

**NORWICH DEVELOPMENT REVIEW BOARD  
MINUTES**

**December 15, 2016**

Tracy Hall Meeting Room

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

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

**Alternates not present:** Pitiger

**Clerk:** Phil Dechert    **Others:** Jane Sherwin and Eric Hasse

**1.** The meeting was called to order by Nancy Dean, at 7:06PM

**2. Agenda** – Approved

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

**4. Minutes** – The 12-1-16 minutes were approved with changes

**5. Administrative Issues**

Future Schedule & Agendas:

**i.** January 5, 2017 – Perry/Reed Conditional Use for event venue

**ii.** January 19, 2017 – Avery Trust (continued from 12-1-16)

**6. Public Hearings:**

**#41BSUB16:** Preliminary Plan Review of a Subdivision Application by Beverly Jane Sherwin, Applicant and Landowner to divide Lot 16-053.000 into 2 lots of approximately 10 acres and 1.34 acres at 63 French Farm Road. Application reviewed under the Norwich Subdivision Regulations.

The record in this case includes the following documents:

Submitted by Applicant

A-1 Application #41BSUB16, dated 10-24-16

A-2 Site Plan, by Thomas C. Otterman, dated 10-21-16

    a. Site Plan, Sheet 1 of 4

    b. Topographic Site Plan, Sheet 2 of 4

    c. Wastewater Disposal Details, Sheet 3 of 4

    d. Driveway Plans and Profile, Sheet 4 of 4

A-3 Waiver Request to allow 250' of the existing shared driveway to have a grade over 12%, and waive the Preliminary Plan Review, dated 12-13-16

Submitted by Zoning Administrator

ZA-1 Documents and Interested Parties list, dated 12-14-16

ZA-2 Checklist for Development Envelopes, dated 11-15-16

ZA-3 Ortho Base (2011) Photo of Site Plan, dated 11-16

ZA-4 NFD Review, dated 11-17-16

ZA-5 Density Calculation Sheet, dated 12-13-16

The Chair opened the Public Hearing at 7:34 PM

Present: Members: Dean, Ciccotelli, Teeter, Carroll, Rotman, McCabe

Clerk: Dechert

Applicant: Beverly Jane Sherwin and Eric Hasse

Interested Parties: None

**Site Visit Report:** Dechert reported - 3:00 PM at 63 French Farm Road – Present: Members: Lawe, Teeter, Carroll, - Clerk: Dechert - Applicant: None Members of the Public/Abutters: None. Note: Dean viewed the existing driveway on her own.

The DRB viewed the existing shared access road, the existing houses, and the proposed location of the proposed new lot and development envelope.

Applicants are subdividing the Property to sell off the proposed small lot. Applicant indicated that the road is very well maintained and always passable. The road has many service vehicles that utilize it without any problems. The road was built so it is south facing and is kept well graded.

Dechert said the access road with grades over the 12% limit is the critical issue. The Norwich Fire Chief's letter states that he would like to see the grades be lower but if that could not be done he had offered other suggestions of conditions to be included in a decision. ZA-4

Proposed new lot has been tested for septic suitability and a system has been designed.

French Farm Road, the private access road, has a steep grade near Church Street but there are no issues with the steepness near the access to the new lot. Ciccotelli questioned whether there was even a need for a waiver of steep slopes for the existing driveway. No waiver would be needed if access was from an existing town road as opposed to a private road; same regulations would apply.

There was concern by some members that there was not a level area at the entrance of the existing lot and cars may not be able to come to a complete stop to go onto Church Street. DRB members further discussed whether safety should be addressed by the Police due to the steepness of the road. Applicant has said there have been no issues and there are ways to address them.

No abutters have expressed any concerns.

Exhibit ZA-2, a Checklist for Development Envelopes no adverse impacts other than addressing the grades on the road.

A **motion** was made by Carroll and seconded by Rotman to accept all of the Exhibits listed in Exhibit ZA-1 for the record. The motion passed 6-0.

Applicant wanted to add that there is a pond on the property on the right hand side could be used for sprinkler.

Survey of the lot already completed. Waiver request.

Applicant was asked about the cost of changing the grade from 16% to 12% on the 250' of the driveway. Applicant did not know. Fire Chief's review was discussed with regard to recommendations to use if grades could not be decreased such as an area for the turn arounds. Applicant's said there are two fields that could be used as turn off areas one field to the right of existing house by circular driveway and another near the bottom of the driveway. Turn offs may already exist but will need to be identified. Requirement for sprinkler system was discussed. Applicant does not know the cost and the water pressure that is needed. The new residence will

be a modest home. New proposed lot will have own well and septic. There is currently one well shared by the existing homes. Cannot be on the water district.

The Vice-Chair asked for consideration of the Applicant's waiver requests:

**WAIVER #2** – “A waiver is requested under NSR Section 2.1 (C) to waive Preliminary Plan Review and hear this application under Final Plan Review. We believe this application and plan are complete including the required information for a Final hearing. A Boundary Survey of the property dated 10/21/16 (A-2 a & b) and a Topographic Plan with details of existing development (Exhibit A-7) are included with the application. Details of additional property lines and rights-of-way drawn to scale (Exhibits A-2 & A-3) are also included and will be added to the Final Plat.” See A-3. No action was taken on this waiver request.

**WAIVER # 1** – “A waiver is requested under 3.5.1 of the *Private Highway Specifications* to allow the grade of the existing access road from Church Street serving the three existing houses and the new lot to remain at a maximum of 16 percent for approximately 250’.” See A-3. No action was taken on this waiver request either.

Rotman moved to close the hearing. Carroll seconded the motion and it passed 6-0. The hearing was closed at 8:17 PM.

DRB moved into Deliberative Session from 8:18PM to 8:45PM.

At 8:45 PM Rotman moved (2nd Carroll) to find that discussing pending or probable civil litigation matters in public session would clearly place the public body or a person involved at a substantial disadvantage: Motion passed 6-0.

Rotman moved (2nd Carroll) to enter into executive session to discuss pending or probable civil litigation matters, pursuant to Title 1 VSA § 313(a)(1) of the Vermont Statutes and to invite Phil Dechert as staff member. Motion passed 6-0.

The DRB moved into executive session at 8:45 pm.

The DRB moved into public session at 9:15 pm.

The meeting adjourned at 9:16 PM

Phil Dechert, Clerk

APPROVED 1/5/17