

NORWICH DEVELOPMENT REVIEW BOARD

MINUTES

September 6, 2012

Tracy Hall Meeting Room

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

Members not present: George Loveland, Arline Rotman, Folger Tuggle

Alternates present: Don McCabe, John Carroll **Alternates not present:** Bill Lyons

Clerk: Phil Dechert **Others:** Elaine Guenet, Jeff Goodrich, Bill Flynn

1. The meeting was called to order by the Chair, John Lawe, at 7:07 PM

2. **Minutes** – August 16, 2012 approved without changes.

3. Administrative Issues:

- Future Schedule & Agendas
 - September 20 – Hearings: Heck-Decker - Development Envelope
Teeter - Ridgeline
- “Rules of Procedure – April 1, 2010” – Draft of changes to Section 206 – Attendance Expected of Members was reviewed and will be on the agenda for a vote on September 20.
- Communication Tower – Discussion with Zoning Administrator regarding the Town’s decision to apply for permitting through Public Service Board - Act 248a instead of the DRB and Act 250.

4. Public Hearing:

#46SPR12 – Site Plan Review Application by Pathways Consulting, LLC, Applicant and The Family Place, Landowner, to Amend Permit #43BCU09 to provide a new entrance driveway, maintain the existing driveway for exiting, and reconfigure parking lots on Lot 15-078.000 at 319 US Route 5 South.

Members Participating: Lawe, Dean, Teeter, Ciccotelli, McCabe, Carroll

Applicant/Landowner: Jeff Goodrich, Pathways Consulting, LLC, Bill Flynn, Saucier+Flynn
Elaine Guenet, The Family Place

Interested Persons: None

The Chair opened the hearing at 7:37 PM.

The record in this case includes the following documents:

Submitted by Applicants

- A-1 Application #46SPR12, dated 8/16/12.
- A-2 Narrative, by Pathways Consulting, LLC, dated 8/16/12.
- A-3 Site Plans, by Pathways Consulting, LLC, dated 8/12.
 - a. Sheet 1 - Existing Conditions Plan;
 - b. Sheet 2 - Layout Plan;
 - c. Sheet 3 – Grading, Utility and Drainage Plan;
 - d. L-1 – Planting Plan; and

- e. Sheet 5 – Miscellaneous Details.
- A-4 Administrative Approval Application to Town of Hartford by Community College of Vermont at 11 Olcott Drive, Wilder, VT (2004), including Site Plan approved by Hartford Planning Commission of App. #94-36 (6/1/94), submitted 8/16/12.
- A-5 E-mail from Jo-Ann Ells, Hartford Zoning Administrator to Pathways Consulting, LLC, re: parking at 11 Olcott Drive, Wilder, VT, dated 9/6/12.

Submitted by Zoning Administrator

ZA-1 Document and Interested Parties List, dated 9/12/12

ZA-2 Final DRB Decision on #43BCU09, dated 8/27/09.

Exhibit A-5 was introduced as an e-mail from Jo-Ann Ells, Hartford Zoning Administrator, to Pathways Consulting, LLC regarding parking spaces at the 11 Olcott Drive site in Wilder, Vermont.

Elaine Guenet, Executive Director, presented a background of The Family Place.

Jeff Goodrich, PE, reviewed the existing Conditions of the Final Decision on #43BCU09, dated 8/27/09, ZA-2.

Applicant had previous conversations with Tammy Ellis, the District Coordinator of VTrans, about the new entrance and was granted preliminary approval pending Town approval. The existing access driveway (North) will be utilized for only exiting the facility primarily for vehicles dropping off or picking up clients to reduce conflicts between the pedestrians and cars. The new access will be the only entrance and the primary exit for most vehicles.

The existing parking spaces will be reduced from 22 to 16 to allow for the access change. Six spaces will be made available at another Family Place facility at 11 Olcott Drive in Hartford where the existing facility site requires 19 out of 70 available parking spaces. Six of the excess parking spaces will be allocated to the Norwich facility and accessed by a pedestrian path on a deeded right-of-way between the two facilities.

The parking lot will be paved in phases to improve drainage. The changes in the parking lots will also alleviate winter maintenance issues.

The parking spaces behind the building will be 9' x 16' with a 2' bumper overhang on the 7' wide sidewalk along the back parking spaces. This will create 18' long spaces.

Members had concern with the sight distances for vehicles exiting from the North "Exit". Sight distances for vehicles exiting from the south access are better. The applicant stated that "exit only" North will be used by busses and vans for drop-offs and pick-ups at front doors.

Members also had questions regarding signs and width of North "Exit". There will be signs with "exit only" for the north access and "entrance" and "exit" for the south access. The north access will be re-configured (moving curbs and/or lane striping) to prevent two cars from exiting side by side

Handicap access has been enhanced with all slopes less than 5 percent except for one handicap ramp. Perennial beds and raised beds for food have been added and the produce will be used in the training program kitchen.

The exterior lighting conditions in the prior Decision for #43BCU09 are still valid and require plans for additional fixtures to be approved by the Zoning Administrator prior to installation.

Dean moved to close the hearing. The motion was seconded by Ciccotelli and was approved 6-0. The hearing was closed at 8:38 PM.

The meeting was adjourned at 8:49 PM.

Phil Dechert, Clerk

APPROVED 9/20/12