

NORWICH DEVELOPMENT REVIEW BOARD

August 20, 2009

Tracy Hall Meeting Room

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

Members not present: Folger Tuggle

Alternates present: Don McCabe, Arline Rotman

Alternates not present: Christopher Ashley

Clerk: Phil Dechert

Others: Liz Egna, Andrew Garthwaite, Elaine Guenet

1. The meeting was called to order by the Chair, John Lawe, at 7:09 PM.

2. **Minutes** - July 16, 2009 - Approved as read.

3. Administrative Issues

- Future Schedule & Agendas
 - September 3 – No hearing or meeting.
 - September 17 – No hearing scheduled yet.
- Revisions to Rules of Procedure (ROP)- Role of Alternate Members:
 - At Hearings -
 - When substituting for an absent regular member, the alternate will have the full rights and responsibilities for that application. [In current ROP.]
 - When sitting as an extra member at a hearing an alternate may sit as an alternate and participate at the hearing but does not participate or vote in deliberations unless a participating member drops out.
 - At Regular Meetings – Voting on policy, election of officers, and other issues not related to a specific hearing. Two options:
 - Vote only if replacing a regular member, or
 - Vote if present even if more than seven members/alternates present.

Dechert will draft amendments to the Rules of Procedure including the above changes and options along with additional technical changes based on current regulations and policy for review at the next meeting.
- Post-NOD follow-up
 - Members should notify the Clerk of any properties to be considered for a re-visit and a schedule will be set up.

4. Public Hearing – 7:30 PM

#42APP09 – Variance Application by Elizabeth Egna, Landowner and Applicant, at 81 Town Farm Road, Lot 11-076.000. Project proposes to build a garage within the setback from the town highway.

Members Participating: Lawe, Teeter, Ciccotelli, Penny, Loveland, Dean, Rotman, McCabe (alt.)

Applicant: Elizabeth Egna

Interested Persons: None

The record in this case includes the following documents:

Submitted by Zoning Administrator

- ZA-1 Zoning Administrator Review, prepared by ZA, dated 8-5-09.
- ZA-2 Ortho Photo of Lot outlining Development, prepared by ZA, dated 7-09.
- ZA-3 Impact Review on Emergency Services, submitted by Norwich Fire Department, dated 8-13-04.
- ZA-4 Impact Review on Town Highway and Maintenance, submitted by Norwich Department of Public Works, dated 8-17-09.

Submitted by Applicant

- A-1 Variance Application, #42APP09, dated 8-4-09.
- A-2 Site Plan, prepared by Applicant, submitted 8-6-09.

Site Visit – 8-20-09 at 4:30 PM - Attended by Members - Lawe, Penny, Loveland, and Dean; Applicant - Liz Egna; abutting Landowner - Dorann Farrell; and Zoning Administrator - Phil Dechert. The participants reviewed the site including proposed garage site, property boundaries, septic areas, and other utilities.

At the request of the Applicant, Dechert presented the proposed development plans and the variance request based on the Zoning Administrator Review document (ZA-1). A location for placing a garage is constrained by the shallowness and narrowness of the lot and the location of the septic system. It did not appear that there was any alternative location for a garage. Lawe expressed concern that the area proposed for the garage may be needed in the future if the septic field failed.

Letters from the Norwich Fire Chief and the Director of Public Works indicated that they had no objection to granting the variance (ZA-3, ZA-4)

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

#43BCU09 – Conditional Use and Site Plan Review Application by Haynes & Garthwaite Architects, Applicant and The Family Place, Landowner at 319 US Route 5 South, Lot 15-078.000. Project proposes to convert current office space into a Day Care Center and add an addition.

Members Participating: Lawe, Teeter, Ciccotelli, Penny, Loveland, Dean, McCabe (alt.)

Applicants: Andrew Garthwaite – Architect, Elaine Guenet – Director of The Family Place

Interested Persons: None
Rotman recused

The record in this case includes the following documents:

Submitted by Zoning Administrator

- ZA-1 Zoning Administrator Review, submitted by ZA, dated 8-7-09.
- ZA-2 Impact Review on Emergency Services, submitted by Norwich Fire Department, dated 8-13-09.
- ZA-3 Site Development Plan Review Decision, #57SPR98, signed by the Norwich Planning Commission, dated 8-13-98.

Submitted by Applicant

- A-1 Conditional Use and Site Plan Review Application, #43BCU09, dated 8-04-09.
- A-2 Description of Proposed Development, submitted by Applicant, dated 8-04-09
- A-3 Lighting Specifications, submitted by Applicant on 8-04-09
- A-4 Memorandum from Applicant Summarizing Areas for Buildings “A” and “B,” dated 7-28-09.
- A-5 Site Plans, prepared by Haynes and Garthwaite Architects, dated 7-28-09
 - a. SP-1.1 – Site Plan & Utilities
 - b. SP-1.2 – Landscape & Lighting Plan
 - c. A2.1 – Elevations for the Cape
 - d. A2.1 – Elevations for the Carriage House
 - e. A2.2 – Elevations for the Carriage House
- A-6 Sketch “The Family Place Campus” site plan of the Olcott Drive facility and the walkway between Norwich and Hartford facilities, dated 8-12-09.

Site Visit – 8-20-09 at 5 PM - Attended by Members - Lawe, Penny, Loveland, Teeter, and Dean; Applicants - Andrew Garthwaite and Elaine Guenet, Public - Dorann Farrell; Zoning Administrator - Phil Dechert. The participants reviewed the site including proposed changes to buildings, walkways, and parking

Exhibit A-6 A sketch “The Family Place Campus” site plan of the Olcott Drive facility and the walkway between Norwich and Hartford facilities – was submitted by the applicants.

Guenet gave an overview of The Family Place operation and the services provided to 36 towns. An increase of services and staff required additional space which has been met by acquiring a facility on Olcott Drive with offices and parking. Services will be re-arranged with less staff working at the Norwich facility and a day care being added. There was discussion of their sources of funding.

Garthwaite reviewed the physical changes including new porches, entryways and reception areas. Additional walkways are being added with grades of less than 1:20. Two parking spaces are being lost to create wider handicap spaces and four new spaces are being added. A lease has been negotiated for land between the Olcott Drive Facility and the Norwich Facility for a walkway. Some shrubbery around the buildings will be replaced and limited lighting will be added in parking areas, walkways, and entranceways. It was agreed that the specific types and quantity of fixtures shall be reviewed by the ZA for conformance with the NZR prior to installation by the applicant.

Testimony by the applicants indicated there would be limited, if any, additional traffic generated by the change of use of the Norwich facility from professional offices to professional offices and day care.

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

The meeting was adjourned at 9:18 PM and the Board entered Deliberative Session.

Phil Dechert

APPROVED 10/1/09