

**NORWICH DEVELOPMENT REVIEW BOARD
MINUTES**

May 18, 2017

Tracy Hall Meeting Room

Members present: Dean, Teeter, Carroll, Ciccotelli

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

Alternates not present: Pitiger

Clerk: Phil Dechert

Others: Cam Brown, Kathryn Kirkland, Veronica Thurston, Craig Thurston

1. The meeting was called to order by Dean, at 7:27 PM
2. **Election of Officers** – Deferred to after hearings
3. **Agenda** – Approved
4. **Public Comments & Announcements** – None
5. **Minutes** – The 4-6-17 minutes were approved with change
6. **Administrative Issues**
 - a. Future Schedule & Agendas:
 - i. June 1, 2017 – No Hearing Scheduled
 - ii. June 15, 2017, 2017 – No Hearing Scheduled
 - b. Other Administrative Issues -
 - i. Draft Rules of Procedure Distributed for Future Discussion
 - c. Future Meeting Potential Agenda Items:
 - i. Discussion of Update on Rules of Procedure, and
 - ii. PC Update on Draft Zoning Regulation
7. **Boundary Line Adjustment:**
14BLA17 Eldredge - Review

The Boundary Line Adjustment proposes to:

 - i. Transfer - Approximately .2 acre from 10-043.000, Eldredge Family Reality Trust, Landowner, (developed) to Lot 10-044.000, David and Eleanor Eldredge Family Trust, Landowner, (developed) to allow for the entire driveway to 138 Tilden RD to be on Lot 10-044.000.

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

Carroll moved that the proposed Boundary Line Adjustment #14BLA17 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 Ciccotelli and was approved by a vote of 5-0.

8. Public Hearing: 7:30 PM

- a. **#8BSUBA17** Amendment Review of previously approved Subdivision (Planned Unit Development) Permit #37BSUB16, Application by Veronica L. Thurston and Judson C. Thurston, Applicants and Landowners. Proposed amendment moves 1.6 acres with an existing two car garage from Lot B to Lot A changing the center/west boundary line and lot sizes on Lot 03-057.000 at 1490 Beaver Meadow Road from the previously approved Subdivision (Planned Unit Development) Permit #37BSUB16. Application reviewed under the Norwich Subdivision Regulations and the Norwich Zoning Regulations.

The record in this case includes the following documents:

Submitted by Applicant

- A-1 Application #8BSUBA17, dated 5-4-17
A-2 Surveyed Site Plans, by Thomas C. Otterman, dated 5-5-17
a. Sheet 1 - Full Lot View; and
b. Sheet 2 – Close up of Developed Area of Lot
A-3 Draft Warranty Deed with Road Maintenance Language, submitted 5-18-17

Submitted by Zoning Administrator

- ZA-1 Documents and Interested Parties list, dated 5-18-17
ZA-2 DRB Final Plan Review Decision on Permit #37BSUB16, dated 12-9-16
ZA-3 Ortho Base Photo of Original Site Plan –
Full View of Lot from Permit #37BSUB16, dated 10-16
ZA-4 Ortho Base Photo of Amended Site Plan, dated 5-17
a. Full Lot View
b. Close up of Developed Area and Development Envelope

The Vice-Chair opened the Public Hearing at 7:35 PM.

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

Clerk: Dechert

Applicant: Veronica and J. Craig Thurston

Interested Parties: None

Carroll moved to accept all of the Exhibits listed in Exhibit ZA-1 for the record. The motion was seconded by Ciccotelli. The motion passed 5-0.

Discussed change of boundary line between Lots A and B from the site plan in Permit #37BSUB17 previously approved on 12/9/16. Proposed amendment

moves boundary line and 1.6 acres, including a garage and the septic system for the existing guest house from Lot B to Lot A so that the septic system for the guest house will be on the same lot.

There were no other changes.

Carroll moved to close the hearing. Ciccotelli seconded the motion and it passed 5-0. The hearing was closed at 7:40 PM.

- b. #2BSUB17:** Final Plan Review of a Subdivision Application by Kathryn B. Kirkland, Applicant and Landowner, to divide Lot 05-130.000 into 2 lots of approximately 10.11 acres and 4.95 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
- A-3 Draft Survey Plat, revised 5-18-17

Submitted by Zoning Administrator

- ZA-1 Documents and Interested Parties list, dated 5-17-17
- 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
- ZA-5 DRB Preliminary Plan Review, dated 4-26-17
- ZA-6 Warranty Deed to Kirkland Excerpt re: ROW, Book 160 Page 542, dated 9-15-03

The Vice-Chair opened the Public Hearing at 7:40 PM.

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

Clerk: Dechert

Applicant: Cam Brown and Kathryn Kirkland

Interested Parties: None

The Clerk noted that the Preliminary Plan Review shows the new lot as 5.1 acres which changed to 4.95 acres on the final draft survey plat and the developed lot as 9.9 acres which changed to 10.11 acres on the final draft survey plat.

Clerk introduced new exhibit of the Draft Survey Plat, submitted 5-18-17. (A-3)

Carroll moved to accept all of the Exhibits listed in Exhibit ZA-1 for the Final Hearing for the record. The motion was seconded by Ciccotelli. The motion passed 5-0.

Driveway access plans and installation shall comply with the Norwich Driveway access specifications and shall be reviewed and approved by the Zoning Administrator prior to occupancy. The driveway shall be inspected by the Zoning Administrator prior to occupancy for compliance with the Norwich driveway specifications.

The Final Survey Plat shall include the Development Envelope size, boundary measurements and distance to lot boundary lines on Lot 2.

Carroll moved to close the hearing. Ciccotelli seconded the motion and it passed 5-0. The hearing was closed at 8:00 PM.

9. Other Business

a. Election of Officers

- i.** John Lawe nominated chair and elected 5-0 vote; and
- ii.** Nancy Dean nominated vice chair and elected with a 4-0 with Dean abstaining.

The meeting adjourned at 8:10 PM

Phil Dechert, Clerk

APPROVED 9-21-17

Development Review Board Agendas & Minutes are available at:

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