

## NORWICH DEVELOPMENT REVIEW BOARD

August 7, 2008

Tracy Hall Meeting Room

**Members present:** John Lawe, Stanley Teeter, Nancy Dean, Ernie Ciccotelli, Folger Tuggle, George Loveland, Mindy Penny

**Members not present:**

**Alternates present:** Arline Rotman

**Alternates not present:** Eric Friets, Christopher Ashley

**Clerk:** Phil Dechert                      **Others:** Sarah Nunan

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

2. **Minutes** - July 17, 2008 – Deferred to next meeting

### 3. Administrative Issues

- **Future Schedule & Agendas** -
  - August 21 – Open
  - September 4 – New Hearings?
  - Richards Appeal – The parties may be ready in September or October
- **White Appeal** – A copy of a Summary Judgment from the Environmental Court was distributed to the members. A waiver is required and there may need to be a court hearing on the merits.
- **Subdivision Revisions** - Revised draft of Subdivision Revisions will be emailed to members
- **Policy on members reviewing tapes of missed session.** It was agreed that the best practice is for a member to listen to the tapes before a hearing session when they have missed an earlier session of the hearing. It may be permissible for the member to listen to the tapes after the second hearing but before deliberations if there are no objections from the parties.

### 4. Public Hearing – 7:30 PM

**#12BSUB08** – Final Plan Review for a Minor Subdivision Application by Bull Pine Realty, LLC, applicant and landowner, to divide Lot #05-003.2 at 155 Barbara Lee Lane (f/k/a 844 New Boston Road) into three lots of approximately 13.90, 9.56 and 33.68 acres.

**Members Participating:** Lawe, Dean, Ciccotelli, Tuggle, Teeter, Penny, Loveland, Rotman (Alternate)

**Applicants:** Josh Durst – Bull Pine Realty, LLC

**Interested Persons:** John Kopper, 866 New Boston Road

#### **Document List:**

##### Submitted by Applicant

- A-1 Application 12BSUB08, dated 3-25-08
- A-2 Subdivision Plan prepared by Pathways Consulting, dated 2-19-08.
- A-3 Subdivision Plan prepared by Pathways Consulting, dated 7-17-08.
- A-4 Resource Plan prepared by Pathways Consulting, dated 7-17-08.
- A-5 Conceptual Driveway Improvement Plan by Pathways Consulting, dated 7-17-08.

- A-6 Development Envelope for Lot One by Pathways Consulting, dated 7-17-08
- A-7 Development Envelope for Lot Two by Pathways Consulting, dated 7-17-08
- A-8 Development Envelope for Lot Three by Pathways Consulting, dated 7-17-08
- A-9 Revised Preliminary Subdivision Review Questionnaire, dated 7-17-08.
- A-10 Request for Waiver of Underground Utilities, by Applicant and Pathways Consulting, dated 7-17-08.
- A-11 Request for Waiver of Driveway Turn-out, dated 7-17-08.
- A-12 Declaration of Covenants and Easements and Creation of Association Concerning Roadway and Maintenance submitted by Applicant
- A-13 Memo from Pathway Consulting regarding explanation of Boundary Line of Adjustment between Lot 05-146 and Lot 05-003.2, dated 7-17-08.
- A-14 Letter from Applicant to Norwich Selectboard re: sprinkler systems dated 10-28-07, submitted 8-4-08.

Submitted by Zoning Administrator

- Z-1 Development Envelope Checklist, dated 3-20-08.
- Z-2 Plan on ortho base prepared by Norwich Planning Office, dated 3-20-08.
- Z-3 Density Calculation Sheet, dated 2-9-05.
- Z-4 Preliminary Plan Review, signed by DRB, dated 5-15-08.
- Z-5 Memo RE: Response to Preliminary Plan Review, by Dechert, dated 7-23-08.
- Z-6 Impact Review on Emergency Services, submitted by Norwich Fire Department, dated 7-29-08.

The responses to the “RECOMMENDATIONS FOR PROPOSED CHANGES AND REQUESTS FOR ADDITIONAL INFORMATION” in the Preliminary Plan Review were reviewed:

- A. Utility Waivers - (A-10) Two requests were submitted that are different – Josh Durst’s letter asks for lines to be above ground except for within 150 feet of house; Pathways’ letter asks for lines to be above ground with no exception. Durst stated he will agree to bury the lines within 150 feet of the houses if possible. He is concerned with ledge.
- B. Final Plat – The final plat (A-3) appears to have all the required information except that the endorsement needs to be changed from “Planning Commission” to “Development Review Board.”
- C. The proposed easement language to be included in deeds for the access roads and driveways including provisions for maintenance was submitted (A-12).
- D. The driveway plans for Lots 1 & 2 were submitted (A-5). It was noted that “Lot 3 Driveway Profile” should be “Lot 1 Driveway Profile” and “Lot 4 Driveway Profile” should be “Lot 2 Driveway Profile.”
- E. A request to waive the requirement to install a bump-out (turn-out) on the section of access road before the hairpin turn (A-1, STA 19.00 to 24.75) was submitted (A-11).
- F. An Impact Review on Emergency Services had been submitted by Norwich Fire Department, (Z-6).

The Applicant expressed displeasure with being required to install residential sprinkler systems in the new houses. The Chair responded that the DRB must review applications

based on the regulations as they exist and does not have the authority to change them except where waiver authority is specifically granted.

Dechert noted that three small boundary line adjustments were requested (A-13) in order to accommodate where the private road crosses over the boundary line between the lot being subdivided (Lot #05-003.2) and another lot to the south owned by the applicant (Lot #05-146). The boundary line adjustments will result in all the land from each lot being on the same side of the private road. The Board will review the request to determine whether it is a minor adjustment that may be approved under an administrative permit.

The Board agreed that more time was needed to review the documents and revised plans. The hearing was continued to August 21, 2008 at 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, Teeter, Loveland, Rotman, Penny (Alternate)

[Note: Loveland has reviewed the tape of the 7-17-08 hearing. Penny has not reviewed the tape of the 7-17-08 hearing, but will if she is needed to participate.]

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

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

**Additional Documents submitted since 7-17-08:**

Submitted by Applicant

- A-7 Letter from Jack Candon re: limited expansion to the use and structures of the Inn parcel, dated 8/4/08.
- A-8 Revised Landscape and Lighting Plan (L1, L2, L3) submitted by Pathways Consulting and Saucier & Flynn, dated 8/4/08.
- A-9 Revised Overall Site Plan (Sheet 2) submitted by Pathways Consulting, dated 8/4/08.
- A-10 Revised Site Plan (Sheet 4) submitted by Pathways Consulting, dated 8/4/08.

Submitted by Zoning Administrator

- Z-4 Memo to DRB from ZA re: Calculations of Parking Requirements, dated 8/4/08.

Submitted by Interested Party

- IP-2 Letter from Robert Haynes, Jr. re: allowing the Norwich Inn additional overflow parking at the Aldrich House after business hours, dated 8/1/08.
- IP-3 Letter from Robert and Victoria Sweet re: allowing the Norwich Inn additional overflow parking at The Cross House from 5:30 p.m. to 11:30 p.m., dated 7/31/08.
- IP-4 Letter from Gail Broughton re: allowing the Norwich Inn five parking spaces for overflow parking at Ledyard National Bank during specified times, dated 7/29/08.
- IP-5 Memo from DesMeules, Olmstead & Ostler re: no observation of parking problems at the Inn, dated 8/5/08.

The following new exhibits were discussed:

A-7 - Letter from Jack Candon – It was noted that the words “or uses” were missing from a quote of the zoning regulations 1.03(C), second sentence.

A-8, L-3 – The photometric study indicates a slight increase in lumens from the study submitted with the application.

A-8, L-1 – The new plantings on the south edge of the new parking area are shown.

A-9 & A-10 show the additional handicap parking at the Annex and the location of the outside trash containers.

Z-4 – A calculation submitted by the Zoning Administrator of parking spaces required by the zoning regulation for the existing uses and the proposed uses compared with existing parking and proposed parking spaces. The proposed plan shows a shortage of 43 spaces compared with a shortage of 49 spaces under the existing conditions.

IP-2 to IP-5 – Letters from neighboring property owners proposing to allow Norwich Inn parking on their properties after regular business hours.

Review of the zoning regulation criteria continued from the 7-17-08 hearing:

5.03 (C) (11) – Historic Structures – Haynes explained that the two buildings affected, the Annex (f/k/a the Motel) and the Guest House (f/k/a the Vestry Apartments) were not historically significant. The Vestry building was old but had been moved and structurally modified through the years.

5.03 (C) (11) – Fire and Public Safety – This had been addressed in exhibits Z-1 & Z-2.

5.03 (C) (13) – Underground Utilities – The existing above ground utilities will be maintained.

5.03 (D) (1) a-f. - District Standards - Addressed in Letter A-3.

5.04 Conditional Use Review

The General Standards in 5.04 (D) have been addressed in the Site Plan Review criteria. Haynes noted that the new and renovated buildings will be super insulated and will meet LEED standards. A solar hot water system will be installed.

There was additional discussion of the parking space issue and the use of off-site parking.

Joe Lavin, the owner, reported that he and the owner of the property sharing the driveway to Beaver Meadow Road had discussed the need to create a recorded document memorializing the shared use of the driveway.

Ciccotelli moved to close the hearing. Dean seconded the motion and it was passed unanimously.

The meeting was adjourned at 9:20 PM and the Board entered Deliberative Session.

Phil Dechert