_\_ Risk Index: \_\_\_\_\_

No. of occupants: \_\_\_\_\_ 901 \_\_\_\_\_

Violations: All violations corrected

Occupancy granted for 50 for main building

and 25 for pool house

Inspection

Date: \_\_\_\_\_ Type: \_\_\_\_\_

Hazard Index: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Compliance with all regulations must be achieved by: \_\_\_\_\_

Occupancy Granted: Yes ☒ No ☐

Referred to: \_\_\_\_\_

Person accompanying Assistant Fire Marshal: \_\_\_\_\_

James P. Lundy  
Assistant Fire Marshal

cc:

Revised 12/13/05

(b) Impervious surfaces not requiring permit coverage under subsections (a)(1), (2), or (4) of this section shall not be counted towards the total resulting impervious surface for purposes of permitting under this Rule.

#### § 22-106. GENERAL PROHIBITIONS

No permit shall be issued:

(1) When the conditions of the permit do not provide for compliance with the applicable requirements of the CWA and applicable regulations promulgated thereunder, and this Rule;

(2) When the Regional Administrator has objected to the issuance of the permit under 40 C.F.R. § 123.44;

(3) When the imposition of conditions cannot ensure compliance with the applicable water quality requirements of all affected States;

(4) When, in the judgment of the Secretary, anchorage and navigation in or on any waters would be substantially impaired by the discharge;

(5) For the discharge of any radiological, chemical, or biological warfare agent or high-level radioactive waste;

(6) For any discharge inconsistent with a plan or plan amendment approved under section 208(b) of the CWA;

(7) To a new source or a new discharger, if the discharge from its construction or operation will cause or contribute to a violation of water quality standards.

#### § 22-107. APPLICABILITY; PERMIT REQUIRED; DESIGNATION

(a) This Rule applies to stormwater runoff and establishes the permitting requirements for the management and control of stormwater runoff.

(b) A permit is required under this Rule for the following:

(1) To commence the development or redevelopment of one or more acres of impervious surface;

(2) Effective July 1, 2022, to commence the development or redevelopment of one half acre or more acres of impervious surface;

(3) To commence the expansion of existing impervious surface by more than 5,000 square feet, such that the total resulting impervious surface is equal to or greater than one acre;

(4) In accordance with the schedule established under the three-acre general permit issued pursuant to this Rule, a discharge of regulated stormwater runoff from impervious surface of three or more acres, which was never previously permitted or was permitted under an individual permit or general permit that did not incorporate the requirements of the 2002 Stormwater Management Manual or any subsequently adopted Stormwater Management Manual. If any portion of an impervious surface of three or more acres in size was not permitted or was permitted under an individual permit or general permit that did not incorporate the requirements of the 2002 Stormwater Management Manual or any subsequently adopted Stormwater Management Manual, the entire site shall be subject to the requirements of the three-acre general permit;

(5) In accordance with the schedule established under the municipal roads general permit issued pursuant to this Rule, a municipality's discharge of regulated stormwater runoff from a municipal road. For purposes of this subdivision "municipality" means a city, town, or village;

## 2.0 SITE DESIGN AND STORMWATER TREATMENT PRACTICE SIZING CRITERIA

**Introduction.** This section leads designers through a predictable site design process that seeks to minimize impervious surfaces, ensure adequate soil depth and quality post-construction, and treat runoff from impervious surfaces with distributed STPs.

**Pervious surfaces.** For purposes of this Manual, pervious or porous pavement, concrete, pavers, and similar manmade materials are not “impervious surface,” as defined in this Manual, when design specifications demonstrate that the material in question has the capacity to infiltrate the 1-year 24-hour storm event, under a type II distribution. In assessing the infiltrative capacity, the designer shall account for factors related to the specific application, including the effect of base and sub-base materials, slope, and maintenance practices.

### 2.1. Site Planning and Design

#### **Design Guidance: Initial Site Layout**

During initial site layout, the designer should carefully consider the locations of existing drainage features, forest blocks, stream buffers, lake shorelands, wetlands, floodplains, river corridors, recharge areas, habitat, steep slopes, zero-order streams, and other natural areas present on the site. Working to minimize impervious cover and mass grading and the retention of forest cover, natural areas, and undisturbed soils will reduce the generation of stormwater runoff from the site that will ultimately need to be managed and will reduce stream instability. Further, all disturbed areas of the site will be subject to a post-construction soil depth and quality standard (see Section 3.0), whereas undisturbed areas are presumed to comply with the standard without additional requirements.

#### **Design Guidance: Conserving Natural Vegetation and Minimizing Impervious Cover**

In the 2002 Vermont Stormwater Management Manual (VSMM), several of the site-design approaches described below were offered as optional “credits” that could be applied to reduce the required water quality and groundwater recharge volumes. In this manual, site planning and design practices are not credited as explicitly. Rather, the strategies for site planning and design discussed below can result in smaller development footprints that will reduce the need for building and maintaining structural STPs in order to meet the treatment standards in Section 2.2.

##### **Natural Area Conservation**

- Consider conserving trees and other existing vegetation at each site or establishing new natural areas by planting additional vegetation, establishing no-mow zones, clustering tree areas, and promoting the use of native plants.

##### **Natural Drainage, Buffer and Floodplain Protection**

- Where possible, establish and protect a naturally vegetated buffer system along all perennial streams and other water features that encompass critical environmental features such as the 100-year floodplain, steep slopes (in excess of 15%), lake shorelands, and wetlands.
- Preserve or restore riparian stream buffers with native vegetation. Buffers are most effective when maintained in an undisturbed condition, mowing and brush hogging should not take place within a buffer.

- Maximize the protection of natural drainage areas, streams, surface waters, and wetlands.

**Limit Site Clearing/Grading**

- Limit clearing and grading of forests and native vegetation at a site to the minimum area needed to develop, allow access, and provide fire protection.
- Avoid clearing and grading areas susceptible to erosion.
- Manage a fixed portion of any community open space as protected green space in a consolidated manner.
- Protect as much undisturbed open space as possible to maintain pre-development hydrology and allow precipitation to naturally infiltrate into the ground.

**Minimize Impervious Cover**

- Cluster development using conservation design principles, reduce the area of impervious surfaces required and promote the use of shared driveways.
- Reduce standard roadway widths whenever possible. Use curvilinear designs on roads and trails to promote sheet flow of runoff.
- Incorporate vegetated swales for drainage instead of concrete curbs and catch basins.
- Consider options to “go vertical” reducing the area of land required for parking with multi-story parking structures or underground parking.

**Design Guidance: Setbacks for Water Resource Protection and Restoration**

Since the 2002 Vermont Stormwater Management Manual (VSMM) was released there have been substantive statutory revisions and rulemaking requiring the protection of wetlands, lake shorelands, floodplains, and river corridors. Public policy has evolved with the science that explains the environmental and societal importance of the physical, chemical, and biological processes that occur when these landscape features remain intact. The physical incursions that may adversely affect or disrupt these processes include not only hydrologic modification, which STPs are designed to avoid, but the physical encroachments into these features that change natural processes and may lead to undesirable loss of water resource function and value, such as vital wildlife habitat. This is particularly true in higher energy river systems, where stability and equilibrium conditions may not only be disrupted by changes in flow quantity, but by encroachments into the system that cause the displacement of flow and energy attenuation. Failure to avoid these disruptions and displacements may result in altered flow patterns, systemic instability, erosion and loss of habitat.

Wetlands naturally store and filter sediments and nutrients as an ecosystem process, but these functions are reduced when wetland systems are overwhelmed by artificially high water inputs and pollution loads. The loss of wetland acreage for the purpose of stormwater infrastructure may result in a net loss of the water storage and water quality protection functions in the landscape. Additionally, lakeshores are very sensitive areas and some STPs could cause disturbance to and degradation of the lake ecosystem if not installed in the appropriate place on the lakeshore.

The siting of STPs may fall under the local, state, and/or federal jurisdictions. It is the responsibility of the designer to obtain any required land use permits, as this manual will not attempt to comprehensively list, explain, or duplicate their requirements. It is important, however, to recognize that the improper siting of STPs may undo the very water quality gains they were meant to achieve and that the following statutorily-required Vermont Department of Environmental Conservation (DEC or Department) programs have co-evolved with the Stormwater