

NORWICH DEVELOPMENT REVIEW BOARD

MINUTES

August 18, 2016

Tracy Hall Meeting Room

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

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

Alternates not present:

Clerk: Phil Dechert **Others:** Vicky Bippart

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

2. **Agenda** – Approved

3. **Public Comments & Announcements** – None

4. **Minutes** – The following minutes were approved without changes: 6-2-16

5. **Administrative Issues**

Future Schedule & Agendas:

September 1, 2016 - No hearings scheduled

September 15 – Avery Trust PUD [re-scheduled to September 29]

6. **Boundary Line Adjustment Review:**

Hunt/Farrell Boundary Line Adjustment, Permit #27BLA16

Transfer - Approximately 1 acre from 11-077.300, Dorothy Ann Farrell, Landowner, at 373 Town Farm Road to Lot 11-077.200, James Hunt, Landowner, at 333 Town Farm Road. Both lots are developed.

The Board, after reviewing the BLA application, determined that it complies with the criteria for a BLA.

Dean moved that the proposed Boundary Line Adjustment #27BLA16 conforms to the criteria in Section 2.1(E)(1) NSR and therefore the Zoning Administrator is authorized to issue an administrative permit for the Boundary Line Adjustment.

The motion was seconded by Rotman and was approved by a vote of 7 - 0.

7. **Public Hearings:**

NATURE OF APPLICATION - #25BSUB16: Preliminary Plan Review of a Subdivision Application by Victoria I. Bippart, Applicant and Landowner to divide Lot 20-303.000 into 2 lots of approximately 2.08 acres each. Application will be reviewed under the Norwich Subdivision Regulations.

The record in this case includes the following documents:

Submitted by Applicant

A-1 Application #25BSUB16, dated 8-1-16

A-2 Subdivision Site Plan, by Backtilt Studio, dated 8-1-16

A-3 Detailed Site Plan, by Backtilt Studio, dated 8-1-16

A-4 Narrative, submitted 8-1-16

A-5 Waiver Request to reduce right-of-way for a shared driveway between the proposed lots, and waive the Preliminary Plan Review dated 8-17-16 rev

A-6 Boundary Survey, by Vermont Geomatics dated 1-17-16

A-7 Topographic Plan, by Vermont Geomatics dated 1-17-16

Submitted by Zoning Administrator

- ZA-1 Documents and Interested Parties list, dated 8-5-16
- ZA-2 Access Permit #1ACC16, dated 5-17-16
- ZA-3 Ortho Base (2011) Photo of Site Plan, dated 8-5-16
- ZA-4 Zoning Administrator Review, dated 8-5-16
- ZA-5 DE Review Table – 8-5-16
- ZA-6 NFD Waiver Request Review 8-18-16

The Chair opened the Public Hearing at 7:32 PM

Present: Members: Lawe, Dean, Teeter, Ciccotelli, Rotman,
Alternates: McCabe, Pitiger
Clerk: Dechert
Applicant: Vicky Bippart

A **motion** was made by Dean and seconded by Rotman to accept all of the Exhibits listed in Exhibit ZA-1 (A-1 to A-7 & ZA-1 to ZA- 5) for the record. The motion passed 7-0.

An additional exhibit, ZA-6 Fire Chief Waiver Request Review, was also accepted for the record later in the hearing.

Site Visit Report: Dechert reported - 4:00 PM at 47 Elm Street – Present: Members: Lawe, Teeter, Rotman, Pitiger, Dean - Clerk: Dechert - Applicant: Vicky Bippart

The DRB viewed the existing two houses, the proposed new location for a shared access road along the eastern boundary, and the proposed location of the new boundary line.

The Chair noted a Request to Waive the Preliminary Hearing and proceed directly to the Final Hearing. It was agreed to take testimony first and then make a determination on the Waiver Request. A Waiver request to reduce the width of the ROW for the shared access from 50' to 30' will also be considered after testimony.

The Board reviewed the proposed shared access road along the east boundary line which includes a hedge between the travel portion and the boundary line. The proposed right-of-way is 30' wide and the shared portion is about 120' long. The applicant requested to reduce the width of the right-of-way from 50' to 30' to allow room for septic fields serving the house on Lot A. The access road is straight and level with limited storm water impact. The Fire Chief has requested "that any tree branches over the access road be trimmed so as to not interfere with fire apparatus accessing the property (12 feet vertical clearance) and an additional 2' on either side of the travel portion be kept free of permanent obstructions."

There are two pre-existing residential structures, one on each new 2.08 acre lots. The potential density of the 4.16 acre lot is 9 lots. Both new lots are already developed; therefore, there will be no impact on the criteria in NSR Sections 3.3 through 3.9 except for the relocated access road.

There was discussion regarding the timing of comments from the Fire and Police Chiefs.

The Chair asked for consideration of the Applicants waiver requests:

"We request a waiver under Section 2.1 (C) Waiver Authority in accordance with Act [4413(b)]. This request is for a Final Review of the submitted subdivision. We believe this application and plan are complete including the required information for a Final Hearing."

Rotman moved to waive the requirement for a Preliminary Hearing and consider this a Final Hearing based on the completeness of the application and plan. Dean seconded the motion and it passed 6-1 (Ciccotelli – no).

A waiver is requested to allow the proposed access road right-of-way serving the two lots to be reduced from 50' to 30'. Rotman moved to waive the requirement for a 50' right-of-way for the access road serving both lots and allow a 30' right-of-way. Dean seconded the motion and it passed 6-1 (Ciccotelli – no).

A motion was made by Rotman to close the public hearing. The motion was seconded by Dean and passed 6-1 (Ciccotelli – no). The hearing closed at 8:38 PM.

The meeting was adjourned at 8:48 PM

Phil Dechert, Clerk

APPROVED 11-17-16