

**NORWICH DEVELOPMENT REVIEW BOARD  
MINUTES**

April 5, 2018

Tracy Hall Meeting Room

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

**Members not present:** Rotman      **Alternates present:** McCabe

**Alternates not present:** Pitiger      **Clerk:** Phil Dechert

**Others:** None

The meeting was called to order by Chair Lawe at 7:08 PM

1. **Agenda** – Approved – Changed #5 order Draft DRB Rules of Procedure before 5a
2. **Public Comments & Announcements** – None
3. **Minutes:** 2-1-18 Minutes were approved without changes
4. **Administrative Issues**
  - a. Draft DRB Rules of Procedure Rules of Procedure –
    - i. Carroll moved to adopt revised 12-07-17 draft version of Norwich Development Review Board Rules of Procedure. The motion was seconded by Ciccotelli. Carroll moved to amend Section 103 in Article 1. (See attached). The motion was seconded by Ciccotelli and approved 7-0.
    - ii. There was a discussion of “Executive Sessions” vs “Deliberative Sessions”. Carroll explained the difference: Non-public Deliberative Sessions limited to discussion of compliance of application based on testimony submitted and discussed in open session. Decisions may be voted on in closed session but a written decision must be issued with findings, conclusions, of law, conditions, and a record of the vote of each participating board member. An Executive Session is a non-public discussion limited to specific topic allowed by the statute and must be entered by vote from a public session stating the purpose and section of the statute the session is based on. Any decision must be voted on in a public session. The beginning of the third paragraph of the proposed Section 103 was amended to “Either during or upon conclusion ....” .
    - iii. A motion to table the motion to adopt the 12-07-17 Norwich Development Review Board Rules of Procedure made by Ciccotelli and seconded by Carroll, was passed 7-0.
  - b. Future Schedule & Agendas
    - i. April 19, 2018 – Hearings Scheduled: Subdivisions for Elwyn and Turco
    - ii. May 3, 2018 – Hearing re-scheduled – Eller Appeal
  - c. Membership Status – Terms Expiring 4-30-18
    - i. Dean
    - ii. Lawe
    - iii. McCabe
      1. Lawe, Dean, and McCabe were reminded to submit requests to the Town Manager office to be reappointed.

## 5. Boundary Line Adjustments

### a. #4BLA18: The Boundary Line Adjustment proposes to:

- i. Transfer - Approximately .09 acre from 20-056.001, Rebecca Hooper, Landowner at 24 Simpson Road (developed) to Lot 20-056.002, Alix Manny Trust, Landowner and Applicant, at 22 Simpson Road (developed).

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

A motion was made by Dean that the proposed Boundary Line Adjustment #4BLA18 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 7-0.

### b. #2BLA18: The Boundary Line Adjustment proposes to:

- i. Transfer – Approximately .60 acres from Lot 16-003.000, Stephen Pidgeon and Danielle R. Cohen, Landowners at 66 Willy Hill Road to Lot 20-164.000, John Gemery and Karen Loring, Landowners and Applicants at 48 Koch Road.

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

A motion was made by Dean that the proposed Boundary Line Adjustment #2BLA18 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 Stucker and was approved by a vote of 7-0.

### c. #6BLA18: The Boundary Line Adjustment proposes to:

- i. Transfer - Approximately .08 acre from 20-069.000 Parcel A (undeveloped) Alexander Fuld and Shoshana Hort, Landowners and Applicants, at Beaver Meadow Road to 20-070.000 Parcel C (developed), Paul Hoisington, Landowner at 179 Beaver Meadow Road.
- ii. Transfer – Approximately .09 from 20-069.000 Parcel B (undeveloped) Alexander Fuld and Shoshana Hort, Landowners and Applicants, to Lot 20-069.000 Lot A (developed), Alexander Fuld and Shoshana Hort, Landowners.

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

A motion was made by Dean that the proposed Boundary Line Adjustment #6BLA18 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 Stucker and was approved by a vote of 7-0.

## 6. Public Hearing: 7:30 PM

**To be continued to Thursday, May 3, 2018 at 7:30 - #3APP18:** Appeal of Zoning Administrator's Non-Action to Zoning Complaints by John Eller, Applicant and Landowner, at 194 Kendall Station Road, Lot #06-072.000 regarding boundary lines on Kendall Station Road and structures and fences built by abutter Glenn Gurman at 186

Kendall Station Road, Lot 06-071.000. Application will be reviewed under the Norwich Zoning Regulations.

The Hearing was opened by Lawe, Chair at 7:30. Lawe announced that due to a key witness for Glenn Gurman being unavailable to attend DRB Hearings in April, Gurman has requested the hearing be continued to a date after April 24<sup>th</sup>. Carroll moved to continue the hearing to May 3, 2018 at 7:30. Dean seconded the motion and it passed 7-0. A site visit will be scheduled.

**7. Other Business**

**8. Adjournment**

The meeting adjourned at 8:45 PM

Phil Dechert, Clerk

*APPROVED 4-19-18*

Development Review Board Agendas & Minutes are available at:

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