

NORWICH DEVELOPMENT REVIEW BOARD MINUTES

September 21, 2006
Tracy Hall Meeting Room

Members present: John Lawe, Stanley Teeter, Nancy Dean, Eric Friets

Members not present: Lucy Gibson, Ernie Ciccotelli

Alternates present: Christopher Ashley

Alternates not present: **Clerk:** Phil Dechert

1. The meeting was called to order by John Lawe, Chair at 7:10 PM

2. **Minutes** - 7/20/06 & 8/17/06 - Approved

3. Administrative Issues

§ Future Schedule & Agendas

§ October 5 - No hearings scheduled. Continue discussion on SD regs.

§ October 19 - Simpson Final Plan Review

4. Boundary Line Adjustment Review

Congregational Church and Town of Norwich - Transfer 133 Square Feet from the Town of Norwich (Lot 20-231) to Norwich Congregational Church (Lot 20-230.2) 15 Church Street and 300 Main Street. The purpose of the transfer is to permit the church to construct a new building access meeting the setback requirements.

Ashley recused from the vote due to his position with the church.

Dean moved that the proposed boundary line adjustment meets the criteria of NSR Section 2.1(E) and therefore the Zoning Administrator is authorized to issue a permit. The motion was seconded by Friets and passed 4-0.

5. Administrative Issues (continued)

Notice of Decision policies for subdivisions -

During the discussion of three memos from John Lawe regarding DRB procedures for Subdivision Notices of Decisions (NOD) the following issues were addressed:

§ Waivers should be presented in writing as soon as it is determined that they are necessary.

§ Preliminary Plan Reviews should include specific findings for zoning district, major or minor subdivision, and maximum density. Specific findings for Article 3 criteria may need to be deferred to the next hearing level although the Board will provide guidance regarding additional information needed, concerns of the Board, and proposed conditions.

§ The "Case Manager" system can be dropped due to additional support from the zoning administrator.

§ Easements will be required on the final plats. The specific wording of an easement in a deed will generally not require final approval by the ZA or Board.

§ Every effort will be made to receive reviews from the Fire Department at least seven days before the hearing.

The meeting was adjourned at 9:15 PM

Phil Dechert

APPROVED 10/5/06