

TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD
SPECIAL MEETING AGENDA
Thursday, July 11, 2024
7:00 PM

Via Zoom and in Person at Tracy Hall:

Topic: Development Review Board

Time: July 11, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89931976970>

Meeting ID: 899 3197 6970

888 475 4499 US Toll-free

-
1. **Call to Order, Roll Call**
 2. **Approve Agenda**
 3. **Approve Minutes**
 - a. **May 9, 2024**
 4. **Public Comments**
 5. **Announcements and Correspondence**
 6. **Public Hearing - 7:15 PM**

#26BCU24: Conditional Use Review of an application by the Norwich School District, Applicant and Landowner, at 22 Church ST; Tax Map 20-238.000. Project proposes to upgrade and install small pieces of playground equipment along with the installation of formal walking paths on the existing playground behind the Marion Cross School. Application to be reviewed under the Norwich Zoning Regulations.

7. **Other Business**
8. **Adjournment**

Future Meeting: TBD

DRB Minutes available at: <http://norwich.vt.us/development-review-board/>

To receive copies of Town agendas and minutes, please send an email request to be added to the town email list to the Town Manager's Assistant at: manager-assistant@norwich.vt.us

**TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD
Draft Minutes
Thursday, May 9, 2023**

Via Zoom

Members present: Patrick Bradley (chair), Linda Gray, Don McCabe, Emily Myers, Alec Orenstein, Sue Pitiger

Alternates present: Barry Rotman

Members absent: Matthew Stuart

Staff: Kyle Katz, Interim Zoning Administrator

Minute Taker: Linda Gray

Public: Albert Lee, Candace Nattie

1. **Call to Order:** by Chair Bradley at 7:01 pm. Roll call of Board members.
2. **Approve Agenda:** Pitiger moved, Rotman seconded a motion to approve the agenda. Motion carried unanimously.
3. **Minutes:** Pitiger moved, McCabe seconded a motion to approve the January 18, 2024 minutes. Motion carried unanimously.
4. **Public Comment:** none.
5. **Announcements and Correspondence:**
 - a. **Election of Officers:** Pitiger moved, McCabe seconded a motion to nominate Patrick Bradley as chair; motion carried unanimously.
Gray moved, Pitiger seconded a motion to nominate Alex Orenstein as Vice-Chair; motion carried unanimously.

6. Public Hearing:

- a. #10BLA24: Review of an application to merge an undeveloped 10.4 Acre lot (parcel 10- 006.000[previously 10-007.000]) into a developed 51.00 Acre lot at 980 Bragg Hill RD (parcel 10-006.000), by Little Big Tomato, LLC, applicant and landowner of the contiguous lots. Application information to be reviewed under the Norwich Subdivision Regulations. Acres from 00 Bradley Hill RD, Map #11-037.100 to 255 Bradley Hill RD, #11-037.000.

Gray noted an apparent error in the applicant's materials: applicant's address written as "East Hampton, NH" rather than "East Hampton, NY." Katz said that would be corrected.

Bradley moved, Pitiger seconded a motion to accept into evidence exhibits A-1-5; carried unanimously.

Pitiger moved, Gray seconded a motion to accept into evidence exhibits ZA-1 and 2; carried unanimously.

Gray moved, Orenstein seconded a motion to accept into evidence exhibit IP-1; carried unanimously.

Katz presented the application as a merger of two contiguous parcels owned by the same persons, with no development proposed, no additional structures or utilities proposed. Albert Lee, applicant, noted that the property had been two lots, but there is only one house. The parcel without a house is taxed for a potential house site, and they wish to correct that situation through this merger.

Candace Nattie, 965 Bragg Hill Rd, present as an Interested Person and abutter, noted that ~50 acres are conserved, which can't be changed. The applicant confirmed that.

Gray moved, Bradley seconded a motion to grant a waiver for the Preliminary Plan Review and hear the application under Final Plan Review as provided for in the Norwich Subdivision Regulations Section 2.1(C) given that the necessary materials have been submitted; carried unanimously.

Katz noted that there is a new recorded deed describing the new parcel boundaries of the merged lots, recorded by the Norwich Town Clerk on March 18, 2024 – Book 244, Page 303. Gray moved, Orenstein seconded a motion to grant a waiver for the requirement to develop a new survey; motion carried unanimously.

Pitiger moved, McCabe seconded a motion to close the hearing at 7:23pm; motion carried unanimously.

Bradley moved, Gray seconded a motion to enter into deliberative session at 7:25 pm; motion carried unanimously.

7. Other Business: There was brief discussion of the discrepancy between town land maps and the VT Parcel Viewer.

8. Meeting Adjournment: McCabe moved, Rotman seconded a motion to adjourn. Motion carried unanimously; meeting adjourned at 7:39 pm.

Respectfully submitted,
Linda Gray

**TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD**

DOCUMENTS AND INTERESTED PARTIES

Application Number: #26BCU24

Lot: 20-238.000
22 Church Street

Public Hearing Date: July 11, 2024

Site Visit:

Applicant: Norwich School District
c/o Jamie Teague
SAU70
41 Lebanon Street, #2
Hanover, NH 03755

Landowner: Norwich School District
PO Box 376
Norwich, VT 05055

Interested Parties:

NATURE OF APPLICATION - Conditional Use Review of an application by the Norwich School District, Applicant and Landowner, at 22 Church ST; Tax Map 20-238.000. Project proposes to upgrade and install small pieces of playground equipment along with the installation of formal walking paths on the existing playground behind the Marion Cross School. Application to be reviewed under the Norwich Zoning Regulations.

The record in this case includes the following documents:

Submitted by Applicant

- A-1 Application #26BCU24 (05-20-2024)
- A-2 Narrative Email Applicant (accompanying document) (06-03-2024)
 - a. Site Plan for Marion Cross School Playground, Pathways Consulting, LLC (05-08-2024)
- A-3 Applicant Response Email Square footage of new walking paths and new play equipment (accompanying documents) (6-25-2024)
 - a. Norwich School District Playground Upgrades walking paths
 - b. New playground equipment photos

Submitted by Zoning Administrator

- ZA-1 Documents and Interested Parties list (06-27-2024)
- ZA-2 Parcel Map (06-27-2024)
- ZA-3 Relevant Zoning Regulation Excerpts (06-27-2024)
- ZA-4 Standard of Review (06-27-2024)

APPLICATION FOR ZONING PERMIT

Exhibit A-1

Owner(s): Norwich School District

Mail Address: c/o SAU 70, 41 Lebanon Street, #2 Town Hanover ST NH Zip 03755

Day Phone: 603-643-6050 Eve Phone: 603-313-7098 Email: jteague@sau70.org

Applicant (If Different): _____

Mail Address: _____ Town _____ ST _____ Zip _____

Day Phone: _____ Eve Phone: _____ Email: _____

Description of Proposed Development: Replace and upgrade rear playground space & equipment to make it more ADA-ABA accessible

Zoning District: RR (VR I) VR II VB C/I AQ

Street Address: 22 Church Street Tax Map Lot # 20-238 Lot Size: 7 acres

Building Setbacks- Road Right-of-way: 900' Right Boundary: 8' Left 283' Rear 8'

Size of Building(s)/Additions: Structure A: Width _____ Length _____ Height _____

Structure B: Width _____ Length _____ Height _____ Area: Footprint of Structure A N/A.

Additional Footprint of Structure B (if any) _____ Total _____ # of Parking Spaces _____

Estimated Date of Completion: 10/15 Estimated Value \$ _____ # of Bedrooms _____

Please Attach: Site Plan with building locations, well & septic locations, roads, driveways, and streams. Drawing of footprint of new construction and outlines of additional floors. Elevation Drawing of multi-story buildings.

The undersigned hereby agrees that the proposed development shall be built in accordance with the foregoing statements, attached plans, and in accordance with the zoning and subdivision regulations of the Town of Norwich, and certifies that the above is true, correct, and complete. The owner consents to inspections of the real estate that is the subject of the application by the Zoning Administrator at reasonable times.

Signature of Landowner (or Authorized Agent) J Teague Date 5-14-24

Zoning Office Checklist:

- Flood Hazard Area
- Wetlands
- Septic Location
- Water Supply
- Parking
- Shoreline
- Aquifer Protection
- Permit Conditions
- Agricultural Exemption

Comments: _____

Additional Permits Required:

- Subdivision
- Conditional Use
- Site Plan Review
- Variance
- PRD
- Driveway Access
- Wastewater

Fees:

- Base Fee \$ _____
- Sq. Ft. x _____ \$ _____
- # of Lots \$ _____
- Recording \$ _____
- Other \$ _____
- Total \$ _____
- Date Paid _____
- To Finance _____

Action

- Received 5-20-24
- Complete _____
- Granted _____
- Refused _____
- Posted at Site 6-26-24 Planning
- Appeal By _____ Applic
- Effective _____
- Expires _____

Signature of Zoning Administrator _____ Date _____

Public Hearing 7-11-2024 at 7:15

Kyle Katz

From: Teague, Jamie <jamieteague@hanovernorwichschools.org>
Sent: Monday, June 3, 2024 10:51 AM
To: Kyle Katz
Cc: jteague@sau70.org; Pam Mullen; Jeff Goodrich
Subject: Re: Playground space permit application
Attachments: MCS Playground Design - Town Follow Up 6.3.24.pdf

Hi Kyle,

Thanks for following up with us.

Currently there are no "formal" walking paths for students with disabilities to be able to use to access the upper playground structures/areas. We are formalizing the paths with poured in place and/or gravel packed surfaces, currently all of the wood chip sections are already in place.

We had a large, wooden playground array [noted in orange as #3 on attached map] on the upper level in the area of the swings/climber which Tony Daigle removed last summer as it was deemed too dangerous due to rot to leave up and we were hoping to have this update project completed last year. Two of the pieces of equipment on the design are pre existing on site - those are the 2 rocket tunnels [noted at #2]. The array of swings on the bottom section [noted as #1] are pre-existing on site as is the sugar shack.

We are adding 6 pieces of new equipment basically replacing the large consolidated structure that we removed but the pieces are not all connected in one large structure so we will be placing them in different locations to help with congestion/flow. They include a handicap accessible ground mount slide [#4], 2 handicap accessible swing structures [#5A-B], a handicap accessible go round structure [#6], a climbing structure [#7] and a set of musical pieces [#8] in a seating section that already exists.

We will be removing 1/2 of the basketball court and returning the area to grass - this should help the neighbors with the basketball bouncing noise. The sand play area is already in place but will be more formally designated with fresh product. We hope to place a small walkway [#9] over that sand play section, but this will be fundraised so may take some more time to complete - like a Phase 2 perhaps next Spring.

As of today due to delivery timelines, we are hoping to install the pieces and paths in 2 phases. The Phase 1 stuff should be ready to go in for July, that would include the bulk of the PIP and the equipment pieces [4,5A & 8]. The Phase 2 pieces [#5B, 6 & 7] and the last of the PIP would be finished in August-September depending on when the pieces are delivered.

I do hope this gives you a much better understanding of the playground upgrade. If you have any engineering questions, please reach out to Jeff Goodrich at Pathways as they did the formal playground design, he can be reached at 603-448-2200. I have cc'd him on this email.

Please let me know if you would like me and/or Tony to meet with you or other committee folks regarding the project.

Thanks Jamie

On Mon, Jun 3, 2024 at 9:41 AM Kyle Katz <KKatz@norwich.vt.us> wrote:

Hi Jamie,

Thank you for submitting the zoning permit application for the rear playground space. I'm hoping you could provide a little more information about the project. See my questions below.

- What specifically is being changed or modified? Is the poured rubber surface and the hardpack trail new? Is there anything else on the site plan that is new?
- Are there any new play structures or is it just existing play structures being upgraded?

Feel free to give me a call to describe the project in more detail. Ph. 802 649 1419 ext. 4

Thanks,

Kyle Katz

Interim Zoning Administrator

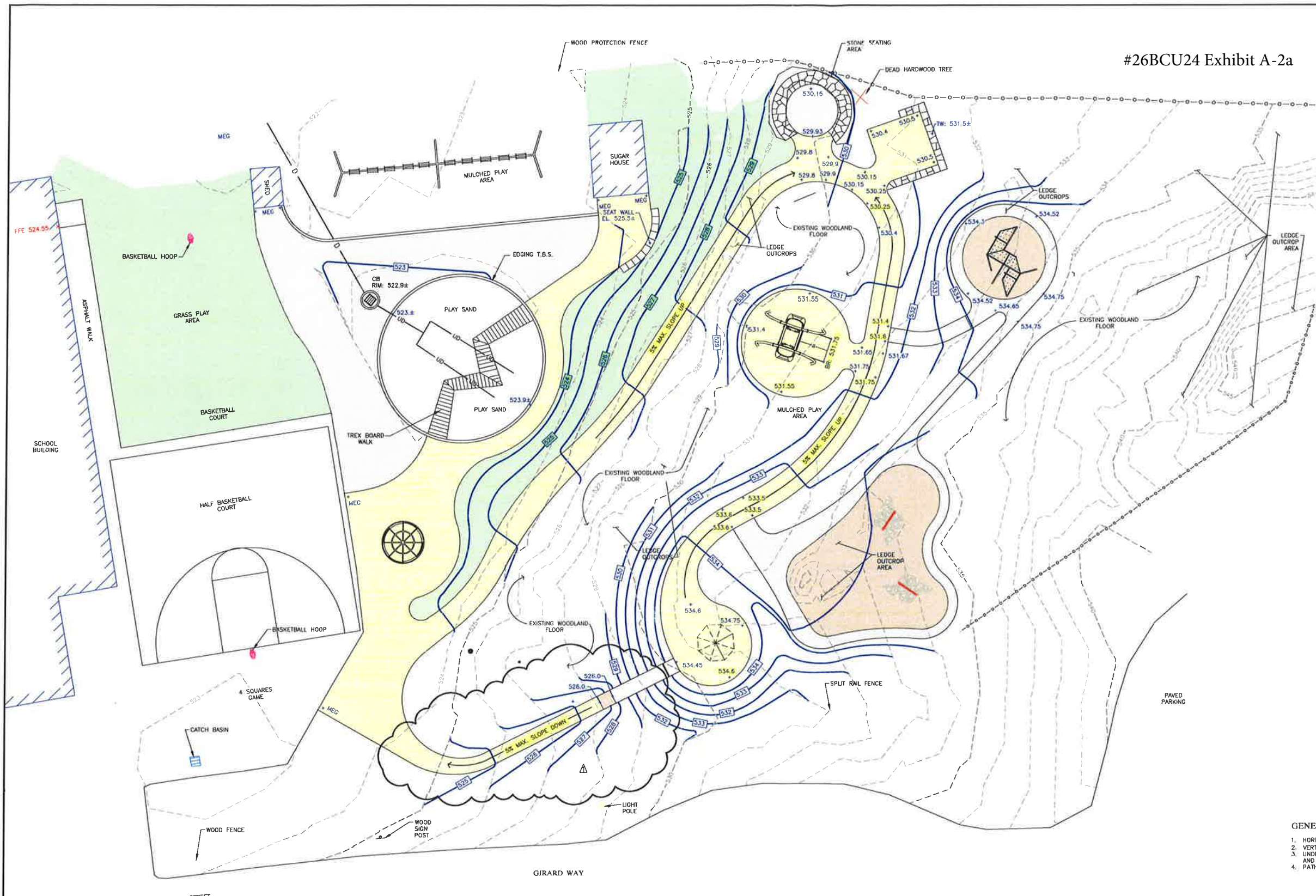
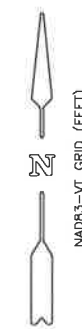
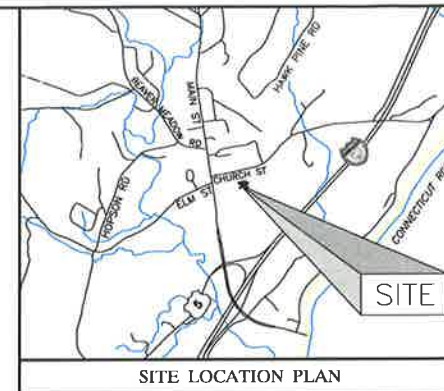
Norwich Planning and Zoning

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Jamie J. Teague
Business Administrator
SAU 70 - Hanover/Norwich/Dresden
41 Lebanon Street, #2
Hanover, NH 03755
603-643-6050, ext. 2008



The information transmitted is the property of SAU #70 and is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Unintended transmission shall not constitute waiver of any privilege, including, without limitation, the attorney-client privilege if applicable. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the e-mail and any attachments from any computer.



SURFACE MATERIALS KEY

	POURED RUBBER SURFACE
	HARDPACK
	WOOD CHIPS
	GRASS
	PLAY SAND

- GENERAL SURVEY NOTES:**
- HORIZONTAL DATUM: VT STATE PLANE GRID NA83 (SURVEY FEET) FROM GPS OBSERVATION.
 - VERTICAL DATUM: NORTH AMERICAN VERTICAL DATUM 1988 (NAV88) FROM GPS OBSERVATION.
 - UNDERGROUND UTILITIES ARE APPROXIMATE AND NOT WARRANTED TO BE EXACT OR COMPLETE AND ARE TO BE FIELD VERIFIED PRIOR TO ANY EXCAVATION OR SITE MODIFICATIONS.
 - PATHWAYS CONSULTING, LLC COLLECTED DATA FOR THIS PLAN IN OCTOBER, 2022.

- LEGEND:**
- CONTOUR --- 500 ---
 - MULCHED PLAY AREA
 - WOOD FENCE
 - CHAIN LINK FENCE
 - HARDWOOD TREE
 - SOFTWOOD TREE
 - STUMP



REV. NO.	DATE	DESCRIPTION	MADE BY	CHKD BY	APP'D BY
1	05/08/24	GRAVING REVISIONS	PAB	ANS	ANS

SITE PLAN FOR
MARION CROSS SCHOOL PLAYGROUND
22 CHURCH STREET, NORWICH, VERMONT 05055

1

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

SHEET: 1 OF 1
SCALE: AS SHOWN
DES. BY: ANS
DRAWN BY: PAB
CHKD. BY: ANS
DATE: 04/29/24
PROJ. NO. 11647

From: Teague, Jamie <jamieteague@hanovernorwickschools.org>
Sent: Tuesday, June 25, 2024 5:25 PM
To: Kyle Katz <KKatz@norwich.vt.us>
Cc: jteague@sau70.org; Pam Mullen <PMullen@norwich.vt.us>; Anthony Daigle <tonydaigle@hanovernorwickschools.org>; Jay Badams <jaybadams@hanovernorwickschools.org>
Subject: Re: Application materials

Hi Kyle/Pam,

The total square footage of the poured in place walking paths along with the flat areas that will surround the accessible equipment is 3,658'.

The new accessible equipment being added to the play area space includes the We-Go Swing [5B] and the We-Go Round [6], in addition we are adding the Mobius Climber. I have included a two page handout that you could easily share with Committee members and others ahead of the July 11th hearing. As we discussed the other pieces are replacements for older equipment that was taken down. We are very excited to add them as they can be enjoyed by both young and mature folks.

Thanks for all your help in this matter.

Regards Jamie

On Mon, Jun 24, 2024 at 10:20 AM Kyle Katz <KKatz@norwich.vt.us> wrote:

Hi Jamie,

I am putting together the application materials for the hearing. We'll just need a couple of items by the end of the week. See below:

1. The square footage of the new walking paths.
2. The locations of the "new" play equipment. We aren't reviewing play equipment that is replacing existing equipment in the same location. Only equipment going in new locations. If you can send photos of what the new equipment looks like that would be helpful as well.

Finally, I am planning to include the narrative you sent over to us in your email on Monday, June 3rd in the hearing packet, since this narrative covers the work being done. If you'd like to include a different narrative, please let me know.

Please cc Pam as well, since I won't be back in the office until next Monday.

Thanks,

Kyle

--

Jamie J. Teague
Business Administrator
SAU 70 - Hanover/Norwich/Dresden
41 Lebanon Street, #2
Hanover, NH 03755
603-643-6050, ext. 2008



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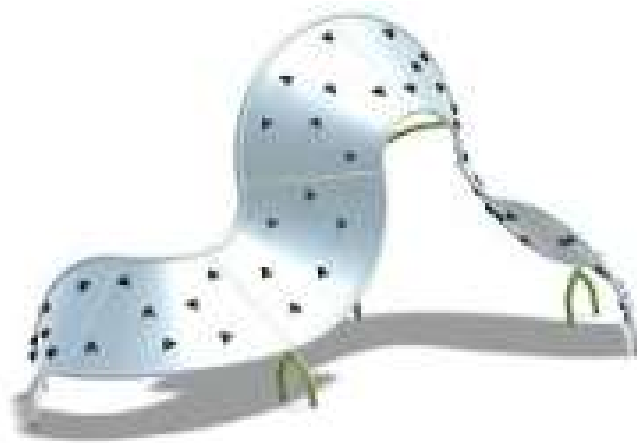
5B. We-Go Swing – color combination:



6. We-Go Round – color combination



7. Mobius Climber



**TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD**

DOCUMENTS AND INTERESTED PARTIES

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22 Church Street

Public Hearing Date: July 11, 2024

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- ZA-3 Relevant Zoning Regulation Excerpts (06-27-2024)
- ZA-4 Standard of Review (06-27-2024)



- (1) Proposed parks comply with the requirements of 10 V.S.A. Chapter 153.
- (2) Proposed parks comply with all applicable state and local laws, ordinances and regulations relating to water supply and waste disposal.
- (3) Each mobile home is located on a dedicated site of not less than 8,000 square feet in area.
- (4) All roads within a mobile home park comply with Town road standards, and adequate walkways are provided.
- (5) Parking is provided in accordance with Section 3.09.
- (6) A minimum of 25% of the total land area in any mobile home park is set aside for common recreational use or open space.
- (7) All mobile home parks meet minimum setback requirements from the perimeter boundary for the districts in which they are located. Setback areas shall not be included in the calculation of recreation land or open space under Subsection (7).
- (B) An increase in the number of units; changes or alterations to park area, design, layout or common facilities are subject to conditional use review in accordance with the above provisions. Changes or alterations to individual mobile home sites or mobile homes within the park (e.g., the addition of a porch, deck or accessory structure serving the residents of the dwelling), shall be allowed in the same manner as changes or alterations to a single unit dwelling.

Section 4.11 Public Facilities

(A) In accordance with the Act [§4413(a)], the following public facilities or uses may be regulated only with respect to location, size, height, building bulk, yards, courts, setbacks, density of buildings, off-street parking, loading facilities, traffic, noise, lighting, landscaping and screening requirements, and only to the extent that such regulations do not have the effect of excluding or interfering with the intended use or function:

- 1. state or community owned and operated institutions and facilities;
- 2. public and private schools and other educational institutions with a curriculum approved by the Vermont Department of Education;
- 3. churches and other places of worship, convents, monasteries, and parish houses;
- 4. public and private hospitals;
- 5. regional solid waste management facilities certified by the state (under 10 V.S.A. Chapter 159); or
- 6. hazardous waste management facilities for which a notice of intent to construct has been received by the state (under 10 V.S.A. §6606a).

(B) Reasonable provision has been made for siting of the above public facilities and uses within all zoning districts. Such facilities or uses must meet applicable district requirements, and shall be subject to conditional use review under Section 5.02; however, associated conditions of approval shall not exceed allowed regulation, as specified in the Act and Subsection (A).

(C) In accordance with the Act [§4413(b)], public utility power generating plants and transmission facilities regulated by the Vermont Public Service Board (under 30 V.S.A. §248) are specifically exempted from municipal land use regulations.

Section 4.12 Cultural Facilities

(A) A cultural facility uses land and/or structures to encourage and promote community, visual or performing arts, or educational goals, which use is available to, and intended for, the benefit of the general public. Examples include a school, library, museum, performing arts center, or community center.

(1) A community use means functioning as a social or activity center for town, community or school organizations or gatherings, which may include amenities such as meeting rooms, large gathering or activity rooms, kitchen facilities, an auditorium, playgrounds or sports fields.

(2) An educational use will include academic learning or studies, or training in visual or performing arts, through classes, seminars or similar learning opportunities taking place at the property.

(B) A cultural facility is not intended to include:

(1) State or community-owned and operated institutions and facilities, or public and private schools and other educational institutions certified by the state department of education. See 24 V.S.A. §4413.

(2) Social or fraternal clubs or membership organizations.

(3) Offices for organizations that only promote or encourage cultural activities which take place in another location.

(C) A cultural facility is a conditional use in all zoning districts and shall meet all applicable general provisions contained in Article III.

(D) With the exception of educational uses, which shall meet the minimum off-street parking requirements for educational facilities, all other cultural facilities must meet the minimum off-street parking requirements for places of public assembly. See Table 3.3.

Article V. Development Review

Section 5.01 Applicability of Development Review Procedures

(A) **Site Plan Review**, pursuant to Section 5.03, shall apply to all permitted uses as designated in Article II, excluding one- and two-unit dwellings, home occupations within a one-unit dwelling, home daycare facilities, signs, agriculture and/or forestry and all uses exempted under section 6.02. Uses designated as a conditional use in Article II are not subject to site plan review procedures but site plan review criteria will be incorporated into the conditional use review.

(B) **Conditional Use Review**, pursuant to Section 5.04, shall apply to all conditional uses as designated in Article II or as otherwise specified under Article III or Article IV.

(C) **Flood Hazard Review**, pursuant to Section 5.05, shall apply to all development including but not limited to new or expanded single unit dwellings as designated in Article II. Specific uses subject to site plan or conditional use review shall be reviewed concurrently with Section 5.04.

(D) **Planned Unit Development (PUD) Review**, pursuant to Section 5.06, may be applied at the request of the applicant, or as required under Article II, to any size parcel in designated zoning districts. PUDs shall be reviewed concurrently with the Norwich Subdivision Regulations.

(E) **Development Envelope Review**, pursuant to Section 5.07, shall apply to any undeveloped lot prior to obtaining a permit for construction of a one-unit or two-unit dwelling unless a Development Envelope has already been designated for the lot by an approved subdivision decision.

Section 5.02 Application Requirements

(A) An applicant for PUD approval shall submit the information described in Section 5.06(C).

(B) Applicants for conditional use and/or site plan approval shall submit applicable fees and the materials described in Table 5.1. The Development Review Board may waive any of the application requirements set out in Table 5.1 that are not applicable to the proposed development. The applicant shall identify the specific requirements for which the waiver is requested and why they are not applicable.

Table 5.1 Site Plan & Conditional Use Review Application Requirements	
(A) Required Application Information:	
Name and address of owner(s) of record of the property; name, address and interest of the applicant, if different from the owner(s) of record; name and address of the person or firm preparing the application and plans; date of the application and related plans.	
A plan drawn to scale prepared by a licensed engineer, surveyor, land planner, or as otherwise approved by the Development Review Board showing the following:	
<ol style="list-style-type: none"> 1. north arrow and scale; 2. legal property boundaries for the property; 3. existing and proposed features, to include topography, land use, existing vegetation, natural areas and critical habitat, streams, floodplains and wetlands, and other fragile features (See Section 3.13); zoning district boundaries; structures (building footprints), signs, walls and fences; historic sites; roads, driveways, easements and rights-of-way, utilities and existing and proposed fire hydrants; and 4. traffic and pedestrian circulation within the site; location and dimension of parking, loading and snow retention areas; access to neighboring properties and public roads; and, sidewalks, pathways and trails in the vicinity. 	
Site location map showing the location of the project in relation to nearby town highways, adjoining parcels and uses and zoning district boundaries.	
Proposed landscaping and screening plan, including plant details (size, location, species).	
Grading and drainage plan (showing areas of cut and fill and proposed drainage patterns and provision for stormwater management).	
Proposed lighting plan, including the design and location, fixture type, mounting height, illumination levels and distribution, and color of all exterior lighting.	
Preliminary building elevations for new or altered structures, including an indication of the exterior facade design, window treatment and roof and siding materials.	
Phasing schedule for completion of all proposed development and site improvements.	
Estimate of traffic to be generated by the project on a peak and daily basis, and the impact of such traffic on area roads.	
Statement of compliance with all applicable zoning district standards, including overlay district standards and supplemental standards that may apply within a particular district or subject to a specific use.	
(B) The Board may require additional information depending upon the scope and location of the proposed project, including but not limited to the following:	
Forest management, tree removal and vegetation management plans.	
Stormwater management and erosion control plans.	
Visual impact analysis.	
Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements).	
Community service impact assessments (analysis of fiscal costs and benefits to the town).	
Fiscal impact study.	
Open space management plan.	
Site reclamation plan (for proposed projects involving extraction).	
Habitat impact assessment (identification of critical wildlife habitat, including wildlife travel corridors, analysis of potential impact and proposed mitigation measures).	
Other information or studies reasonably necessary for the Board to conduct a comprehensive review. To assist the Board in its review of applications, the Board may employ or contract with consultants whose services shall be paid for by the Applicant. Any or all final reports or documents prepared by the consultant shall be made available to the applicant and other parties to the proceeding.	

Section 5.03 Site Plan Review

(A) **Purpose.** Site plan review is intended to ensure that projects be of high quality, attractive and functional site design, and that the general building site design be consistent as to the size, scale and mass of the other buildings in the zoning district and with the purpose and character of the zoning district in which the project is located. Standards emphasize those related to the internal layout of the site, its physical design and appearance as viewed from off-site, and the functional integration of the site with surrounding properties and uses.

(B) **Review Process.** Upon determination that review is required, and the application as submitted is complete for review by the Development Review Board, subject to requests for waivers of application requirements, the Zoning Administrator shall schedule a public hearing of the Development Review Board, warned in accordance with Section 6.06(D). Once the public hearing is opened, the Board shall determine if the application is complete and decide whether any waivers of application requirements shall be granted. If not, or if the Board requires additional information for the application, the public hearing may be recessed to another date certain for continuation of that hearing. Once all information required by the Board has been submitted, the Board shall close the hearing and act to approve, approve with conditions, or disapprove an application for conditional use review within 45 days after the date the hearing was closed; and shall issue a written decision to include findings of fact, any conditions, and procedures for appeal. The application shall be deemed approved by the Board on the 46th day in the event that the Board fails to act within 45 days of the adjournment of the hearing.

(C) **General Standards.** The Development Review Board shall consider and may impose appropriate safeguards, modifications and conditions relative to the following standards:

(1) Maximum safety of vehicular circulation between the site and the street network. Vehicular access and intersections with roads shall meet all applicable town and state design standards, including the Norwich Private Highway Specifications and the Norwich Driveway Access Specifications. Sight lines shall meet specified guidelines. The public highway accessed from the parking lot must have sufficient excess capacity both at access and egress points and at affected intersections to accommodate the added traffic without undue delay. The Board may limit the number and size of curb cuts to a single access. In instances involving pre-existing curb cuts not in compliance with these standards, the Board may require the reduction, consolidation or elimination of non-complying curb cuts. In appropriate instances, including the presence of compatible adjacent uses, areas characterized by congestion and frequent and/or unsafe turning movements, or parcels having direct access to more than one road, the Board may require shared access between adjoining properties or may limit access to a side street or secondary road. Requirements for shared access shall be made either at the time of site plan approval if similar provision has been made on a contiguous parcel, or contingent upon future development of neighboring properties.

(2) Adequacy of circulation, parking and loading facilities with particular attention to safety. Parking and loading facilities shall be provided per the requirements of Section 3.09 of these regulations, and in accordance with the following:

- a. Parking shall be designed to minimize the visibility of parking areas from off-site through the location, landscaping and screening of such areas. Parking shall be located to the rear or interior side (side not fronting on a public road) of buildings, unless otherwise permitted by the Board due to site conditions which would prevent the reasonable use of the property if this standard were strictly enforced. Large, uninterrupted expanses of parking shall be avoided.
- b. Driveway connections to parking areas on adjacent properties or provision for future connection shall be required where feasible. In the event that such connections allow for shared parking between properties, the overall parking requirements may be reduced pursuant to Section 3.09(B).
- c. Adequate parking facilities for people with disabilities shall be provided that comply with ADA standards. Accessible parking spaces shall be located on an accessible route of travel from the parking to an accessible entrance to the building served by the parking. Provisions shall be made for wheelchair van parking with an area for safe loading and unloading.
- d. Clearances and turning radii shall be sufficient to accommodate all service and delivery vehicles required for the normal activities on the site, and fire trucks and other emergency vehicles.
- e. Loading and delivery areas within the site shall be provided in accordance with Section 3.09(D), and shall be adequate to meet the anticipated needs of the use in a manner that does not interfere with parking, internal circulation and landscaping.

(3) Landscaping. Landscaping shall enhance the features and conditions unique to each site, and should include a combination of shade trees (deciduous and/or coniferous), deciduous and evergreen shrubs, well kept grasses and ground covers. Landscaping is required in front and side yards, adjacent to parking areas, and where rear yards abut residential properties or public roads.

- a. Landscaping plans shall emphasize the following:
 - i) The preservation of existing ground cover and trees, especially those that are mature or determined to be of special horticultural or landscape value.
 - ii) The use of both deciduous and coniferous shade trees in available yard area, especially front and side yards, parking areas and along street lines. Shade trees should be placed to interrupt the facades of buildings, break-up expanses of parking, visually reduce the scale and bulk of large buildings, integrate the site with surrounding properties, establish a linear pattern of street trees along road frontage, and enhance environmental quality (e.g., wildlife habitat, soil stabilization, storm water retention, air quality, energy conservation).

- iii) The use of flowering ornamental trees to complement shade trees in instances where large yard areas exist, and where space limitations prevent the planting of shade trees.
 - iv) Landscaping beds which enhance the general appearance of the site, define planting strips and buffer areas and minimize the amount of grass lawn area. Such beds are not to be considered a substitute for tree plantings or other open space requirements.
 - v) A mix of evergreen and flowering shrubs and bushes should be used adjacent to buildings, within planting beds and to complement shade trees and other landscaping features.
 - b. In addition, landscaping plans are subject to the following:
 - i) Shade trees shall be a minimum of 2.5" caliper (trunk diameter), measured at a height of 5 feet, or, in the case of coniferous trees, be a minimum of 8 feet in height, unless otherwise specified by the Board upon consideration of site conditions; be a species with a substantial life expectancy and a tolerance for soil compaction, drought and, if located along street lines, salt; and be of native origin, provided that they meet the above criteria. The planting of single gender deciduous trees shall be avoided.
 - ii) The Board may require the submission of a three year plan for all proposed landscaping. Bonding or other surety may be required to ensure installation and maintenance.
- (4) Screening. Sufficient screening shall be provided when the Development Review Board determines that adequate screening is not provided by topographical or other barriers. Screening shall be required where a more intensive land use is proposed to abut a less intensive use; adjacent to garbage collection and utility areas, satellite antennas, outdoor storage, and loading and unloading areas and other outdoor utilities and facilities; and when the project adversely impacts adjacent properties (e.g., lighting, outdoor storage, etc.). In addition:
- a. Screening shall provide a year-round visual screen, particularly from roads. A diversity of materials to create a naturalized screen is encouraged rather than a large expanse of uninterrupted, uniform material so long as sufficient screening is obtained. Materials may include fencing, shade trees, evergreen and flowering shrubs, rocks, mounds or combinations thereof to achieve the same objectives.
 - b. Arrangement of screening shall provide protection to adjacent properties and avoid damage to existing plantings. If re-contouring of the site is proposed, the side slope shall be used for plantings. A maximum of 4:1 slope is recommended.
- (5) Bicycle & Pedestrian Access. On-site pedestrian circulation linked to pedestrian facilities located on adjacent properties and/or along public roads, and to on-site parking areas, shall be provided. Such access shall take the form of sidewalks for walking and bicycling, or other facilities depending upon the property's location, site conditions and proximity to other bicycle/pedestrian facilities. Access points at property edges shall be

coordinated with existing and planned development to provide pedestrian connections between uses. Bicycle racks shall be required for commercial and public uses intended for general public access. In addition, adequate access from the parking area and sidewalks to the building(s) that are open to the general public shall be provided for people with disabilities.

(6) Outdoor Storage & Display. The outdoor storage or display of goods, supplies, vehicles, equipment, machinery or other materials is prohibited unless specifically approved by the Board and/or specifically permitted within particular districts. Secured, covered and screened areas shall be provided for the collection and on-site storage of trash and recyclables generated by the proposed development. In approving such outdoor display or storage, the Board may place conditions on the area and location of such storage or display, and shall require appropriate screening.

(7) Building Design. Buildings shall not be designed to function as advertisements through the use of garish color schemes; internal illumination of roofs, facades or awnings; oversized display windows; the integration of oversized logos and advertising features into the building's design; or formulaic or homogeneous architectural design based on a national standard for a particular business or franchise that is not consistent with historic building types and designs typical of Norwich.

(8) Lighting. To ensure appropriate lighting while minimizing its undesirable effects, the following general standards apply to all outdoor lighting with the exception of temporary holiday lighting which is exempt:

- a. In addition to information regarding exterior lighting fixtures, including fixture type, mounting location and height, illumination levels and distribution, and color, submitted as part of the application, a lighting plan, prepared by a qualified engineer or lighting expert may be required for projects determined by the Development Review Board to pose a potential for significant off-site impact due to the number, location and intensity of proposed lighting fixtures.
- b. Outdoor lighting fixtures shall be limited to recessed, shielded or cutoff fixtures so that no light from fixtures is emitted directly or indirectly at an angle less than 15 degrees below the horizontal and the light source shall not be visible from adjacent lots, roads, or waters. The Color Rendering Index (CRI) shall be appropriate for the location of the site and compatible with adjacent properties. In most situations a CRI of over 80 is acceptable. Building or pole mounted, non-reflective lights using an incandescent bulb of one hundred watts or less not used to illuminate a sign are allowed.
- c. All outdoor lighting shall be kept to the minimum required for safety, security and intended use, consistent with the character of the neighborhood and zoning district in which it is located. To determine appropriate lighting levels for a particular use or site, the Board may consider technical resources, such as The Outdoor Lighting Manual for

Vermont Municipalities and publications of the Illuminating Engineering Society of North America (IESNA).

- d. Parking lot lighting shall comply with the standards for maximum mounting height, minimum illumination (at darkest spot) and uniformity ratio as set forth in The Outdoor Lighting Manual for Vermont Municipalities. The Board may waive these standards for good cause if application thereof is inappropriate or unduly burdensome so long as excessive lighting does not result and the proposed lighting scheme otherwise meets the requirements of this section. Applicants may also be required to use lower mounting heights and illumination levels. Lighting of parking lots in the Rural Residential District is generally discouraged except for minimum security needs.
- e. Outdoor lighting fixtures should include timers, dimmers, and/or sensors to reduce energy consumption and eliminate unneeded lighting.
- f. The use of street or security lighting is only permitted if unusual or hazardous conditions require it. Security lighting, where deemed necessary by the Board, shall be shielded and aimed so that illumination is directed only on to the designated area and not cast on other areas.
- g. Exterior building facades shall not be illuminated. The Board may approve the exterior illumination of buildings with symbolic or historic significance, provided the maximum illumination on any vertical or angular roof surface does not exceed 5.0 foot candles; fixtures are carefully aimed and shielded so that light is only directed onto the building surface; and lighting fixtures are mounted on or near the building, preferably directed downward, and are designed to “wash” the facade with light.
- h. Except for approved security lighting, outdoor fixtures shall only be illuminated during the hours of operation for non-residential uses unless specifically approved by the Board. Hours of operation shall include any time up to one hour before or after all employees and patrons or customers have vacated the premises. Inns and Bed and Breakfasts are considered open on a twenty-four hour basis.

(9) Stormwater Management. To prevent water quality degradation and to minimize impacts on surrounding properties and town infrastructure, development shall be sited and designed to minimize storm water runoff and prevent erosion during all phases of development. Land development shall incorporate Low Impact Development (LID) stormwater management and erosion control practices where feasible. The Board may require the preparation and implementation of a stormwater management plan as appropriate for the setting, scale and intensity of the proposed development. Plans, if required, shall include provisions for the inspection and long-term maintenance of stormwater management and erosion control practices and be prepared by a qualified licensed engineer that incorporates the LID approach for site design and stormwater management where feasible and the accepted management practices recommended by the state in the Vermont Stormwater Management Manual and the Vermont Handbook for Soil Erosion and Sediment Control on Construction Sites, as amended. The Board may,

at the expense of the developer, conduct an independent review of the plans. Site plan approval may be granted by the Board upon finding that the proposed development will:

- a. Conserve and protect the natural hydrologic assets and functions of a site. Direct development away from sensitive environmental areas, and preserve native vegetation, soils, and existing drainage courses.
- b. Create opportunities to retain all runoff on site. Storm water shall be filtered and infiltrated into the ground by directing runoff away from impervious areas and engineered drainage systems and into areas of natural vegetation. All storms up to 1-inch must be captured and infiltrated on-site. The infiltration rate calculations of the system must be based on data collected in the field. Use green space, flatten slopes, disperse drainage, increase distance from streams, maximize sheet flow and incorporate other Integrated Management Practices (IMPs).
- c. Minimize impacts of development at all stages. Minimize clearing, grading and limit lot disturbance. Save A and B (top) soils. Reduce impervious surfaces, pipes, curb and gutters. Discontinue engineered drainage systems where feasible.
- d. Use a decentralized stormwater management system of small-scale controls that are located near the sources of runoff generation. These controls shall be designed to store, infiltrate, filter and release runoff the way natural areas do and shall limit the post-development peak discharge rate to less than or equal to the pre-development peak discharge rate based on a 2-year and 10-year, 24-hour storm event. IMPs provide a variety of on-site opportunities to control the volume and peak runoff rates of storm water and to filter pollutants.

Compliance with the Vermont Stormwater Regulations as evidenced by an approved State Permit will indicate compliance with this Section.

(10) Protection of Natural Resources. Proposed development shall not have an adverse impact on important natural resources or features located on the parcel, including wetlands, steep slopes, rivers and streams, critical wildlife habitat and habitat diversity, groundwater source protection areas, floodplains and/or the other features in Section 3.13, identified in the town plan, zoning overlay maps, or through field investigation. The Board may require the following protection measures to ensure the protection of natural resources and features:

- a. establishment of buffer areas;
- b. permanent protection as designated open space;
- c. designation of development envelopes to ensure that activities incidental to the operation of the development use, including clearing and yard area, do not adversely impact identified resources;
- d. preparation and implementation of management plans for protected resources and associated buffer areas; and/or
- e. such other measures as noted in Section 3.3 of the Norwich Subdivision Regulations.

(11) Historic Structures. Consideration shall be given to the impact of the proposed development on historic structures on the site or on adjacent properties. To the extent feasible, continued use of existing historic structures is encouraged; the exterior appearance of historic structures should be protected, and the visual context of historic structures should be maintained.

(12) Fire and Public Safety. Consideration shall be given to measures necessary for fire and public safety including the location of fire hydrants or other fire protection measures, access to buildings by emergency vehicles and personnel, and proper storage of hazardous or toxic substances. The DRB may request the fire and police departments to review the development plans and make recommendations.

(13) Underground Utilities. For new construction, all new utility systems, which may include but not be limited to electric, gas, telephone, fiber optics, and television cable, shall be located underground, unless doing this is deemed unreasonable and prohibitively expensive by the DRB due to site conditions.

(D) **District Standards.** To ensure that development is designed in a manner that is consistent with the existing and desired character of the district within which it is located, the following standards shall apply within the specified district.

(1) Village Business (VB) District. Within the Village Business District development shall meet the following standards:

- a. Buildings and associated site design shall reinforce a well-defined streetscape by being located as close to the front setback as practical. Where the placement of a building along the front setback is not practical due to preexisting site conditions, landscaping features, such as low walls and planting materials, should be incorporated along the setback line to create a transition between the public right-of-way and the site.
- b. Buildings should be oriented toward and relate to, both functionally and visually, streets and/or common greens, parks or plazas, and not be oriented toward parking lots. The front facade should include a main entry-way and pedestrian access to the street.
- c. Buildings, and modifications to existing buildings, shall be designed in a manner that is compatible with, and does not stand in contrast to, nearby historic structures with regard to building scale, massing, materials, orientation and rhythm of openings (fenestration).
- d. Large expanses of undivided glass and/or monolithic walls shall be avoided.
- e. Buildings shall be a minimum of 1½ stories in height, with the exception of accessory structures with a building footprint of less than 500 square feet.
- f. At the boundary between the VB District and the Village Residential (VR) District, the following requirements shall be met unless waived by the Board:

- i) Stored materials or refuse containers between a building in the VB District and the VR District boundary line shall be screened by a fence or by shrubs or trees which would provide comparable concealment.
 - ii) Parking areas in the VB District shall be screened by a fence or by shrubs or trees which would provide comparable concealment.
 - iii) Open land in the front, side or rear yard of a property in the VB District, contiguous with a property in the VR District shall meet the general landscaping requirements of Section 5.03(C)(3).
- (2) Village Residential (VR) District. Within the VR District development shall meet the following standards:
- a. The use of front yards shall be limited to landscaping, pedestrian paths and associated pedestrian amenities (e.g., street furniture, pedestrian scale lighting and signs) and driveways. Outdoor storage, parking and loading areas shall not be located within front yards unless the Board finds that the property is a pre-existing building and that no other practical alternative exists.
 - b. Buildings should functionally and visually be oriented toward and relate to public streets and/or common greens, parks or plazas, and not be oriented toward parking lots. The front facade should include an entry-way and pedestrian access to the street. The Board may impose a maximum setback, relative to adjacent buildings, to achieve a consistent streetscape.
 - c. The size, scale, and massing of new buildings, including height, width, street frontage and roof type, shall be compatible and harmonious with surrounding residential structures. Consideration may be given to buildings serving special civic, social or cultural functions, including places of worship, that may be designed to serve as prominent focal points within the district.
- (3) Commercial/Industrial (CI) District. Where any land use in the Commercial/Industrial District abuts land in any residential district, a strip of land at least twenty-five feet in width shall be maintained as a landscaped buffer unless waived by the Development Review Board.
- (4) Rural Residential (RR) District(s). Development within the RR District(s) shall meet the following standards:
- a. Site design shall be configured to reinforce the district's rural character and historic working landscape, characterized by wooded hillsides and knolls, open fields, and a visual and functional relationship of structures to the surrounding landscape.
 - b. Buildings shall be designed in a manner that is compatible with architectural styles within the district with regard to building scale, size, massing and materials.

- c. Buildings shall be sited in a manner that avoids placement on primary agricultural soils or other open farmland, and shall be blended into the site by appropriate landscaping and/or the use of topographic features, or may be required to be screened from view.
- d. Parking for non-residential uses shall be screened from public view and shall not be located within 75 feet of a property boundary.

(E) **Procedure for Bonds.** In the event use or occupancy is to occur prior to completion of the proposed development, the DRB may require a performance bond, escrow account or other surety acceptable to the Town Manager and approved by the Selectboard to ensure completion of the development on the terms and conditions approved by the DRB. This requirement is in addition to any bonding for landscaping. [Title 24, §4464(b)(6).]

Section 5.04 Conditional Use Review

(A) **Purpose.** In addition to addressing site design considerations through the application of site plan review standards, conditional use review is intended to ensure compliance with standards addressing the impact of certain proposed land uses on adjacent properties, the neighborhood and/or zoning district in which the project is located, and the community at large. Typically, land uses are subject to conditional use review because the scale, intensity or potential off-site impacts warrant careful scrutiny by the Development Review Board. Standards and conditions emphasize those considerations in which off-site impacts of a proposed project can be identified, avoided and/or mitigated.

(B) **Determination by Zoning Administrator.** The Zoning Administrator may determine whether a conditional use approval is needed for a proposed use in which all applicable provisions of these regulations have been satisfied (e.g., if there will be no increase in the number of clients and customers or the number of parking spaces). In the event that there is no change in site conditions or circumstances involving one or more applicable provision of these regulations, the Zoning Administrator may issue a zoning permit in accordance with Section 6.01 without Development Review Board review under this Section. Conditional uses approved under this provision shall be subject to Site Plan Review.

(C) **Review Process.** Upon determination that review is required, and the application as submitted is complete for review by the Development Review Board, subject to requests for waivers of application requirements, the Zoning Administrator shall schedule a public hearing of the Development Review Board, warned in accordance with Section 6.06(D). Once the public hearing is opened, the Board shall determine if the application is complete and decide whether any waivers of application requirements shall be granted. If not, or if the Board requires additional information for the application, the public hearing may be recessed to another date certain for continuation of that hearing. Once all information required by the Board has been submitted, the Board shall close the hearing and act to approve, approve with conditions, or disapprove an application for conditional

use review within 45 days after the date the hearing was closed; and shall issue a written decision to include findings of fact, any conditions, and procedures for appeal. The application shall be deemed approved by the Board on the 46th day in the event that the Board fails to act within 45 days of the adjournment of the hearing.

(D) **General Standards.** Conditional use approval shall be granted by the Development Review Board upon finding that the proposed development will not result in an undue adverse effect on the following:

(1) The capacity of existing or planned community services or facilities. The Board shall consider the demand for community services and facilities resulting from the proposed development in relation to the available capacity of such services and facilities. Available capacity may be determined in part through consultation with other municipal and/or state officials having jurisdiction over affected services and facilities, and consideration of any capital budget and program in effect. Conditions may be imposed as appropriate to ensure that the demand for community facilities or services does not exceed existing or anticipated available capacity.

(2) The character of the area affected. The Board shall consider the location, scale, size, mass, materials, type, density and intensity of use associated with the proposed development in relation to the character of the area likely to be affected, as defined by the Board based on the Norwich Town Plan, applicable zoning district purposes and standards, submitted materials, and testimony presented at public hearing. Conditions may be imposed as appropriate to ensure project compatibility with the character of the area affected.

(3) Traffic on roads and highways in the vicinity. The Board shall consider the projected impact of traffic resulting from the proposed development on the capacity, safety, efficiency and use of affected public roads, bridges, and intersections. The Board will rely on accepted transportation standards in evaluating traffic impacts, and shall not approve a project that would result in the creation of unsafe conditions for pedestrians, bicyclists, or motorists, or unacceptable levels of service for roads, highways and intersections, unless such conditions or levels of service can be mitigated by the applicant through physical improvements to the road network and/or traffic management strategies, or improvements in public transportation.

(4) Ordinances, Bylaws and Regulations in effect. The Board shall consider whether the proposed development complies with all ordinances, bylaws, and regulations in effect at the time of application, including other applicable provisions of this bylaw, other municipal permit and/or approval conditions (e.g., subdivision, highway access). Conditions may be imposed or incorporated as appropriate to ensure compliance with other municipal regulations, bylaws and ordinances in effect.

(5) The utilization of renewable energy resources. The Board shall consider whether the proposed development will interfere with the sustainable use of renewable energy resources, including access to, direct use or future availability of such resources.

Conditions may be imposed as appropriate to ensure long-term access, use and availability of such resources.

(E) **Site Plan Standards.** In addition to the general standards set forth in subsection (D), the Development Review Board shall also apply all applicable site plan review standards set forth in Section 5.03(C) and (D). Compliance with such standards shall be a requirement of conditional use approval.

(F) **Additional Standards.** In permitting a conditional use, the Development Review Board may impose, in addition to the standards expressly specified by these regulations, other conditions it finds necessary to implement the purposes of these regulations. These conditions include, but may not be limited to, the following:

- a. Increasing the required lot size or yard dimensions in order to protect adjacent properties.
- b. Controlling the location and number of vehicular access points to the property.
- c. Limiting the number, location, and size of signs.
- d. Requiring suitable landscaping where necessary to maintain the property in a character in keeping with the surrounding area.
- e. Specifying a time limit for beginning the construction, alteration, or enlargement of a structure to house a conditional use.
- f. Requiring that any future enlargement or alteration of the use be reviewed by the Development Review Board to permit the specifying of new conditions.
- g. Requiring plans for the sale, storage or disposal of hazardous or toxic substances.
- h. Requiring compliance with performance standards in Section 3.10.

Section 5.05 Flood Hazard Review

(A) **Review Procedures.** All development within the flood hazard area overlay district, with the exception of permitted uses within the district as identified in Table 2.7, shall be subject to conditional use review by the Development Review Board under Section 5.04 and the following flood hazard area regulations. Permitted uses within the underlying district, which would otherwise not be subject to conditional use review, are not required to meet conditional use standards under Subsections 5.04(D), (E) and (F). Conditional uses within the underlying district are subject to both conditional use and flood hazard area requirements. Permitted uses requiring site plan review under Section 5.03 may, at the discretion of the Board, be reviewed under Section 5.03 and this Section concurrently.

capacity appropriate to the on-site electric usage of the end-user and is not interconnected with the electric utility system.

Stormwater Management - The collecting, conveyance, channeling, holding, retaining, detaining, infiltrating, diverting, treating or filtering of surface water and/or runoff, together with applicable non-structural management techniques.

Stream - See Table 2.7(A)

Street Line - The boundary of an existing or proposed road (street) right-of-way. Where the width of a public road right-of-way is not established, the street line shall be considered to be twenty-five feet from the center of the road.

Structure - An assembly of materials for occupancy or use including but not limited to a building, a mobile home or trailer, inground swimming pool, tennis court, billboard sign, wall, or fence, but not including the following: a fence or wall four feet tall or less; a fence or wall on an operating farm; a wire mesh fence used to enclose a dog run; a swing set; a sandbox; a retaining wall; a flower trellis; a mailbox; a public phone and its support; hazard driveway entry indicators; or solar panels, sheds or playhouses which have a footprint of less than 100 square feet of floor area, are 12 feet or less high, are not on a permanent foundation and are not within the setbacks.

Subdivision - Division of any lot or parcel of land into two or more lots of any size. Any transfer, conveyance or sale of land held in one-ownership, but already divided into lots by an existing public right-of-way shall not be considered a subdivision for the purposes of these regulations.

Substantially Completed - The completion of a permitted building or structure to the extent that it may be safely occupied for its intended use.

Tower - A structure more than 20 feet in height above the ground elevation built for the purpose of supporting, elevating, or placement of antennas for broadcast services or wireless services.

Use - The purpose for which a building, structure, or parcel of land is designed, intended, occupied or utilized.

Vantage Point - A point located on a public highway or public water body in Norwich from which proposed development will be visible.

Variance - As set forth in the Act [§4469]. See Section 6.04.

Vernal Pool – Is a seasonal body of standing water that typically forms in the spring from melting snow and other runoff, dries out completely in the hotter months of summer, and often refills in the autumn. Vernal pools range from broad, heavily vegetated lowland bodies to smaller, isolated upland bodies with little permanent

Standard of Review:Site Plan and Conditional Use Review

Table 5.1 (NZR page 72) lists Site Plan and Conditional Use Application Requirements. In general, the requirements enumerated in the table assume a project scope in excess of the proposed playground upgrades. The project calls for installing several small new pieces of playground equipment, along with the installation of formal walking paths for students with disabilities.

Staff recommends that the DRB review the requirements carefully, and consider waiving certain items.

Table 5.1 with possible waivers identified

(A) Required Application Information	Provided? Y/N/Incomplete	Waive? Y/N, N/A Staff Response
Plan Attributes		
1. North Arrow and Scale	Y	N
2. Legal Boundaries	Y	N
3. Existing and Proposed Features	Y	N
4. Traffic and Pedestrian Circulation	N	Y (No change)
Site Location Map	Y	N/A
Proposed landscaping and screening plan	N	Y (No visual impact off-site). Playground is pre-existing.
Grading and drainage plan	N	Y (project does not impact stormwater or drainage capacity)
Proposed lighting plan	N	Y (no new lighting)
Preliminary building elevations	N	Y
Phasing schedule	N	Y
Estimate of traffic	N	Y (no change in vehicle activity)
Statement of compliance with all applicable NZR standards	N	Y (no other standards implicated)
(B) Additional Information		
Forest management, tree removal	N	Y
Stormwater management	N	Y (no impact on stormwater)
Visual impact analysis	N	Y
Traffic impact analysis	N	Y
Community service impact	N	Y (public facility)
Fiscal impact study		
Open space management plan	N	Y
Site reclamation plan	N	Y
Habitat impact assessment	N	Y (pre-existing playground)