

**TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD**

Draft Minutes

Thursday, November 20, 2025

Tracy Hall and Zoom

Members present: Patrick Bradley (chair), Linda Gray, Emily Myers, Alec Orenstein, Sue Pitiger, Matthew Stuart (6:40)

Alternates present: none

Members absent: Don McCabe

Staff: Steven True, Planning Director & Zoning Administrator

Minute Taker: Linda Gray

Others Present: in person: Dorothy Farrell (Norwich Associates), Charlotte Metcalf, Alex DeFelice, Josiah Jay via Zoom: Mary Albert, Sunny Payson

Call to Order: by Chair Bradley at 6:35 pm. Roll call of Board members.

1. Approve Agenda: Pitiger moved, Gray seconded a motion to approve the agenda. Motion carried unanimously.

2. Public Comment: none.

3. Minutes: Staff had a correction to the September 18 minutes, “Linda Gray made a MOTION authorizing the Chair to sign the 2025 boundary line adjustment, and to record it as the correct PLAT in the land records”; and Myers corrected the spelling of her name. Pitiger had a correction to the October 16 minutes, (PUBLIC HEARING: APPLICATION #53SPR25, para 5), “The applicant speaks to the application; describing the Upper Valley Agricultural Association.” Gray moved, Pitiger seconded a motion to approve the minutes as corrected. Motion carried unanimously.

4. Public Hearings

4a. Application #61BSUB25: Final Plat Review and Waiver Review for a two-lot subdivision; Applicant and Landowner: Charlotte S. Metcalf (Trust), 652 Pattrell Rd.; Parcel ID: 05-095.000, at 79 Kerwin Hill Road; Rural Residential (RR) District.

Metcalf explained that she thought that the parcel in question had been officially subdivided since 2012, but had recently discovered that it was not. True explained that the application is to approve the subdivision and waive the requirement of a density calculation, which would be a hardship considering the distance from Tracy Hall, the conserved nature of the land, and the quality of the road.

Pitiger moved, Myers seconded a motion to accept into evidence exhibits 1-4; carried unanimously.

Gray noted that she's an abutter, but there's no conflict of interest regarding the application. There was discussion of a legal easement for the parcel's septic system; agreement that it's not in the jurisdiction of the DRB.

Stuart moved, Orenstein seconded a motion to close the hearing at 7:05; carried unanimously.

4b. Application #65BSUB25: Preliminary Plat Review and Waiver Review for a two-lot subdivision; Applicant and Landowner: Norwich Associates, Inc.; 00 Town Farm Road; Parcel ID: 1 1 -077 .000; Rural Residential (RR) District; Ridgeline Protection Overlay (RPO) District.

Pitiger moved, Myers seconded a motion to accept into evidence exhibits 1-5 plus correspondence; carried unanimously.

Dorothy Farrell explained that this project is to subdivide approximately 82 acres on the westerly side of Town Farm Road from the larger 356 acre parcel of Norwich Associates, Inc. in the vicinity. The parcel is currently largely forested and managed under the Vermont Current Use program. There is no intended development on this parcel. She noted that the stream mentioned in the correspondence from an abutter is uphill from this parcel, there are no plans for a bridge, the stream would not be affected by this subdivision.

True noted that the application was brought forward as a preliminary plat review; it could readily be recorded as a final plat. There was board agreement on that. There were no questions or comments from the public.

Myers moved, Pitiger seconded a motion to close the hearing at 7:15; carried unanimously.

5. Zoning Administrator update: Discussion of meeting dates for December; because of conflicts, there was agreement to wait until January. The decision on the Upper Valley Agricultural Association application is out; the chair and vice chair will handle press inquiries while True is away.

6. Other Business: none

7. Meeting Adjournment: Gray moved, Pitiger seconded a motion to adjourn. Motion carried unanimously; meeting adjourned at 7:20 pm.

Respectfully submitted,
Linda Gray
