

## NORWICH DEVELOPMENT REVIEW BOARD

July 17, 2008

Tracy Hall Meeting Room

**Members present:** John Lawe, Stanley Teeter, Nancy Dean, Ernie Ciccotelli, Folger Tuggle,

**Members not present:** George Loveland, Mindy Penny

**Alternates present:** Arline Rotman, Christopher Ashley

**Alternates not present:** Eric Friets,

**Clerk:** Phil Dechert                      **Others:**

1. The meeting was called to order by the Chair, John Lawe, at 7:05 PM.

2. **Minutes** - June 5, 2008 – Approved with minor changes  
June 19, 2008 Meeting with Planning Commission – Received and accepted as written

### 3. Administrative Issues

- Future Schedule & Agendas -
  - August 7 – Bull Pine – Final Plan Review
  - August 21 – Open
- **Policy on receiving applications and scheduling hearings** – Dechert reported that he is going to require that complete applications be submitted 30 days before a hearing date. The purpose is to allow adequate time for review and comments by staff and to get additional information from the applicant if needed. Application materials will continue to be sent to DRB members and town departments 15 days before the hearing. The 30 day requirement is similar to other towns in the Upper Valley.

### 4. Public Hearing – 7:30 PM

**#31BCU08** –Conditional Use and Site Plan Review Application by Pathways Consulting, LLC, applicant and Green Visions, LLC, landowner of Lot 20-255 at 325 Main Street (Norwich Inn). The project is reconstructing and modifying the existing Annex and Guest House buildings including 11 additional guest rooms and an owner's apartment.

**Members Participating:** Lawe, Dean, Ciccotelli, Tuggle, Ashley, Teeter, Rotman

**Applicants:** Jeff Goodrich – Pathways Consulting, Byron Haynes – Haynes & Garthwaite Architects, Joe & Jill Lavin – Owners, Bill Flynn – Saucier & Flynn

**Interested Persons:** John & Cathy Girard – 16 Jones Circle

Luciana Frigerio – 18 Jones Circle

#### **Document List:**

##### Submitted by Applicant

A-1 Application 31BCU08, dated 6-20-08

A-2 Site Plans prepared by Pathways Consulting, LLC, dated 6-26-08.

A-3 Letter from Pathways Consulting, LLC outlining project, dated 6-26-08.

A-4 Sketch of Viewsheds with Photos submitted by Bill Flynn, dated 7-17-08

A-5 Landscape and Lighting Plan, submitted by Bill Flynn, dated 6-26-08

A-6 Photometric Study submitted by Bill Flynn dated 7-17-08.

Submitted by Zoning Administrator

- Z-1 Memo to DRB from Town Manager, Norwich Police and Norwich Public Works Departments regarding determination that project will not impact public safety or burden Town services, dated 7-2-08.
- Z-2 E-mail from Neil Fulton, Fire Chief, with recommendations from fire department, dated 7-16-08.
- Z-3 Norwich Inn Parking Spaces history submitted by ZA, dated 6-18-08.

Submitted by Interested Party

- IP-1 Letter from Fraser's General Store, d/b/a Dan & Whit's General Store supporting project, dated 7-14-08.

The following documents were distributed and entered:

- Z-1 Memo to DRB from Town Manager, Norwich Police and Norwich Public Works Departments regarding determination that project will not impact public safety or burden Town services, dated 7-2-08.
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Jeff Goodrich reviewed the proposal for reconstructing and modifying the existing Annex and Guest House buildings, additional parking, landscaping, screening, and lighting. The owners would like to start construction this fall. There was a meeting of abutters and other neighbors on June 17 to discuss the project. The response was very positive, but several changes were made in response to comments.

Goodrich displayed a color coded version of Exhibit A-2 Sheet #1.

Stormwater – will use on-site retention systems (LID).

Wastewater – a change in the state regulations will permit using the existing system for the additional rooms and eliminate the need for a replacement area. Some of the additional parking will be sited where the replacement area was located.

Air-conditioning – there will be exterior units located on pads.

On the access driveway to Beaver Meadow Road, the property line appears to be in middle of road. Is there an easement? Jeff will check.

Bill Flynn, a landscape architect from Saucier & Flynn, presented the landscaping and lighting plan using a color version of A-2 Sheet L-1. Elements of the landscaping plan include:

- Specimen plants with seasonal colors
- Shrub mass around septic utilities
- A massing of white firs to hide lights from parking cars along north borders
- Additional firs in southwest corner
- Clear tall trees to allow for more sun along south property line (Girard) where there is an existing fence.

Exhibit A-4 shows various viewsheds with photographs.

Luciana Frigerio, an abutter along the south border, expressed concern with lights from the new parking area. Flynn proposed a line of fir trees along the south edge of the new parking area which would maintain the view of the lawn area over the septic area.

In response to a question from the Board, Byron Haynes, the architect, stated that many site plans had been investigated and that the proposed plan was the most neighbor friendly in that preserves open space. Neighbors are generally looking at open space rather than the back of buildings.

**A second handicap accessible parking space will be added at the Annex.**

John Girard, an abutter along the south boundary, stated that he was happy with the proposed plan as it is. Cathy Girard mentioned that the fence on the border with their property and the Norwich Inn property is on the Girard's side of the boundary line. She stated that the fence does not need to be moved now, but the fence location should be resolved for future owners of properties. The applicants agreed to resolve this issue.

Responding to questions about the lighting, Flynn explained that the light bulb visible in the fixtures was a dummy for aesthetics and that the actual light source was under the cap and it functions as a cut-off fixture. The bulb is 70 watt metal halide.

A photometric study (A-6) was distributed which showed low light levels and no spill over onto neighboring properties. Flynn will provide the CRI for the fixtures.

Haynes reviewed the design of the new buildings. The Guest House (formerly known as the Vestry Apartments) will have four hotel units on the first floor and an owner's apartment and office on the second floor. The Annex (replacing the motel units) will have two floors and an elevator. Access to the rooms will be from the interior.

The air-conditioning compressors for the Guest House will be located east of the building along the boundary with Dan & Whit's and the compressor for the Annex will be located on the north end of the building.

Goodrich explained that the water pressure to the Guest House was inadequate for fire sprinklers due to an undersized water main. A larger main will be installed if they are able to obtain the permits. If not, a storage tank and pump in the basement will be used.

Excess snow will be pushed to the west side of the property on the open area near the septic area.

Conditional Use Criteria 5.03(C) –

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

Goodrich explained that the addition of 11 new rooms will add an average of 18 new trips per day based on 60% occupancy. Due to the tightness of the driveway and parking area, people tend to move slowly. Neither the Police Department nor the Public Works Department expressed any concern with additional traffic on the existing access roads. Board members pointed out that narrow driveway occasionally presented access delays.

(2) Adequacy of circulation, parking and loading facilities

Lawe stated that the existing parking at the Inn is inadequate and if it were built today it would need many more spaces. Goodrich responded that when the Pub is busy there can be a shortage of parking but there is plenty of on-street parking in the area especially in the evening. There followed a general discussion of the parking situation and members of the Board questioned whether the existing conditions should be grandfathered and only the new development should require to meet the parking guidelines or whether changes required a full evaluation of the existing conditions.

It was suggested that the applicants determine whether there could be any off-site parking designated for Inn use and specified times. The Board would also like to know the number of rooms and restaurant seats the Inn is licensed for.

Dean moved to continue the public hearing to August 7, 2008 at 7:30 PM. Ciccotelli seconded the motion and it passed 7-0.

The meeting was adjourned at 9:40 PM and the Board entered Deliberative Session.

Phil Dechert