

TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD
AGENDA
Thursday, September 18, 2025
6:30 PM

Via Zoom and in Person at Tracy Hall:

Topic: Development Review Board

Time: September 18, 2025 06:30 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**
 - 2. Approve Agenda**
 - 3. Approve Minutes – June 26, 2025**
 - 4. Public Comments**
 - 5. Review Boundary Line Adjustment #86BLA03 to correct an error in the land record**
 - 6. Zoning Administrator Update and Upcoming Matters**
 - 7. Other Business**
 - 8. Adjournment**

Next Meeting: October 16, 2025 including Site Visit

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

**TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD**

Draft Minutes

Thursday, June 26th, 2025

Tracy Hall and Zoom

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

Alternates present: Barry Rotman, Elissa Close

Members absent: Sue Pitiger

Staff: Steven True, Zoning Administrator

Minute Taker: Steven True

Members of the Public: Marie-Elise Young, Heidi Eldred, Brian Hebert, Kelly Caron, Christina Danosi, Patty Arehart, Jeff Goodrich, Aaron Sheldon, Sarah Sheldon, Christopher T. Ross

1. **Call to Order:** by Chair Bradley at 6:32 pm—roll call of Board members.
2. **Approve Agenda:** Gray moved, Myers seconded to approve the agenda. The motion carried unanimously.
3. **Approve Minutes:** Gray moved, Meyers seconded a motion to approve May 15th, 2025, minutes as submitted. The motion carried unanimously.
4. **Public Comment:** none
5. **PUBLIC HEARING:** Application #30BCU25: Conditional Use and Waiver Review for renovation of existing buildings in the Primary Shoreline Protection Area; Applicant(s): Heidi B. Eldred, Trustee; 28 Hopson RD; Parcel ID:20-036.000

Bradley opens the hearing at 6:36 PM by asking for a motion to enter the exhibits into the record, Gray moved, Myers seconds. The motion carried unanimously.

The applicant's agent and architect, Mr. Christopher Ross spoke to the nature of the application, specifying they were requesting a waiver of the provisions of the Shoreline Protection Overlay, and described the site plan. The board asks the applicant to speak to the waiver criteria. Ross directed the board to the waiver section of the narrative and explained that due to the special circumstances of the site, there is no other reasonable area on the lot for the proposed development other than within the riparian buffer.

Members ask questions about the additional impervious surfaces. Mr. Ross talks about the drainage features included in the plan. The board asked additional questions about drainage, and about the deck that had been removed. The Chair asks if there is anyone from the public to speak to the application, and hearing none the Chair asks for a motion to close. McCabe moves, Gray seconds. The motion carries unanimously. The hearing is closed at 6:54 PM.

6. **PUBLIC HEARING:** Application #25DE25: Development Envelope and Driveway Waiver Review for relocation of existing Development Envelope; Applicant(s): Christina Danosi; Landowner: Carleton Family Trust Bukk G. Carleton III; 00 Beaver Meadow RD; Parcel ID: 10-032.100

Bradley opens the hearing at 6:54 PM by asking for a motion to enter the exhibits into the records. True noted correspondence from the Director of Public Works, Mr. Chris Kaufman, to enter into the record as ZA-6.

True speaks to the necessity of reviewing this application under the subdivision regulations and notes that Section 5.05 Development Envelope, as extracted from the Zoning Regulations, be removed from the list of exhibits and replaced by the Subdivision Regulations. Gray moves to accept the exhibits as amended. McCabe seconds. The motion carried unanimously.

Mr. Jeff Goodrich discusses the nature of the application, explaining that the prior subdivision created a development envelope that does not comply with the rules. Goodrich goes on to describe the access permit process and speaks to the correspondence from Kaufman. The board asks clarifying questions about the access permit and process.

Goodrich goes on to explain that during the subdivision process, the applicant proposed two development envelopes. However, the board at the time was reluctant to waive a provision that required a detailed grading plan to disturb slopes over 25%. Considering this, the applicant withdrew his request for the second upper development envelope, and the lower development envelope was approved.

Goodrich states that to avoid wet areas on the bottom of the slope, they'd like to have the board reconsider the second upper envelope. After questions from the board, Goodrich states that no wetland permit was required from the State. After further questions from the board about the unsuitability of the lower envelope, Goodrich states that any development in this lower location would disturb slopes over 25%.

The board asks qualifying questions about the slope, required excavation, and the specific regulation that the applicant needs waived. Goodrich responds that they require a waiver to construct an access road to the upper development envelope over slopes greater than 25%. Stuart notes that the issue at hand is not the slope of the driveway as proposed, but rather the cut from the hill. True notes that the driveway waiver found in Zoning Regulation 3.14 is not present in the subdivision regulations. The subdivision regulations have their separate waiver provisions.

Goodrich addresses the driveway design, erosion control, and other aspects of stormwater infrastructure. The board asks questions about the design and how to arrange for a third-party review of the construction.

At 7:32 PM, Bradley asks for a motion to close the hearing. Gray moves, Myers seconds. The motion to close the hearing carried unanimously.

After recognizing that there were two attendees with questions, Stuart moved to reopen the hearing. McCabe seconds. All in favor, the motion to reopen the hearing at 7:34 PM carries unanimously.

The chair recognizes Sarah & Aaron Sheldon, abutting neighbors at 714 Beaver Meadow Road. The Sheldon's are concerned that the location of the driveway, noting that it gets right up to the edge of quite a steep slope, below which is a stream, a pond and a dug-well that services the Sheldon's home. The Sheldon's are concerned that run-off or disturbance from the construction of the driveway may impact the surface water or have impacts on the well.

Goodrich reviews the Site Plan with the Sheldon's noting that the State stormwater permit will require them to stabilize the slope facing the Sheldon's and prevent erosion and run-off. True asks Goodrich if a dug well is a jurisdictional well. Goodrich responds that it is and has a 500' well shield.

Stuart asks the Sheldon's how they feel about a disturbance 200' from their well and drinking water. The Sheldon's express concern about the possible impacts to all the surface water including their well. Stuart asks a follow-on question to the Sheldon's asking if they have any concerns with development in the original, lower, development envelope. The Sheldon's respond saying that, broadly speaking, they have no issue with development in either envelope, they are only concerned about impacts to their well and the other surface waters.

Orenstein asks Goodrich to speak to the worst-case scenario, what happens if something goes wrong? Goodrich responds that his understanding is that the dug well sitting at the bottom of the hill is being fed by ground water and is therefore isolated from impacts from surface disturbances. Goodrich raises his concern about erosion impacting the perennial stream, and downstream the pond as the worst-case scenario if not managed properly. Goodrich based on his familiarity with the site notes that the stream is classified as perennial.

Bradley asks for a motion to close the hearing. McCabe moves, Rotman seconds. All in favor. The motion to close the hearing carried at 7:54 PM.

- 7. Zoning Administrator Update and Upcoming Matters:** None
- 8. Other Business:** None
- 9. Meeting Adjournment:** 7:58 Motion to adjourn. All in favor.

AUDIO and VIDEO RECORDING available [here](#)