

**NORWICH DEVELOPMENT REVIEW BOARD**

**DRAFT MINUTES**

**March 17, 2016**

Tracy Hall Meeting Room

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

**Members not present:** Stucker, Rotman      **Alternates present:** Pitiger, McCabe

**Alternates not present:**

**Clerk:** Phil Dechert    **Others:** Norah Lake, Edye Scheier

1. The meeting was called to order by the Chair, John Lawe, at 7:20 PM
2. **Agenda** – Approved
3. **Public Comments & Announcements** – None
4. **Minutes** – The following minutes were approved without changes: 1-21-16 and 3-3-16
5. **Administrative Issues**
  - a. Future Schedule & Agendas
    - i. April 7, 2016 - No hearings scheduled
  - b. Clerk updated the DRB on the:
    - i. Development Activity;
    - ii. Town Manager Status; and
    - iii. Planning Commission projects

**6. Public Hearing: Continuation from Public Hearing on March 3, 2016**

NATURE OF APPLICATION - **#63BSUB15:** Final Plan Review of a Subdivision Application by Norah Lake and Chris Polashenski, Applicants and Anne Crewe, Landowner to divide Lot 05-086.000 into 3 lots at 655 VT Route 132. Application will be reviewed under the Norwich Subdivision Regulations.

The record in this case includes the following documents:

Submitted by Applicants

- A-1 Application #63BSUB15, dated 12/23/15
- A-2 Detailed drawing of existing buildings with proposed boundary setback, received 1-18-16
  - a. Option A – Proposed boundary line showing 2’ setback from existing accessory structure
  - b. Option B – Proposed boundary line showing zero foot setback from existing accessory structure
- A-3 Final Subdivision Plan (boundary line showing Option A), by Rockwood Land Services, LLC, dated 2-12-16 REVISED 3-1-16
  - a. Enlargement of the Easement Lines
- A-4 Proposed Easement for Maintenance language, dated 3-14-16

Submitted by Zoning Administrator

- ZA-1 Documents and Interested Parties list, dated 3-1-16
- ZA-2 Checklist for Development Envelopes, dated 1-20-16
- ZA-3 Ortho Base (2011) Photo of Site Plan, dated 12-15
  - a. Site Plan of Proposed Lots 1, 2 and 3; and
  - b. Enlargement of Proposed Lots 1 and 2
- ZA-4 Density Calculation Sheet, dated 9-7-10
- ZA-5 Photos of Existing Buildings with proposed Property Line, dated 1-19-16
- ZA-6 Waiver Request from Setbacks in accordance with Norwich Subdivision Regulations, Section 2.1(C), dated 1-20-16 (revised 3-1-16)

ZA-7 E-mail from Lyssa Papazian, Historic Preservation Consultant, re: historical significance of existing buildings on Property, dated 1-21-16

ZA-8 DRB Preliminary Plan Review Decision, dated 2-4-16

The Chair opened the Public Hearing at 7:30 PM

Present: Members: Lawe, Ciccotelli, Dean, Teeter, Carroll, McCabe (alternate), Pitiger (alternate) - Clerk: Dechert - Applicant: Norah Lake - Public: Edye Scheier - Interested Parties: None

A motion was made and seconded to accept Exhibits A-3a and A-4 listed in Exhibit ZA-1 for the record. The motion passed 7-0.

The Clerk presented the information in “Attachment A” regarding the proposed easement for maintenance language between Lots 1 and 2. (A-4)

Dean moved to approve the Waiver Request from Setbacks in accordance with Norwich Subdivision Regulations, Section 2.1(C). The motion was seconded by Carroll and approved 7-0.

The board requested Applicants to add the last sentence of Condition B to the agreement (Attachment A).

Dean moved to close the hearing. Lawe seconded the motion and the motion passed 7-0. The hearing was closed at 7:56 PM

The meeting was adjourned at 7:59 PM.

Phil Dechert, Clerk