

**NORWICH DEVELOPMENT REVIEW BOARD
MINUTES**

April 6, 2017

Tracy Hall Meeting Room

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

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

Alternates not present: Pitiger

Clerk: Phil Dechert

Others: Cam Brown, Kathryn Kirkland, Linda Cook, Dave Ormiston, Jay White, Lucinda Walker, Stephanie Briggs, Anne Marie Smith, Lester Gibbs, Anne Day

1. The meeting was called to order by Lawe, at 7:17 PM
2. **Agenda** – Approved
3. **Public Comments & Announcements** – None
4. **Minutes** – The 1-9-17 minutes were approved without changes
5. **Administrative Issues**
 - a. Future Schedule & Agendas:
 - i. April 20, 2017 – No Hearing Scheduled
 - ii. May 4, 2017, 2017 – No Hearing Scheduled
 - iii. May 18, 2017 – Administrative Meeting
 - b. Other Administrative Issues -
 - i. Member terms expiring in May, 2017 all have submitted request for reappointment to the Selectboard.
 1. Arline Rotman
 2. Richard Stucker
 3. Sue Pitiger (Alternate)
 4. Ernie Ciccotelli
 - ii. There is one additional alternate position open.
 - c. May 18 Meeting (Tentative) Potential Agenda Items:
 - i. Election of Officers,
 - ii. Update on Rules of Procedure, and
 - iii. PC Update on Draft Zoning Regulation
6. **Public Hearings:**
 - a. **#2BSUB17: Preliminary Plan Review of a Subdivision Application by Kathryn B. Kirkland, Applicant and Landowner, to divide Lot 05-130.000 into 2 lots of approximately 9.9 acres and 5.1 acres at 37 Meetinghouse Road. Application to be reviewed under the Norwich Subdivision Regulations.**

The record in this case includes the following documents:

Submitted by Applicant

A-1 Application #2BSUB17, dated 2-27-17

A-2 Site Plan with Development Envelope, dated 3-1-17

Submitted by Zoning Administrator

ZA-1 Documents and Interested Parties list, dated 3-21-17

ZA-2 Density Calculation Sheet, dated 3/2/17

ZA-3 Ortho Base (2011) Photo of Site Plan with DE, dated 3-1-17

ZA-4 Checklist for Development Envelopes, dated 3-21-17

The Chair opened the Public Hearing at 7:30 PM.

Present: Members: Dean, Rotman, McCabe (Alternate), Teeter, Carroll, Lawe, Ciccotelli

Clerk: Dechert

Applicant: Kathryn Kirkland and Cam Brown (representative)

Interested Parties: None

The Clerk noted that the original Application shows the new lot as 3 acres which should be 5.1 acres. All other exhibits have the new Lot 2 as 5.1 acres.

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

Site Visit: 4 PM - No members, interested parties, or public attended the warned site visit. Several of the members are familiar with the site.

Cam Brown, representative for the Applicant, explained that the proposed driveway will have grades below the 12% allowed and the sight lines on Meetinghouse Road are good. Driveway schematic with center line grades will be required for the Final Hearing in addition to comments by the Fire Chief.

The Board reviewed the Density Calculation Sheet (ZA-2) and the Development Envelope Checklist (ZA-4). The allowed density for the 15 acre lot is two lots. There is a dry-hydrant in working condition within .2 miles of the new lot. Utilities will be underground from Meetinghouse Road to the house. There may be some old stone walls along boundary lines.

Carroll moved to close the hearing. Rotman seconded the motion and it passed 7-0. The hearing was closed at 7:58 PM.

b. #4BCU17: Conditional Use Review of Application by the Town of Norwich, Applicant and Landowner, Lot 10-190.100 for a 40' x 100' addition to the Department of Public Works Garage at 26 New Boston Road. Application to be reviewed under Section 4.11 of the Norwich Zoning Regulations.

The record in this case includes the following documents:

Submitted by Applicant

A-1 Application #4BCU17, dated 3/20/17

A-2 Ortho of Site plan and Addition (C1), dated 1/8/16

A-3 Overall Sketch Plan (C2), by Millbrook Design, LLC, dated 1/6/16

A-4 Site Plan, by Millbrook Design, LLC, dated 1/6/16

Submitted by Zoning Administrator

ZA-1 Document and Interested Parties List, dated 3/20/17

ZA-2 Zoning Administrator Review Summary, dated 3/20/17

The Chair opened the Public Hearing at 8:00 PM.

Present: Members: Dean, Rotman, McCabe (Alternate), Teeter, Carroll, Lawe, Ciccotelli

Clerk: Dechert

Applicant: Dave Ormiston – Interim Town Manager

Interested Parties: None

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

Site Visit: 4:25 PM - No members, interested parties, or public attended the warned site visit.

Dechert presented an overview of the project doubling the size of the Town's DPW Highway Equipment Garage. The expanded building will be used for equipment currently on the site but kept outside; an enclosed office and break room will be separated from the vehicle storage/repair areas; and additional storage including compliant systems for hazardous materials.

Dechert reviewed a checklist (ZA-2) of the criteria allowed to be considered by the Board for "community owned facilities" under T.24 §4413(a). The project complies with all the criteria. The structure will be required to comply with state fire safety and building codes. Water supply and wastewater systems have been permitted by the State.

Board members had additional questions not covered by the criteria related to material handling, fire safety, energy efficiency, and storm water.

Dean moved to close the hearing. Carroll seconded the motion and it passed 7-0. The hearing was closed at 8:25 PM.

- c. #5BCU17: Conditional Use Review of Application by the Town of Norwich, Applicant and Landowner, Lots 20-209.000 and 20-209.100 for a new emergency services building for the Norwich Fire Department and Norwich Police Department at 11 Firehouse Lane (10 Hazen Street). Application includes demolition of the existing Police Station and retention of the existing Fire Apparatus Building. Application to be reviewed under Section 4.11 of the Norwich Zoning Regulations.**

The record in this case includes the following documents:

Submitted by Applicant

- A-1 Application #5BCU17, dated 3/20/17
- A-2 Norwich Public Safety Building Drawings, by Jay White, Architect, PLC, et al., dated 2/20/17:
 - a. Cover Page;
 - b. C1 – Site Demolition Plan;
 - c. C2 – Site Plan;
 - d. A101 – First Floor Plan; (updated 3-29-17)
 - e. A102 – Reflected Ceiling Plan;
 - f. A201 – South, North and East Elevations;
 - g. A202 – West Elevation Interior Elevations;
 - h. A301 – Building Sections; and
 - i. A302 – Exterior Wall Sections
- A-3 Exterior Lighting Calculation Plan, by Energy Services of Vermont, dated 8/10/16
- A-4 Site Plan Overlay, by Jay White, Architect, PLC, dated 3-29-17

Submitted by Zoning Administrator

- ZA-1 Document and Interested Parties List, dated 4/4/17
- ZA-2 Zoning Administrator Review Summary, dated 3/20/17

The Chair opened the Public Hearing at 8:30 PM.

Present: Members: Dean, Rotman, McCabe (Alternate), Teeter, Carroll, Lawe, Ciccotelli

Clerk: Dechert

Applicant: Dave Ormiston – Interim Town Manager, Jay White – Project Architect

Interested Parties: Lucinda Walker (Norwich Public Library, abutter at 368 Main Street), Stephanie Briggs (abutter at 17 Carpenter Street), Anne Marie Smith (abutter at 25 Carpenter Street), Lester Gibbs (Grange, abutter at 344 Main Street), Anne Day (Norwich Public Library, abutter at 368 Main Street)

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

Site Visit: 4:45 PM - No members, interested parties, or public attended the warned site visit.

Jay White, architect for the project, reviewed plans for the proposed new Fire and Police Facility using plans and aerial photos included in the exhibits. The existing fire apparatus building is to be retained for vehicles. Equipment will be relocated into what is now a training room.

Parking is shown on the site plan for 31 spaces with an option for an additional 13 spaces if it is determined they are needed. Generally parking will be limited except for training times or a call out. Concern was expressed regarding headlights from the parking lot on neighboring properties.

Several abutters from Carpenter Street expressed concern that any increase of stormwater runoff from the site would add to already existing water problems on parts of Carpenter Street. Dechert stated that, based on soil testing for onsite wastewater sites on this property and the properties on Carpenter Street abutting this site, the soils will absorb surface water unlike soils farther east along Carpenter Street.

Lighting (A-3) - Light levels are well below those recommended for rural villages. The LED fixtures direct light downward and to only those areas where needed, and can be controlled to turn off or on as needed.

Dechert reviewed a checklist (ZA-2) of the criteria allowed to be considered by the Board for “community owned facilities” under T.24 §4413(a). The project complies with all the criteria. The structure will be required to comply with state fire safety and building codes. Water supply and wastewater systems have been applied for but have not yet been permitted by the State.

Dean moved to close the hearing. Rotman seconded the motion and it passed 7-0. The hearing was closed at 9:35 PM.

The meeting adjourned at 9:39 PM

Phil Dechert, Clerk

APPROVED 5-18-17

Development Review Board Agendas & Minutes are available at:

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