

**NORWICH DEVELOPMENT REVIEW BOARD
MINUTES**

January 5, 2017
Tracy Hall Meeting Room

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

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

Alternates not present:

Clerk: Phil Dechert **Others:** Beth Perry and Jeff Reed

1. The meeting was called to order by Lawe, at 7:12PM

2. **Agenda** – Approved

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

4. **Minutes** – The 12-15-16 minutes were approved with changes

5. **Administrative Issues**

a. Future Schedule & Agendas:

i. January 19, 2017 – Perry/Reed (continued from 1-5-17) Avery Trust
(continued from 12-1-16)

ii. February 2, 2017 – No Hearing Scheduled

b. Other Administrative Issues - Open Meeting Law

i. After a brief discussion regarding the non-compliance with the Open Meeting Laws, a motion was made to ratify all actions taken at the December 15, 2016 meeting including the approval of the agenda and the approval of the December 1, 2015 minutes with a change and motion to close the Hearing. Motion by Rotman, second by Carroll, approved 7-0.

ii. In order to better comply with the Open Meeting Laws in the future, the Clerk recommended adopting revised Rules of Procedure to replace the 2014 DRB Rules of Procedure. A draft based on a VLCT model will be provided to the members for review at a future meeting.

6. **Public Hearings:**

#44BCU16: Conditional Use and Adaptive Re-Use Review of Application by Elizabeth S. Perry and Jeffrey Reed, Applicants and Landowners, to use an existing historic barn for an event-based home industry on Lot 15-010.200 at 5 Happy Hill Road. Application will be reviewed under the Norwich Zoning Regulations.

The record in this case includes the following documents:

Submitted by Applicants

A-1 Application #44BCU16, dated 12/2/16

A-2 Narrative, received 12/2/16

A-3 Site Plan, received 12/2/16

A-4 The Barn at Happy Hill Rental Agreement, received 12/2/16

Submitted by Zoning Administrator

ZA-1 Document and Interested Parties List, dated 1/4/17

ZA-2 ZA Report, dated 1/4/17

ZA-3 Photos of Existing Site

a. Barn; and b. Barn and House

Submitted by Interested Parties

IP-1 Letter from Rebecca Shaw Sheehan (abutter at 15 Happy Hill RD), dated 1/2/17

IP-2 Email from Elisabeth W. Russell, (abutter at 11 Cossingham RD), dated 1/4/17

The Chair opened the Public Hearing at 7:38 PM

Present: Members: Dean, McCabe, Pitiger, Teeter, Carroll, Rotman, Lawe

Clerk: Dechert

Applicants: Beth Perry and Jeff Reed

Interested Parties: None

Site Visit Report: Dechert reported - 3:00 PM at 5 Happy Hill Road – Present: Members: Lawe, Dean, Teeter, Carroll, Rotman, Pitiger - Clerk: Dechert - Applicants: Jeff Reed Members of the Public/Abutters: None.

The DRB inspected the existing barn and viewed the parking area. The original barn was built in the 1800's with an addition to the barn built in 1927. It is a large open space with numerous exits.

Rotman moved to accept all of the Exhibits listed in Exhibit ZA-1 for the record. The motion was seconded by Carroll. The motion passed 7-0.

Applicant Reed explained that the existing historic barn will be used to host weddings or similar types of events. This Adaptive Re-Use will replace the agricultural use of the barn which is no longer viable. Rental income may help to maintain the historic structure. The Terms in the proposed Rental Agreement submitted with the application (Exhibit A-4) listed many limits on the use of the facility by renters including: maximum of six events a year, maximum of 240 guests and 100 cars, noise levels, hours of use, removal of trash and garbage, use of "porta-johns" and required insurance.

The owner will not have employees related to the use of the barn. The vendors providing services for the event working for the renter will have employees. Some Board members questioned the impact of traffic from guests and vendors. Vendor truck traffic and guest traffic will likely occur at different times. Guest traffic will generally be on weekends not during daily commute times. Applicant has not experienced any traffic issues at previous private events with similar numbers of guests.

Board members suggested some additions to the Rental Agreement including the Renter's responsibility for portajohns and removal of any temporary signs after the event. The Clerk will check with fire chief and police chief to determine if any additional conditions are recommended for the events. The applicants should check with the State Fire Marshall regarding any state permits. Abutters have expressed support for the proposed use. (IP-1 and IP-2).

The owners agreed to update the proposed Rental Agreement to address some of the Board concerns and resubmit to the Clerk.

Dean moved to continue the hearing to January 19, 2017 at 7:20pm. Rotman seconded the motion and it passed 7-0. The hearing was closed at 9:07 PM.

The meeting adjourned at 9:09 PM

Phil Dechert, Clerk

APPROVED 1-19-17

Development Review Board Agendas & Minutes are available at:

<http://norwich.vt.us/development-review-board/>