

TOWN OF NORWICH  
DEVELOPMENT REVIEW BOARD  
AGENDA  
Thursday, January 16, 2025  
7:00 PM

Via Zoom and in Person at Tracy Hall:

Topic: Development Review Board

Time: January 16, 2025 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

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**1. Call to Order, Roll Call**

**2. Approve Agenda**

**3. Approve Minutes**

- a. 11-07-2024

**4. Public Comments**

**5. Announcements and Correspondence**

**6. Boundary Line Adjustment**

1BLA25: The Boundary Line Adjustment proposes to:

- A.) Merge parcel A and Parcel C presently on Lot 10-202.000 for a total of ~6.09 acres combined.
- B.) Reduce Lot 10-203.000 by approximately 0.571 and 0.351 acres, as estimated on the map, transferring approximately 0.922 acres to Lot 10-202.000.
- C.) After adjustment, Lot 10-202.000 (64 Partridge Hill) becomes approximately 7.952 acres, and Lot 10-203.000 (38 Partridge Hill) becomes approximately 0.678 acres.

**7. Zoning Administrator Update**

**8. Other Business**

**9. Adjournment**

Future Meeting: TBD

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

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**TOWN OF NORWICH  
DEVELOPMENT REVIEW BOARD  
Draft Minutes  
Thursday, November 7, 2024  
Tracy Hall and Zoom**

**Members present:** Patrick Bradley (chair), Linda Gray, Don McCabe, Emily Myers [Zoom], Alec Orenstein, Matthew Stuart

**Alternates present:** Barry Rotman

**Members absent:** Sue Pitiger

**Staff:** Steven True, Planning Director & Zoning Administrator

**Minute Taker:** Linda Gray

**Applicants:** 1) Jamie Teague, SAU 70; Anthony Daigle, SAU 70; Cat Buxton, Upper Valley Super Compost Project; Chrissy Morley, Marion Cross School  
2) Steven Erwin, Allison Valtin, Thomas Otterman

**Public:** Erica Carpenter, Bradley Hill Road; Deborah Hannam, Powers Road

1. **Call to Order:** by Chair Bradley at 7:01 pm. Roll call of Board members.
2. **Approve Agenda:** McCabe moved, Stuart seconded a motion to approve the agenda. Motion carried unanimously.
3. **Minutes:** Stuart moved, McCabe seconded a motion to approve the October 3, 2024, minutes. Motion carried unanimously, with Myers abstaining because she had not been present.
4. **Public Comment:** none.
5. **Announcements and Correspondence:** none.
6. **Public Hearing:**
  - a. #41BCU24: 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 install a 16' x 20' Pavilion – composting shed at the back of the Marion Cross School

on soil where corner of basketball court used to be. Application to be reviewed under the Norwich Zoning Regulations.

Stuart moved and McCabe seconded a motion to accept into evidence exhibits ZA 1-4 and A 1-3. Motion carried unanimously.

Chair Bradley swore in applicants Teague, Daigle, Buxton, and Morley.

Teague presented the narrative for the application, for installing a pavilion on a corner of the area where the basketball court used to be. The pavilion will provide cover for composting bins, keeping rainwater off the composting equipment and the students comfortable as they manage the school's food scraps. Buxton noted that the same design is being used at 20 schools in the region; the new composting set-up will have less odor, and be less attractive to animals and less visible to neighbors.

Orenstein moved and Bradley seconded a motion to approve the waivers listed in Exhibit ZA-4 as recommended by staff. Motion carried unanimously

Stuart moved and Orenstein seconded a motion to close the hearing on this application; approved unanimously. The hearing on this application closed at 7:21.

- b. Continuation from 09-12-2024 #34DE24: Development Envelope Review Application by Alison E. Valtin and Steven C. Erwin, Applicants and Landowners of an undeveloped lot on Bradley Hill RD, Tax Map #11-037.100. Project proposes to relocate Development Envelope site established in Zoning Permit #77BSUB03(2-lot subdivision). Application to be reviewed under the Norwich Zoning Regulations.

Gray moved and McCabe seconded a motion to accept into evidence exhibits ZA 1-7 and A 1-6. Motion carried unanimously.

Chair Bradley swore in applicants Erwin, Valtin, and Otterman; and participants Carpenter and Hannam.

Otterman presented the narrative for the application: a 54-acre parcel was divided into two 27-acre parcels, one with a home on it, the other with an approved development envelope and a plan for a septic system across the road. A boundary line adjustment between the two parcels has provided a suitable area in the 2<sup>nd</sup> parcel for a building and septic system together. The

proposed building envelope is a little further from the road; the septic site is no longer across the road. The proposed development envelope impinges less on the existing buffer of trees along the road.

Participants expressed concern that the trees along the road not be disturbed. Applicants indicated that they have no intent to remove the trees and would accept such a condition as part of the development envelope.

Stuart moved and Rotman seconded a motion to close the hearing on this application; approved unanimously. The hearing on this application closed at 7:45.

Stuart moved and Bradley seconded a motion to enter into deliberative session at 7:47 pm.

McCabe moved and Stuart seconded a motion to exit deliberative session at 8:20.

**7. Other Business:** none

**8. Meeting Adjournment:** Rotman moved, Gray seconded a motion to adjourn. Motion carried unanimously; meeting adjourned at 8:23 pm.

Respectfully submitted,  
Linda Gray

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TO: Development Review Board  
 FROM: Steven True, Zoning Administrator  
 RE: #1BLA25; Applicants: Brady, Christopher & Close, Elissa and PH Holdings, LLC  
 LOCATION: 64 Partridge Hill (10-202.000) and 38 Partridge Hill (10-203.000); Village Residential I District  
 DATE: 01-07-2025

**Lots:** 10-202.000 Elissa Close and Christopher Brady, 64 Partridge Hill, comprising of two parcels: parcel A (Deed; V117 P192) and parcel C (Deed; V35 P146) by a survey recorded on Map Slide #330A; where parcel A is developed, ~5.46 acres, and parcel C is undeveloped, ~.63 acres.

**AND**

10-203.000 PH Holdings, LLC (Elissa Close and Christopher Brady), 38 Partridge Hill, (developed, ~1.6 acres).

The Boundary Line Adjustment proposes to:

- A.) Merge parcel A and Parcel C presently on Lot 10-202.000 for a total of ~6.09 acres combined.
- B.) Reduce Lot 10-203.000 by approximately 0.571 and 0.351 acres, as estimated on the map, transferring approximately 0.922 acres to Lot 10-202.000.
- C.) After adjustment, Lot 10-202.000 (64 Partridge Hill) becomes approximately 7.952 acres, and Lot 10-203.000 (38 Partridge Hill) becomes approximately 0.678 acres.

Both lots remain above 20,000 square feet and are therefore compliant with the Village Residential I Lot Size minimum, as indicated in Table 3.2 of the Norwich Zoning Regulations.

**Criteria for Boundary Line Adjustment NSR §2.1 (D)**

1. Boundary line adjustments shall be reviewed under the same criteria and process as a subdivision unless, after review of the boundary line adjustment plan, the Development Review Board determines that the proposed boundary line adjustment:

#	Criterion	x/√
a.	is a minor realignment in that	
	1) area of the land to be transferred is less than the half of the area of the original parcel to be reduced in size, or	
	2) both parcels are already developed	✓
b.	does not change substantially the nature of any previously approved subdivision	✓
c.	does not result in the creation of any new lots	✓
d.	will not impair access to any parcel	✓

e.	will not impact adversely any valuable natural resource or result in fragmentation of agricultural or conservation lands	✓
f.	will not create a nonconforming lot or nonconforming structure, or increase the degree of nonconformity of a preexisting nonconforming lot or structure	✓

IBLA25

TOWN OF NORWICH, VERMONT  
APPLICATION FOR ZONING PERMIT

Owner(s): Elissa Close + Chris Brady  
Mail Address: 64 Partridge Hill Town Norwich ST VT Zip 05055  
Day Phone: 802-649-7237 Eve Phone: Same Email: GHYLLFEN@gmail.com (Chris)

Applicant (If Different): NA  
Mail Address: Same Town \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_ Email: NORWICH612@gmail.com (Elissa)

Description of Proposed Development: No proposed development -  
Seek Boundary adjustment

Zoning District: RR (VR I) VR II VB C/I AQ  
Street Address: \_\_\_\_\_ Tax Map Lot # \_\_\_\_\_ Lot Size: \_\_\_\_\_  
*See map File 330A 7/24/02*

Building Setbacks- Road Right-of-way: \_\_\_\_\_ Right Boundary: 10-20-00 Left \_\_\_\_\_ Rear \_\_\_\_\_

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

Structure B: Width \_\_\_\_\_ Length NA Height \_\_\_\_\_ Area: Footprint of Structure A \_\_\_\_\_

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

Estimated Date of Completion: \_\_\_\_\_ 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.

*See attached*

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) Elissa Close Date 11/24/24  
\*\*\*\*\*  
*on behalf of PTH Holdings, LLC*

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 \$ 100.00  
 Sq. Ft. x \$ \_\_\_\_\_  
 # of Lots \$ \_\_\_\_\_  
 Recording \$ 15.00  
 Other \$ \_\_\_\_\_  
 Total \$ 115.00  
 Date Paid 12-2-24  
 To Finance 1-7-25

Action

Received 12-2-24  
 Complete 1-7-25  
 Granted \_\_\_\_\_  
 Refused \_\_\_\_\_  
 Posted at Site \_\_\_\_\_  
 Appeal By \_\_\_\_\_  
 Effective \_\_\_\_\_  
 Expires \_\_\_\_\_

Signature of Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_  
Application/Permit # IBLA25

DRB Review 1-16-25  
10-203-000 38 Partridge Hill RD PTH Holdings LLC  
Close/Brady 1 (of 5)



**LEGEND**

- Parcels (standardized)
- Roads**
  - Interstate
  - US Highway; 1
  - State Highway
  - Town Highway (Class 1)
  - Town Highway (Class 2,3)
  - Town Highway (Class 4)
  - State Forest Trail
  - National Forest Trail
  - Legal Trail
  - Private Road/Driveway
  - Proposed Roads
- Town Boundary

Close/Brady 3A

1: 5,563  
September 5, 2024



283.0 0 142.00 283.0 Meters  
 WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere 1" = 464 Ft. 1cm = 56 Meters  
 © Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

**DISCLAIMER:** This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

**NOTES**  
 Map created using ANR's Natural Resources Atlas

**CURRENT LAYOUT  
PRE-ADJUSTMENT**

10-059.100

10-201.000

10-207.100

UNION VILLAGE RD

10-206.000

10-202.000  
Parcel A - Approx. 5.46 Acres

10-197.000

10-200.000

10-205.000

10-212.100

10-198.000

10-202.100

Parcel C - Approx. 0.63 Acres

10-212.000

10-199.000

PARTRIDGE HL

10-204.000

20-148.000

10-199.010

20-147.000

20-150.200

20-153.000

20-145.000

20-150.100

20-151.000

20-154.000

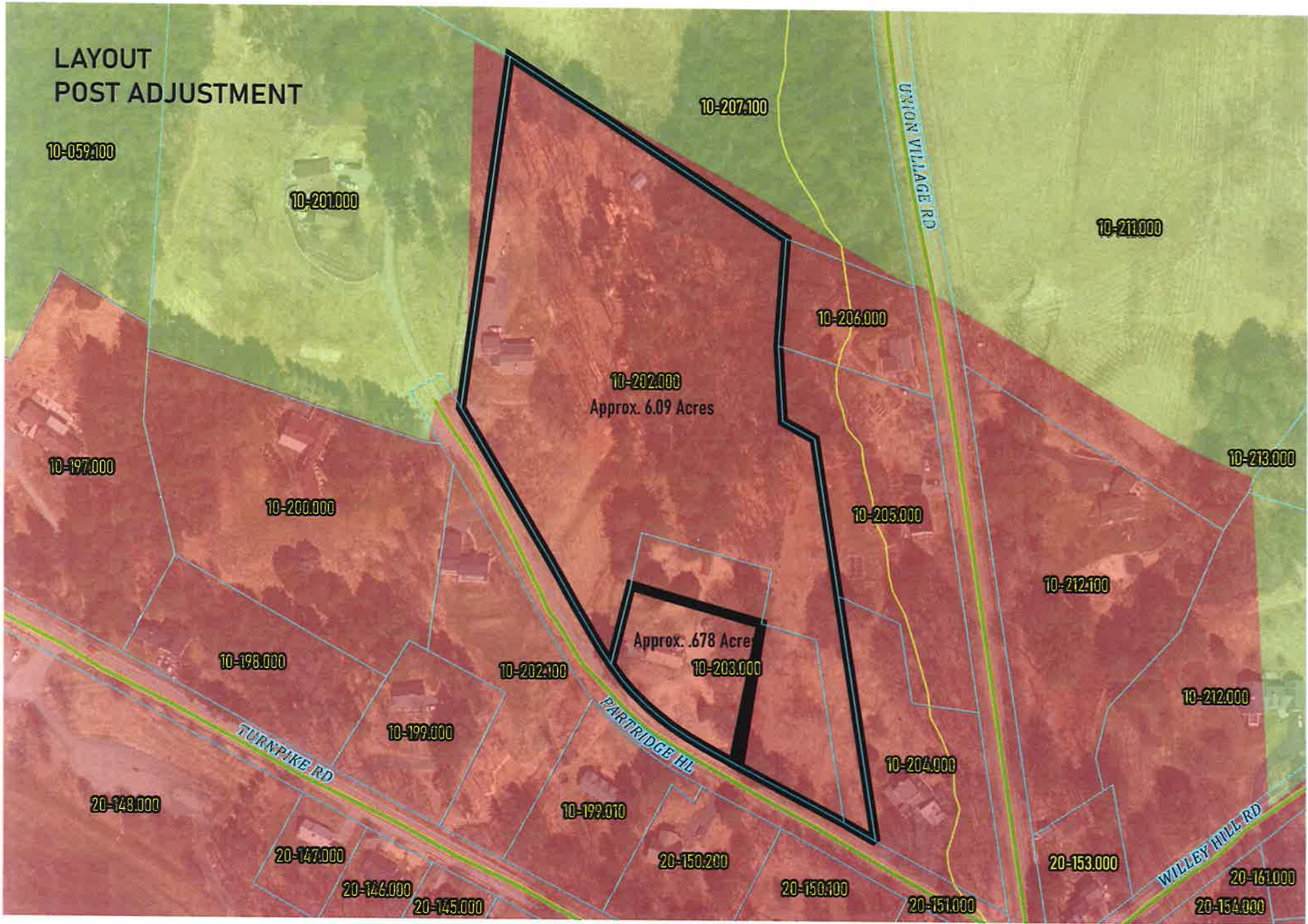
20-161.000

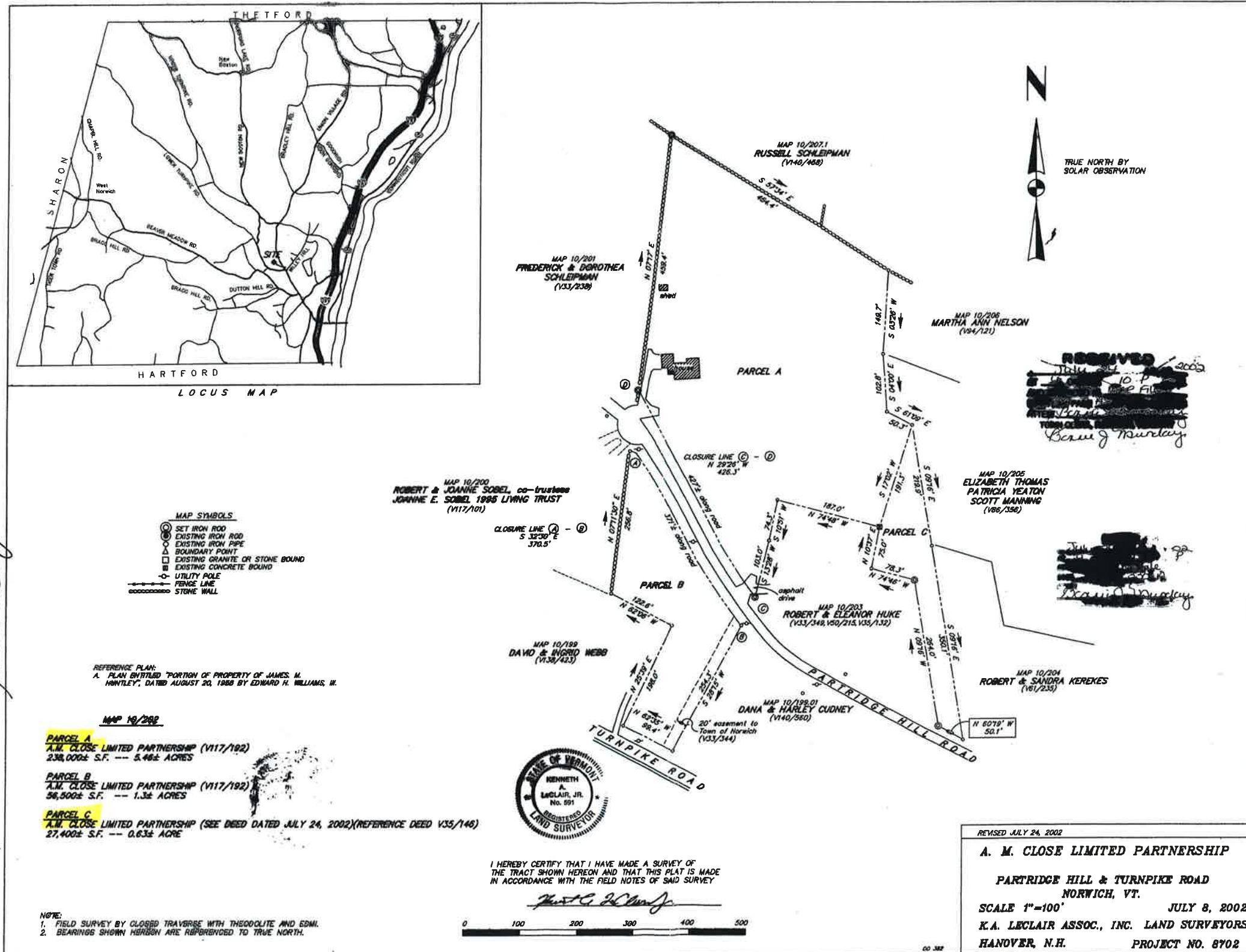
TURNPIKE RD

WILKEY HILL RD



# LAYOUT POST ADJUSTMENT





I certify that, to the best of my knowledge, that this plat conforms to the requirements as outlined in 27 VSA 1403. *James G. LeClair, Jr.*

