

NORWICH DEVELOPMENT REVIEW BOARD

MINUTES

September 16, 2010

Tracy Hall Meeting Room

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

Members not present:

Alternates present: Don McCabe, Arline Rotman

Alternates not present: Christopher Ashley

Clerk: Phil Dechert **Others:** John Caulo, Steve Voigt, Ben Swanson, Cory Gray

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

2. **Minutes** – August 19, 2010 – Approved with changes.

3. Administrative Issues:

Future Schedule & Agendas

- October 7 – Britton Subdivision, King Arthur Flour (if needed)
- October 21 – Open

4. Boundary Line Adjustment

Jack F. & Carol D. Bottaro #09-019.000 - Tigertown Road

Genevieve L. Healey #09-020.000 - Tigertown Road

- Transfer 3.42 acres from 09-020.000 (Healey) to 09-019.000 (Bottaro)
- Transfer 2.84 acres from 09-019.000 (Bottaro) to 09-020.000 (Healey)

After review of the application, Dean moved that the proposed Boundary Line Adjustment complies with Section 2.1(E) of the Subdivision Regulations, and therefore the Zoning Administrator is authorized to issue a Boundary Line Adjustment permit. The motion was seconded by Tuggle and approved 7-0. (Alternates McCabe and Rotman not voting.)

Public Hearings

#52SPR10 – Conditional Use and Site Plan Review Application by King Arthur Flour Co., Inc., Landowner and Applicant and John Caulo, Land/Plan Advisors, agent for Applicant, at 135 US Route 5, Map/Lot 15-069.000 to construct additions and alterations to existing commercial facility; reconfiguration of parking lots and driveway access; and demolition of existing “Carleon” building.

Members Participating: Lawe, Dean, Teeter, Loveland, Ciccotelli, Penny, Tuggle
(Alternates: Rotman, McCabe)

Applicant: John Caulo – Project Manager, Steve Voigt – President of King Arthur Flour, Ben Swanson – Traffic Consultant, RSG

Interested Persons: Cory Gray – 16 Mill Road (Abutter)

John Lawe, Chair opened the hearing at 7:30 PM.

Lawe introduced the board and asked the applicants and the board members if anyone thought there may be any conflicts of interest. Lawe stated that his son is a principal at RSG Transportation, Inc., consultants for the applicant, but that his son had not participated in this project and that relationship would not affect his decision regarding the application. There were no other potential conflicts offered.

Lawe gave the oath to the applicants and the abutter.

The record in this case includes the following documents:

Submitted by Applicant

- A-1 Application #52BCU10, submitted by Applicant, dated 9/16/10.
- A-2 Review of Project letter, submitted by Applicant, dated 9/16/10.
- A-3 Site Plans by truexcullins workplace:
 - a. Cover Sheet (C0.0) dated 8/16/10;
 - b. Existing Conditions and Demolition Plan (C1.0), dated 8/16/10;
 - c. Site Grading and Utility Plan (C1.1), dated 8/16/10;
 - d. Erosion Prevention and Sediment Control Plan (C1.2), dated 8/16/10;
 - e. Site Layout Plan (L1.0), dated 8/16/10;
 - f. Planting Plan and Schedule (L2.0), dated 8/16/10;
 - g. Site Lighting Plan (L3.0), dated 8/16/10;
 - h. First Floor Plan (A101), dated 8/16/10;
 - i. Elevations (A201), dated 8/16/10;
 - j. Elevations (A202), dated 8/16/10;
 - k. Elevations (A203), dated 8/16/10; and
 - l. Proposed Access Improvements (T1.0), dated 8/12/10.
- A-4 Traffic Study by Resource Systems Group, submitted by Applicant/Agent, dated 8/10.
- A-5 Site Materials and Layout Plan (L1.0), revised 8/30/10.
- A-6 Review of revisions to Project Letter, submitted by Agent for Applicant, dated 9/30/10.

Submitted by Zoning Administrator

- ZA-1 Norwich Fire Department Report, dated 9/08/10.
- ZA-2 Norwich Public Works Department Report, dated 9/08/10.
- ZA-3 Norwich Police Department Report, dated 9/14/10.

The Clerk, Dechert, submitted exhibits A-4 and a revised ZA-1. The other exhibits had been distributed prior to the hearing to the members.

Site Visit Report - A site visit at 4:30 PM prior to the hearing was attended by: John Caulo – Project Manager, Bob White – Site Designer; Dechert – Clerk; Board members: Lawe, Teeter, Loveland, Ciccotelli, Penny, Tuggle and Alternates: Rotman and McCabe; Cory Gray – abutter; and two Valley News staff. The participants walked around the existing retail and office building, by the rear parking lot to be expanded, along the route of the new access road, and back to the main building.

Steve Voigt gave a brief background statement explaining the need for King Arthur Flour (KAF) to expand based on continuing growth in retail and mail-order business, educational

programs, and retail and wholesale baking. Administrative offices will be re-located to a facility in Hartford.

John Caulo presented an overview of the existing site and planned changes. These changes include:

- Demolition of existing “Carleon” building near Route 5.
- Major expansion of the main “Camelot” building.
- New access road across from Tomahawk Lane, around the pond, to the parking area behind the expanded mail building.
- The existing access from Route 5 will be limited to employees, service vehicles, and emergency access.
- An additional mound system for waste water eliminating the need for access to an off-site sewer system.

In response to questions from the board, the applicants added the following:

- Any major special events resulting in significantly traffic may utilize extra traffic control.
- Mill Road is not factored into the traffic analysis because there are only two houses.
- The new driveway will be easier and safer for the bulk of the traffic consisting of visitors in passenger cars and a few busses.
- The new access is under review by VTrans.

In reviewing the Section 5.03 Site Plan Review criteria:

- Bicycle access will be along new driveway with racks at buildings.
- There will be a bus stop shelter near the service drive with a sidewalk leading to the main building.
- ADA compliant parking will be labeled on revised site plans.
- There will be LID storm water systems for the road and parking areas.
- Landscaping will include native species, shading around pond to keep water temperatures cooler, and extra screening where needed to shield neighbors from exterior lighting.
- The King Arthur Flour Trail will be re-routed through the property from Mill Road to the Dresden School District land.
- The exterior lighting will use LED fixtures that can be dimmed to different levels.
- The lights will be turned off or dimmed after public business hours but enough lighting will be provided for the safety of employees working extended hours. Light fixtures in the parking lot and along the new access road will be mounted on 25 foot poles. Light will be directed down to specific areas. Concerns were expressed by the board and staff regarding the height of the light towers and the amount of lighting along the access road. The applicants will review the plans.

Cory Gray, an abutter, expressed concern about the elevation of the new access road, exterior lighting, the visual impact of car headlights on his property, and snow removal plans.

The chair recommended continuing the hearing to allow the board to review the traffic study that had not been delivered to the members until the meeting and to allow the applicants to review their lighting plan and details of the parking plan.

Dean moved to continue the public hearing to October 7, 2010 at 7:30 PM. The motion was seconded by Tuggle and approved 7-0.

The hearing was closed at 10:05 PM.

The meeting was adjourned at 10:08 PM.

Phil Dechert

APPROVED 10-7-10