

## NORWICH DEVELOPMENT REVIEW BOARD

March 17, 2011

Tracy Hall Meeting Room

**Members present:** John Lawe, Stanley Teeter, George Loveland, Folger Tuggle, Mindy Penny

**Members not present:** Nancy Dean, Ernie Ciccotelli

**Alternates present:** Don McCabe

**Alternates not present:** Christopher Ashley, Arline Rotman

**Clerk:** Phil Dechert **Others:** Jamieson Hess, David Goodrich, Robert Chambers

1. The meeting was called to order by the Chair, John Lawe, at 7:17 PM.

2. **Minutes** – February 17, 2011 – Approved without changes.

### 3. Administrative Issues:

- Future Schedule & Agendas
  - 4-7-11 – Bartlett/Moyer Minor Subdivision
  - 4-21-11 – No hearings scheduled
- Discussion of Proposed Policy for response to appeals of DRB decisions. Folger moved to approve language and Teeter seconded. Approved 6-0. Clerk will forward a copy of the policy to Selectboard with a request for the Selectboard to meet with the DRB Chair, John Lawe, to discuss these policies.

### 4. Public Hearings

**#4BCU11** – Conditional Use and Site Plan Review Application for Adaptive Re-use in the Aquifer Protection Overlay District by Jamieson L. Hess, Applicant and Norwich Full Gospel Voice Church, Landowner, at 713 US Route 5 North, Map/Lot 11-106.000. The project proposes to convert the use of the property from a church and residence to a retail/wholesale business and residence under the Adaptive Re-use provision.

**Members Participating:** Lawe, Teeter, Loveland, Tuggle, Penny, McCabe

**Applicant:** Jamieson Hess, David Goodrich, Robert Chambers - Agent for Landowner

**Interested Persons:** Norwich Fire District did not appear in person but submitted a Memorandum

John Lawe, Chair opened the hearing at 7:35 PM.

The record in this case includes the following documents:

#### Submitted by Applicant

A-1 Application #4BCU11, submitted by Applicant, dated 2/24/11

A-2 Narrative, submitted by Applicant, dated 3/4/11

A-3 Existing First and Second Floor Plans (dated 6/17/09), submitted by Applicant on 2/24/11

#### Submitted by Zoning Administrator

ZA-1 Document and Interested Parties List, submitted by ZA, dated 3/10/11

ZA-2 Zoning Administrator Review, submitted by ZA, dated 3/7/11.

- ZA-3 Ortho Base (2009) Photo of Site Plan and Conceptual Parking Layout, submitted by ZA, dated 3/10/11
- ZA-4 Norwich Fire Department Municipal Impact Review Sheet, dated 3/15/11.

Submitted by Interested Party

- IP-1 Norwich Fire District Memorandum, submitted by Brion McMullan, District Administrator, dated 3/16/11

Hess gave a history of property and proposed use. Future residential use will be the same or smaller than currently utilized. The retail business will be mostly mail-order. There will be minimal external changes to the property.

The hours of operation of the warehouse and retail business will generally be 10:00 a.m. to 6:00 PM Monday through Friday with limited weekend hours. Most deliveries will be by UPS parking at the front door. Any additional outside lighting will comply with zoning regulations.

There will be a maximum of 5 employees at any one time. The 30 parking spaces depicted on the site plan may be needed for special events but, generally there will be no more than 10 customers at a time.

Adaptive Re-use conditional use criteria reviewed included no hazardous waste on the site other than normal household quantities, and total wastewater design flow for all uses will not exceed 490 gpd.

The actual sign attached to the pre-existing oversized sign structure in front of the building will not exceed 24 square feet per side.

Screening between the parking areas and Route 5 will be reviewed by the Zoning Administrator later in the spring.

Loveland moved to close the public hearing. The motion was seconded by Tuggle and approved 6-0.

The hearing was closed at 8:33 PM.

The meeting was adjourned at 8:45 PM.

Phil Dechert

*APPROVED 4/7/11*