

NORWICH DEVELOPMENT REVIEW BOARD

MINUTES

March 19, 2015

Tracy Hall Meeting Room

Members present: Lawe, Dean, Teeter, Carroll, Ciccotelli

Members not present: Rotman, Tuggle

Alternates present: Stucker **Alternates not present:** McCabe

Clerk: Phil Dechert **Others:** Cappy Nunlist, Andrew Garthwaite, Rick DeWolfe, Shawn Donovan, Bill Brawley, and Gerry and Barb Tolman

1. The meeting was called to order by the Chair, John Lawe, at 7:04 PM
2. **Agenda** - Approved
3. **Public Comments & Announcements** – None
4. **Minutes** – The following minutes were approved without changes: 1-15-15
5. **Administrative Issues**
 - a. Future Schedule & Agendas
 - i. April 2, 2015 and April 16, 2015 – No Hearings Scheduled

6. **Public Hearing:**

#2BCU15: Conditional Use and Site Plan Review Application by the Unitarian Universalist Congregation of the Upper Valley, Applicant and Landowner, to renovate and expand an existing church (public building) in the Rural Residential District and reconfigure driveway, parking lot and lighting on Lot #15-039.000 at 320 US Route 5 South. Application is to be reviewed under §5.04 of the Norwich Zoning Regulations.

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

Applicant/Landowner: Cappy Nunlist - President of the Unitarian Universalist Congregation of the Upper Valley **Agents for Applicant:** Andrew Garthwaite – Haynes & Garthwaite Architects, Rick DeWolfe – DeWolfe Engineering Associates, Shawn Donovan – Project Manager

Interested Persons: None

Clerk: Dechert **Others:** Gerry and Barb Tolman, Bill Brawley

The record in this case includes the following documents:

Submitted by Applicants

- A-1 Application #2BCU15, dated 2-24-15
- A-2 Narrative of project by DeWolfe Engineering Associates, dated 2-20-15
- A-3 Site Plans for the Unitarian Universalist Congregation of the Upper Valley
 - a. T1.1 – Title Sheet, by Haynes & Garthwaite Architects, dated 2-24-15
 - b. Boundary Line Survey, by Rockwood Land Services, dated 8-28-14
 - c. Existing Conditions, by Rockwood Land Services, dated 8-6-14
 - d. C0.02 - Legend and General Notes, Building Addition, by DeWolfe Engineering Associates, dated 2-23-15
 - e. C1.01 – Existing Conditions, Building Addition, by DeWolfe Engineering Associates, dated 2-23-15
 - f. C1.02 – Demolition Plan, Building Addition, by DeWolfe Engineering Associates, dated 2-23-15
 - g. C1.03 – Site and Utility Plan, Building Addition, by DeWolfe Engineering Associates, dated 2-23-15
 - h. C1.04 – Erosion Control and Grading Plan, Building Addition, by DeWolfe

- Engineering Associates, dated 2-23-15
- i. C5.01, Construction Details, Building Addition, by DeWolfe Engineering Associates, dated 2-23-15
- j. C5.02 – Construction Details, Building Addition, by DeWolfe Engineering Associates, dated 2-23-15
- k. L1.1 – Landscape Plan, by Haynes & Garthwaite Architects, dated 2-24-15
- l. A2.1 – Exterior Elevations, by Haynes & Garthwaite Architects, dated 2-24-15
- A-4 Outside Lighting Data Sheets
 - a. Outside Lighting Fixture Description (cut sheets)
 - b. Outside Lighting Site Plan
- A-5 Licenses for the Unitarian Universalist Congregation of the Upper Valley to utilize limited offsite parking at:
 - a. The Family Place Parent Child Center at 319 US Route 5 South, dated 2-15
 - b. John C. Candon, Martha P. Candon and Dianne M. Campbell, landowners, at 20 Palmer Court, dated 12-14
- A-6 Enhanced Colorized Version of the Landscape Plan (Exh. A-3k), by Haynes & Garthwaite Architects, submitted 3-18-15

Submitted by Zoning Administrator

- ZA-1 Document and Interested Parties List, dated 3-18-15
- ZA-2 Ortho Based Map Sketch (2011) for the UUC, 3-15
 - a. Approximate Location of Building (showing entire lot)
 - b. Approximate Location of Building (close up)
- ZA-3 Norwich Police Department Review Email, dated 3-6-15
- ZA-4 Norwich Fire Department Review Memo, dated 3-9-15

Submitted by Interested Parties

- IP-1 Letter of Support of Application, by Roger Clarkson, abutter at 318 US Route 5 South, dated 3-6-15

The Chair opened the Public Hearing at 7:30 PM

A motion was made by Stucker and seconded by Dean to enter all of the Exhibits listed above into the record. The motion passed 6-0.

Site Visit Report: Dechert reported - 4:30 PM at 320 US Route 5 South – Present: Members: Lawe, Dean, Carroll, Stucker, and Teeter - Clerk: Dechert - Applicants: Cappy Nunlist, Andrew Garthwaite, Sean Donovan Public: Bill Brawley

The DRB viewed interior and exterior of building, parking area and proposed parking spaces in setback from Palmer Court. Carroll & Stucker viewed potential parking area 200 yards west off Palmer Court.

Cappy Nunlist, President of the Unitarian Universalist Congregation of the Upper Valley, gave a history of the congregation and its search for a permanent home. Andrew Garthwaite, architect for the project, explained the site and building plans. The existing Greek revival farm house section will be preserved and renovated inside. Newer sections of the existing building will be removed and replaced with a new entry area and meeting room. The maximum capacity of the meeting room will be 120.

The entrance to the site will continue to be from Route 5 South but will be reconfigured to Vtrans standards. The exit will be relocated from Route 5 to Palmer Court in Hartford. Parking will be reconfigured to 11 spaces. Permission for an additional two spaces within the setback

from Palmer Court has been requested. Additional off-site parking on evenings and weekends is available at the Family Place at two locations, 14 spaces at 319 US Route 5 S directly across from the site and 35 spaces on Olcott Drive in Hartford. Also, an additional 20 spaces will be available at the office building south of Palmer Court.

Exterior lighting includes two parking lot lights on 20' pole with "cutoff" fixtures and ceiling lights over the entrances. Lighting will be controlled with timers, and motion and light sensors. Parking will be screened with trees and low bushes. The electrical, phone and data utility lines will be underground from a street pole to the building.

Pedestrian crossing of Route 5 discussed. Although there are good site lines and low traffic on Sundays, it still may be advisable to provide crossing assistance for larger special events when the Family Place parking is used.

Dean moved to close the hearing. Stucker seconded the motion and the motion passed 6-0. The hearing was closed at 8:54 PM

The meeting was adjourned at 9:01 PM.

Phil Dechert, Clerk

APPROVED 5-7-15