

**TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD
AGENDA**

Thursday, November 20, 2025

Meeting at 6:30 PM

Via Zoom and in Person at Tracy Hall:

Topic: Development Review Board

Time: November 20, 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

Call to Order

- 1. Approve Agenda**
- 2. Public Comments**
- 3. Public Hearings:**
 - a. **Application #61BSUB25:** Final Plat Review and Waiver Review for a two-lot subdivision; Applicant and Landowner: Charlotte S. Metcalf (Trust); 79 Pattrell Road; Parcel ID: 05-095.000; Rural Residential (RR) District.
 - b. **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: 11-077.000; Rural Residential (RR) District; Ridgeline Protection Overlay (RPO) District.
- 4. Approve Minutes** – September 18, 2025 and October 16, 2025
- 5. Zoning Administrator Update and Upcoming Matters**
- 6. Other Business**
- 7. Adjournment**

Future Meeting: TBD

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

Files for the above hearings are available for inspection at the Planning & Zoning Office. Persons wishing to appear and be heard may do so in person or be represented by an agent or an attorney. Communications about the above hearings may also be filed in writing with the Board or the Zoning Administrator.

PLEASE NOTE: Participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.

**TOWN OF NORWICH, VERMONT
DEVELOPMENT REVIEW BOARD**

Applicant Info and Exhibit List

Applicant/Landowner: Charlotte S. Metcalf (Trust)
652 Pattrell RD
Norwich, VT 05055

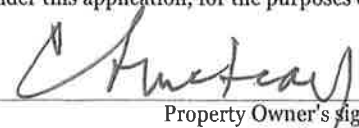
Interested Parties: None

Public Hearing: 11-20-2025

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

The record in this case includes the following documents:

1. Application #61BSUB25 (10-07-2025)
2. Narrative and Waiver Requests (10-29-2025)
3. Subdivision Plan by Rockwood Land Services, LLC (09-22-2025)
4. Abutter Certificate of Mailing (11-05-2025)

 TOWN OF NORWICH – SUBDIVISION APPLICATION		Permit #
Parcel ID # 05095 . 000		61BSUB25
Applicant name(s) <u>Charlotte S. Metcalf</u>		Application Fee \$ <u>665.00</u> <i>650 + 15 recording fee</i>
Mailing address <u>652 Patrell Rd Norwich UT 05055</u>		
Preferred Daytime Contact	Phone <u>802-649-3635</u> Email <u>metcalfcharlotte73@gmail.com</u>	
Street address of property <u>79 Kerwin Hill Norwich VT 05055</u>		
Property Owner (Only if not Applicant)		
Mailing address		
GENERAL SUBDIVISION INFORMATION		
Street address of property:	Original lot size: 1907 in Acres <u>192</u>	
Zoning District(s): <u>RR</u>	Deed Reference Book: <u>212</u> Page: <u>757</u>	
No. of lots to be created: <u>2</u>	Has the original lot ever been part of a subdivision before?	
Any restrictive covenants in deeds? ☒ No ☐ Yes	☐ No ☒ Yes. If yes, when? Map Slide# <u>387B</u>	
Any easement or other agreements? ☐ No ☒ Yes	<u>388A</u>	
(attach if proposed) <u>ROW</u>	Details of prior: (attach decision) <u>388B</u>	
INITIAL ACTIONS OF THE ADMINISTRATIVE OFFICER		
Date of Pre-Application Conference: <u>10 / 7 / 25</u>	Density Determination: # Lots: #PUD <u>n/a</u>	
Application deemed complete: ____/____/____	(attach calculation sheet)	
☐ Preliminary Plat <u>n/a</u>	☐ Final Plat (attach conditions from preliminary hearing) ☒ if N/A	
Hearing Date: ____/____/____	Hearing Date: <u>11 / 20 / 2025</u>	
CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER PROPERTY OWNER: The undersigned property owner hereby certifies that the information on this application is true and accurate, consents to its submission, and understands that if the application is approved, the zoning permit and any attached conditions will be binding on the property. Further, the undersigned authorizes the Administrative Officer access, at reasonable times, to the property covered by the permit issued under this application, for the purposes of ascertaining compliance with said permit.  _____ Property Owner's signature <u>10 / 7 / 25</u> _____ Date APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted on and with this application is true and accurate. _____ Applicant's signature _____ Date		

Dear Members of the Development Review Board,

I am requesting a waiver of the density determination, based on the following background and this response to the criteria listed under Section 6.05(D) of the Norwich Land Use Regulations

Background

In 2012 I gave land (86 acres) and buildings to the Vermont land trust. That transaction included a house, multiple barns and acreage at both 97 Kerwin Hill and along Route 132. The transfer to the land trust divided the Kerwin Hill Farm lot into three parts. Uphill from the house there is an approximate 10 acre orchard that can be approached both from my house on Pattrell Road and from Kerwin Hill.

Below the house at 97 Kerwin Hill there is another house on 2.9 acres which was designed to be separated from the gift. That house is at 79 Kerwin Hill.

Since the time of the gift the 2.9-acre lot has always had its own tax card so I assumed that it was a stand- alone lot. I thought it was clearly defined on a survey by Tim Rockwood, but the land trust had not assisted with my end of the complicated transaction. I had made sure that the house had its own water and septic. It has always had its own access. Recently when the septic system for the house failed, I created a new leach field on land that continues to be owned on my Pattrell card. When we applied to the state for an easement for the leach field from 79 Kerwin on to 652 Pattrell I discovered that the 79 Kerwin Hill house had never been truly distinguished as a lot.

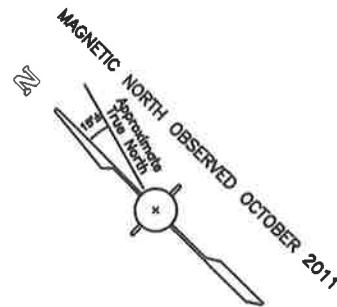
Criteria:

1. The waiver is for a use allowed within the district in question.
 - 1.1. *The property is currently in residential use. Residential use is permitted in all districts.*
2. The waiver requested is in conformance with the Norwich Town Plan and the goals set forth in 24 V.S.A Chapter 117
 - 2.1. *Residential use conforms with Rural Residential Planning Area found in the Town Plan and this use is a goal of Chapter 117.*
3. The waiver requested is designed to conform to the character of the land use area in which the property is located as defined in the Norwich Town Plan and further designed to reasonably limit impact or the potential for impact upon neighbors.
 - 3.1. *The use already exists and has no potential for impact to its neighbors.*
4. The waiver being requested is reasonable.

I hope that it is deemed reasonable for me to designate that land and house as a separate lot.

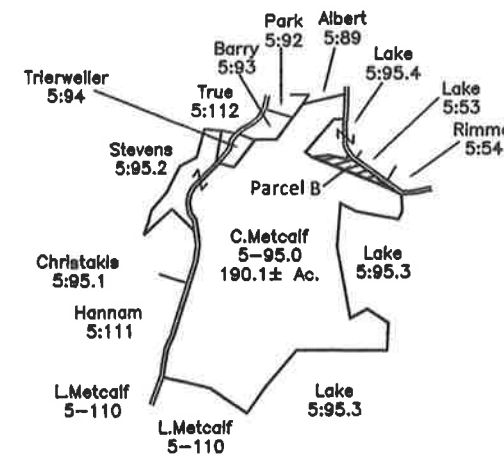
Sincerely,

Charlotte Metcalf

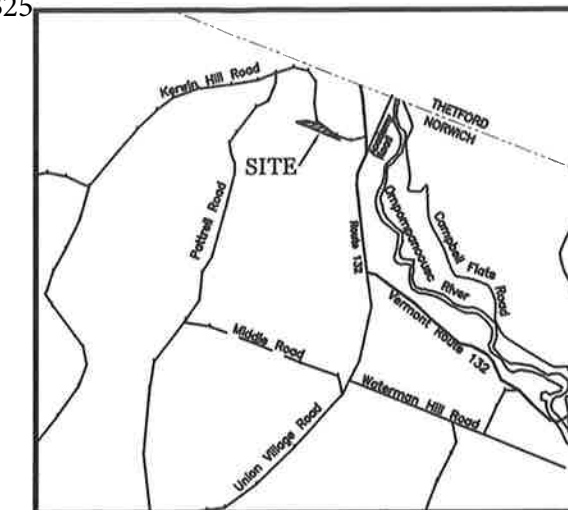


Corner Monument Descriptions

- 19 Found a 3/4 inch Yellow protruding 12 inches at the intersection of Barbed Wire Fences, straight, firm and in good condition
- 31 Set a 5/8 x 36 inch Blue Rebar with a Purple Plastic Cap Firm and Straight 12 inches from a 12 inch Oak Tree used as a Fence Corner with 9 inches of Reveal
- 32 Set a 5/8 x 36 inch Blue Rebar with a Purple Plastic Cap Firm and Straight and constructed a Rock Pile with 8 inches of Reveal
- 88 Set a 5/8 x 36 inch Blue Rebar with a Purple Plastic Cap Firm and Straight next to a 2 foot diameter Rock, 4 feet from a 24 inch Apple Tree and 15 feet from the center of the Driveway with 5 inches of Reveal
- 89 Set a 5/8 x 36 inch Blue Rebar with a Purple Plastic Cap Firm and Straight underneath the road side of a Lilac Bush and 25 feet from the center of Kerwin Hill Road with 7 inches of Reveal
- 94 Set a 5/8 x 36 inch Blue Rebar with a Purple Plastic Cap Firm and Straight next to Twin 18 inch Hemlock Tree at the top of the brook bank with 6 inches of Reveal



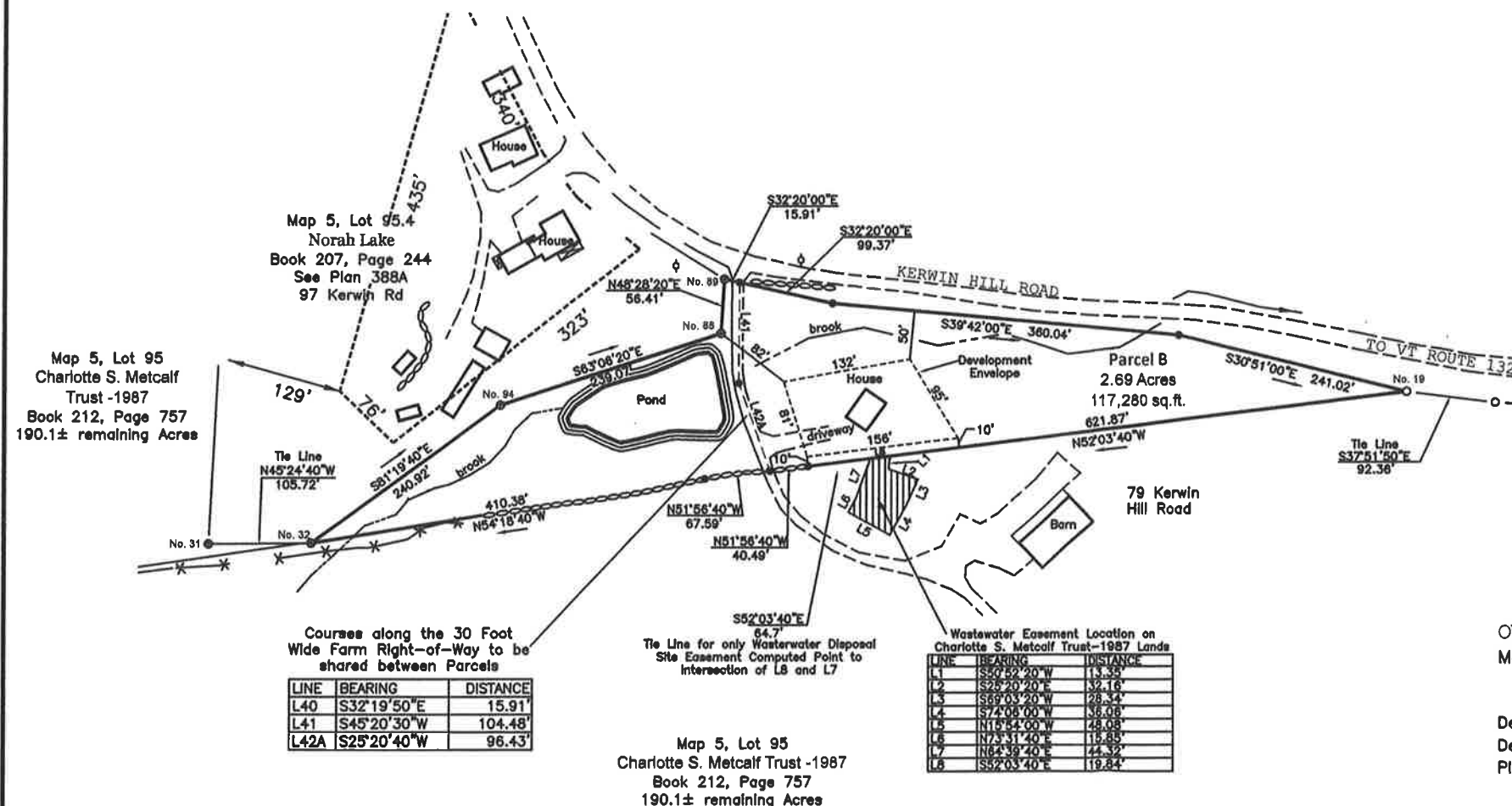
LOCUS
N.T.S.



Locus
n.t.s.

Survey Notes

1. The purpose of this Subdivision Plan is to Subdivide Parcel B as described in Exception j as recorded in Book 212, Page 757. Parcel B, the Subject Parcel, are part of the Thorburn Lands deeded to Charlotte Metcalf on September 22, 1998 as recorded in Book 129, Page 37. Charlotte Metcalf later deeded these lands to The Charlotte S. Metcalf Trust-1987 with the deed dated March 31, 2004 and recorded at Book 165, Page 248. The Subdivision Plan for Charlotte C. Metcalf Trust-1987 by Rockwood Land Services, LLC, dated November 28, 2011 and revised December 16, 2011 also shows Parcel B.
2. A 50 foot wide right-of-way was assumed and computed along both Vt Route 132 and Kerwin Hill Road, excepting the portion commended by the USA and recorded in Book 29, Pages 436 and 437. The intent of this plan is to include whatever ownership the owners have in either road.
3. Reference is made to the Charlotte S. Metcalf Trust-1987 Plan set as recorded on Map Slides No's 387B, 388A and 388B.
4. Corner Monuments noted as "SET" were set in November 2011 and new boundary lines marked with orange flagging.
5. Reference is made to the Norwich Development Review Board Notice of Decision No. 38BSUB11 dated December 12, 2011.
6. Reference is made to the State of Vermont Department of Environmental Conservation Wastewater System & Potable Water Supply Permit WW-3-2033-2.
7. The access drive to the Subject Parcel is shared with a 30 ft wide Agriculture ROW which is shown on this plan.



Courses along the 30 Foot Wide Farm Right-of-Way to be shared between Parcels		
LINE	BEARING	DISTANCE
L40	S32°19'50"E	15.91'
L41	S45°20'30"W	104.48'
L42A	S25°20'40"W	96.43'

Wastewater Easement Location on Charlotte S. Metcalf Trust-1987 Lands		
LINE	BEARING	DISTANCE
L1	S50°52'20"W	13.35'
L2	S25°20'20"E	32.16'
L3	S69°03'20"W	28.34'
L4	S74°00'00"W	36.08'
L5	N15°54'00"W	48.08'
L6	N73°11'40"E	15.85'
L7	N64°39'20"E	44.32'
L8	S32°03'40"E	19.84'

LEGEND:

- Found Iron Pipe or Rebar
 - Set Capped Rebar
 - Computed Point
 - Boundary Line
 - Right-of-Way Centerline
 - Stone Wall
 - Barbed Wire Fence
 - Electric Fence
 - Edge of Pavement
 - Brook
 - Utility Pole
 - Deed Reference
 - Plan Reference
 - Purple Plastic Rebar Cap Label
- Book, Page
Plan No.
TIM ROCKWOOD
VT 537 NH 618

I HEREBY CERTIFY THAT TO THE BEST OF MY BELIEF AND KNOWLEDGE A STANDARD VERMONT BOUNDARY SURVEY FOR A RURAL LOCATION WAS COMPLETED ON PARCEL B AS SHOWN IN ACCORDANCE WITH THE REQUIREMENTS OF 27 VSA 1403(b)-(8) AND IS CONSISTENT WITH THE DEEDS, PLANS AND NOTES ON THIS PLAT, EXCEPT AS NOTED, THAT ARE THE BASIS FOR THIS SURVEYOR'S OPINION OF THE BOUNDARY LINE LOCATIONS.



TIMOTHY W. ROCKWOOD
LLS NO. 537

OWNER OF RECORD: CHARLOTTE S. METCALF TRUST-1987
Map 5, Lot 95
Charlotte S. Metcalf, CO-TRUSTEE
652 PATTRELL ROAD
NORWICH, VT 05055
RICHARD J. RAMSDEN, CO-TRUSTEE
Deed Reference: Norwich Book 212, Pages 757, see exception j
Deed Reference: Thorburn Tract Norwich Book 129, Pages 37
Plan References: Slide No's 387B, 388A, 388B

Subdivision Plat for Charlotte S. Metcalf Trust-1987

79 Kerwin Hill Road, Norwich, Vermont



SCALE: 1" = 200'

Project No. 1103-1
DATE: September 22, 2025
ROCKWOOD LAND SERVICES, LLC
24 Cobb Hill Road
Hartland, VT 05048
(802)299-0042
rockl@vermontel.net

CERTIFICATE OF MAILING

I hereby certify that on the 5th day of November, 2025, a Notice of a Public Hearing of the Development Review Board for November 20, 2025 to be held at the Town of Norwich and via zoom at 6:30 PM in reference to Application #61BSUB25: Final Plat Review and Waiver Review for a two-lot subdivision; Applicant(s): Charlotte S. Metcalf (Trust); Parcel ID: 05-095.000; Rural Residential (RR) District. This notice was sent to the following abutters and applicants.



Zoning Administrator

Applicant/Landowner:

METCALF, TRUST 05-095.000
CHARLOTTE S.
652 PATTRELL RD
NORWICH, VT 05055

Abutters

LAKE NORAH S 05-053.000
97 KERWIN HILL RD
NORWICH, VT 05055

RIMMEL DIONA O 05-054.000
RIMMEL JAY J
925 RTE 132
NORWICH, VT 05055

ALBERT FAMILY 05-089.000
REVOCABLE TRUST
ALBERT DONALD G TRUSTEE
PO BOX 720
NORWICH, VT 05055-0720

GRAY LINDA C TRUSTEE 05-090.000
PO BOX 1008
NORWICH, VT 05055-1008

JEHLEN MYRA TRUSTEE 05-091.000
JEHLEN MYRA TRUST
PO BOX 1074
NORWICH, VT 05055-1074

PARK JONATHAN & 05-092.000
LINDA REV TRST
PARK JONATHAN P TTEE
768 PATTRELL RD
NORWICH, VT 05055

BARRY CRAIG R 05-093.000
PENGEELY EMILY G
372 FIREWEED CT
WINDSOR, CA 95492

REIGHART TRUST 05-094.000
STEPHANIE
REIGHART TRUSTEE STEPHANIE
720 PATTRELL RD
NORWICH, VT 05055-0605

CHRISTAKIS REVOCABLE 05-095.100
TRUST NICHOLAS A
CHRISTAKIS REVOCABLE TRUST ERIKA
641 PATTRELL ROAD
NORWICH, VT 05055

BUTEN 2024 REVOCABLE 05-095.200
TRUST JOHN C
32 TREMONT ST
CAMBRIDGE, MA 02139

LAKE NORAH S 05-095.400; 05-095.300
POLASHENSKI CHRISTOPHER M
97 KERWIN HILL RD
NORWICH, VT 05055

METCALF LUCY D TRUST 05-110.000
ELEFANTE MARK B TRUSTEE
HEMENWAY BARNES LLP 75 STATE
STREET, 16TH FLOOR
BOSTON, MA 02109

STAHL-HANNAM TRUST 05-111.000
THE DEBORAH LEE
PO BOX 401
NORWICH, VT 05055-0401

CANADA LAURA 05-112.000
741 PATTRELL RD
NORWICH, VT 05055

**TOWN OF NORWICH, VERMONT
DEVELOPMENT REVIEW BOARD**

Applicant Info and Exhibit List

Applicant/Landowner: Norwich Associates, Inc.
43 Oak Ridge
Norwich, VT 05055

Interested Parties: None

Public Hearing: 11-20-2025

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: 11-077.000; Rural Residential (RR) District; Ridgeline Protection Overlay (RPO) District.

The record in this case includes the following documents:

1. Application #65BSUB25 (10-23-2025)
2. Narrative and Waiver Requests (10-24-2025)
3. Subdivision Plan by Pathways Consulting, LLC (10-31-2025)
4. UVA (Forestry) Map Showing Full Extent of Parcel with Area of Subdivision Highlighted (06-11-2013)
5. Certificate of Mailing (11-05-2025)

Rev01: September 2025 1

Norwich Associates, Inc.
43 Oak Ridge
Norwich VT 05055
ferdnai@outlook.com

October 24, 2025

Steven True
Zoning & Planning Administrator
Town of Norwich
Main Street, Norwich VT 05055

Re: Norwich Associates, Inc. Subdivision Application

Dear Mr. True,

Along with our Application, we ask the Norwich DRB to consider the following information.

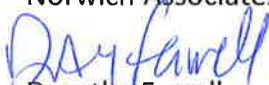
This project is to subdivide approximately 82 acres on the westerly side of Town Farm Road from the larger 356 acre parcel of Norwich Associates, Inc. in the vicinity. The parcel is currently largely forested and managed under the Vermont Current Use program. There is no intended development on this parcel. We are under Contract to sell the subdivided area to a party who intends to maintain this forestry use. Due to the unusual nature of this "development" many of the requirement set forth in Table 2.2 are quite burdensome and we believe unnecessary for the DRB to be able to consider this project as appropriate under the purposes of the Norwich Subdivision Regulations.

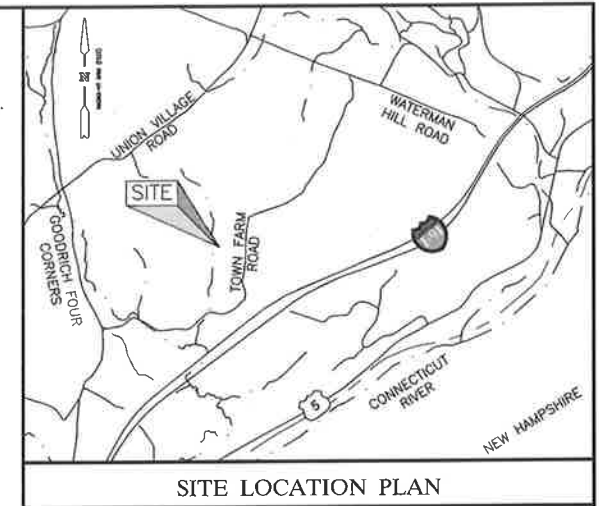
We ask the DRB to consider this waiver request for the following application requirements:

- 1) Plan/Plat Mapping Requirements – including road profiles, proposed landscaping and screening, proposed conservation buffer and/or easement areas.
- 2) Supporting Information & Documentation – including density determination checklist, engineering reports, off-site easements, phasing schedule, road maintenance agreements, Homeowner or tenant association agreements, performance bond or surety.
- 3) Other Items as may be required- including stormwater and erosion control plan, grading plan, open space management plan, site reclamation plan, traffic impact analysis, fiscal impact analysis.

Thank you for your consideration of these matters.

Norwich Associates, Inc.


Dorothy Farrell



PLAN 233-A, ENTITLED "SURVEY PLAN, KATHLEEN M. FARRELL AND
PAMELA K. HUNT, POOR FARM ROAD, NORWICH, WINDSOR COUNTY, VT",
PREPARED BY ROGER W. THRALL S.S. #548, DATED MAY 26, 1988,
PROJECT NO. 1192.

PLAN 444-B, ENTITLED "BOUNDARY SURVEY PLAN, GARDNER L. LEWIS
JR., JOHN E. LAWE & E.M. HUNT, LOVELAND ROAD & BLOOD ROAD,
NORWICH, VT", PREPARED BY K.A. LECLAIR ASSOCIATES, INC., DATED
JANUARY 14, 1969, PROJECT NO. 4169.

PLAN 568-A, ENTITLED "LOT LINE ADJUSTMENT PLAT, JAMES R. HUNT
AND DOROTHY ANN FARRELL, 333 TOWN FARM ROAD, NORWICH,
VERMONT", PREPARED BY ROCKWOOD LAND SERVICES, LLC, DATED
MARCH 6, 2017, PROJECT NO. 1413.

SLIDE 293-B, ENTITLED "SURVEY PLAT FOR NORWICH ASSOCIATES, INC.,
QUINCH FOUR CORNER, NORWICH, VERMONT", PREPARED BY T&M
ASSOCIATES, INC., DATED JUNE 23, 1998, PROJECT NO. 517498.

E. PLAN 411-B, ENTITLED "SURVEY PLAT OF LAND OF PHILIP G. COLE IN
NORWICH, VERMONT," PREPARED BY K.A. LECLAIR, DATED JANUARY 3,
1955.

F. SLIDE 329-B, ENTITLED "SUBDIVISION PLAT FOR KRISTEN GRAHAM &
THOMAS HULLENBERG," PREPARED BY PATHWAYS CONSULTING, LLC,
DATED FEBRUARY 4, 2002, PROJECT NO. 10127.

1. HORIZONTAL DATUM: VT STATE PLANE GRID NAD83 (SURVEY FEET) FROM GPS OBSERVATION.
2. VERTICAL DATUM: NORTH AMERICAN VERTICAL DATUM 1988 (NAVD88) FROM GPS OBSERVATION.
3. 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.
4. PARCEL 'A' TO BE ANNEXED FROM PARCEL 11-77.

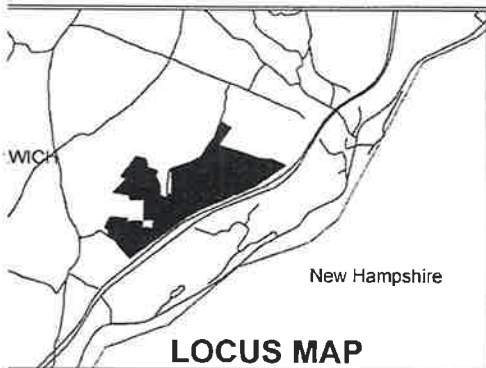
Date	Revision	By

TOWN FARM ROAD, NORWICH, VERMONT

0 200 400 600 800 1000

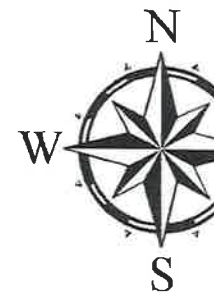
10-31-25 SCALE: 1" = 200' PROJ. NO. 13510

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766

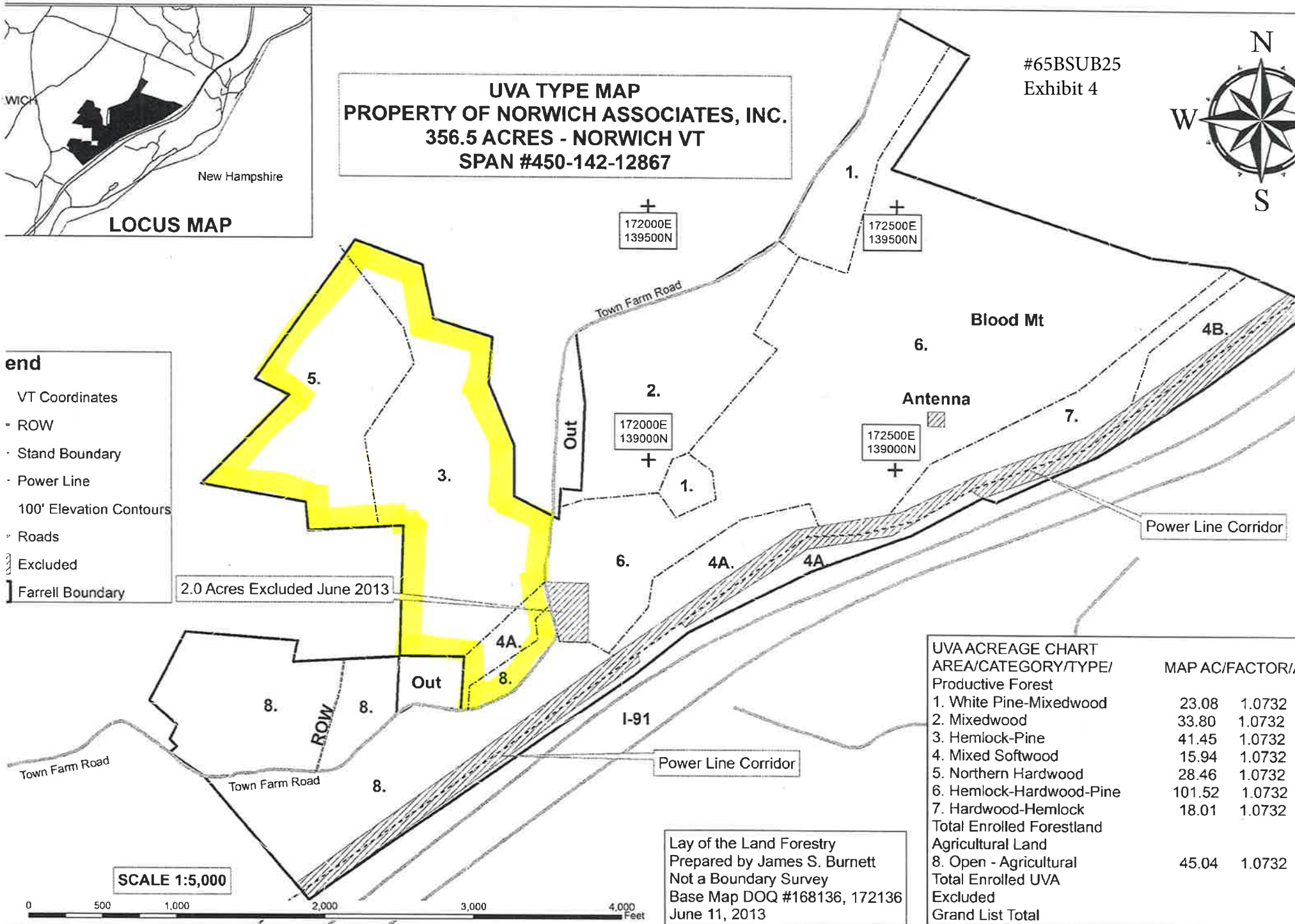


UVA TYPE MAP
PROPERTY OF NORWICH ASSOCIATES, INC.
356.5 ACRES - NORWICH VT
SPAN #450-142-12867

#65BSUB25
 Exhibit 4



- Legend**
- VT Coordinates
 - ROW
 - Stand Boundary
 - Power Line
 - 100' Elevation Contours
 - Roads
 - Excluded
 - Farrell Boundary

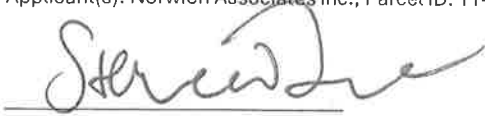


UVA ACREAGE CHART AREA/CATEGORY/TYPE/	MAP AC/FACTOR/A	
Productive Forest		
1. White Pine-Mixedwood	23.08	1.0732
2. Mixedwood	33.80	1.0732
3. Hemlock-Pine	41.45	1.0732
4. Mixed Softwood	15.94	1.0732
5. Northern Hardwood	28.46	1.0732
6. Hemlock-Hardwood-Pine	101.52	1.0732
7. Hardwood-Hemlock	18.01	1.0732
Total Enrolled Forestland		
Agricultural Land		
8. Open - Agricultural	45.04	1.0732
Total Enrolled UVA		
Excluded		
Grand List Total		

Lay of the Land Forestry
 Prepared by James S. Burnett
 Not a Boundary Survey
 Base Map DOQ #168136, 172136
 June 11, 2013

CERTIFICATE OF MAILING

I hereby certify that on the 5th day of November, 2025, a Notice of a Public Hearing of the Development Review Board for November 20, 2025 to be held at the Town of Norwich and via zoom at 6:30 PM in reference to Application #65BSUB25: Preliminary Plat Review and Waiver Review for a two-lot subdivision; Applicant(s): Norwich Associates Inc.; Parcel ID: 11-077.000; Rural Residential (RR) District. This notice was sent to the following abutters and applicant.



Zoning Administrator

Abutters:

THOMPSON JAMES 06-002.000
D'ANGONA ANNE MARIE
212 WATERMAN HILL ROAD
NORWICH, VT 05055

SPRUCK KATHLEEN W 06-003.100
STERN LYNNE W
7 WILDWOOD ROAD
HILTON HEAD, SC 29928

JULIAN KEEGAN D.W. 06-003.400
TRUST
ANKUDA STEPHEN S TRUSTEE
P.O. BOX 519
SPRINGFIELD,
VT 05156

DIXON VESTAL KENNETH 11-064.000
R
DIXON VESTAL RUTHE
PO BOX 1072
NORWICH, VT 05055-1072

HALLOCK-BANNIGAN 11-065.000
TRUST SUZY
PO BOX 73
NORWICH, VT 05055

VICTOR PLLC 11-068.000
694 GOODRICH FOUR CORNERS RD
NORWICH, VT 05055

UPPER VALLEY LAND 11-071.100
TRUST INC
19 BUCK RD
HANOVER, NH 03755

WEINGARTEN JACK 11-073.000
WEINGARTEN ELIZABETH
3711 SAN FELIPE STREET APT 15-D
HOUSTON, TX 77027-4040

CONNELLY JONATHAN 11-074.000
CONNELLY SALLY
4921 SE 76TH AVE
PORTLAND, OR 97206

Landowner and Applicant
NORWICH ASSOCIATES 11-077.000
INC
43 OAK RIDGE
NORWICH, VT 05055

FARRELL DOROTHY ANN 11-077.100
43 OAK RIDGE
NORWICH, VT 05055

JAY ALEXANDRA 11-077.200
JAY JOSIYAH
373 TOWN FARM RD
NORWICH, VT 05055

HUNT JAMES R 11-077.300
333 TOWN FARM RD
NORWICH, VT 05055

FORCE PAMELA K 11-078.000
121 TOWN FARM RD
NORWICH, VT 05055

OSGOOD FAMILY TRUST 11-080.100
217 TOWN FARM RD
NORWICH, VT 05055

LAROWE NANCY 11-083.000
22 TOWN FARM ROAD
NORWICH, VT 05055

BOGIE JEFFREY L 12-047.000
RR#1
EAST THETFORD, VT 05043

**TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD
Draft Minutes
Thursday, September 18th, 2025
Tracy Hall and Zoom**

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

Alternates present:

Members absent: Sue Pitiger, Barry Rotman, Elissa Close

Staff: Steven True, Zoning Administrator

Minute Taker: Steven True

Members of the Public: None

1. **Call to Order:** by Chair Bradley at 6:33 pm
2. **Approve Agenda:** McCabe moved, Gray seconded to approve the agenda. The motion carried unanimously.
3. **Approve Minutes:** Orenstein moved, Meyers seconded a motion to approve June 26th, 2025, minutes as submitted. The motion carried unanimously.
4. **Public Comment:** none
5. **Review Boundary Line Adjustment #86BLA03 to correct an error in the land record:** True introduced the background to the matter: In 2004, the DRB approved, and the chair signed a Boundary Survey representing a boundary line adjustment #86BLA03. Subsequently in 2005, the landowner recorded another Boundary Survey which was not approved by the DRB. After receiving this background, and reviewing the materials, Linda Gray made a **MOTION** authorizing the Chair to sign the mylar, and to have the Zoning Administrator record the correct PLAT in the land records. Emily Meyers seconds. The motion carried unanimously.
6. **Zoning Administrator Update and Upcoming Matters:**
 - a. True had the Chair sign the Rules of Procedure and Conflict of Interest Policy approved May 25, 2025
 - b. True had the DRB review and the Chair sign a letter to the Selectboard requesting action to correct an error in the Norwich Consolidated Ordinance's document.
 - c. True introduced the two upcoming DRB hearings scheduled for the October 16th DRB regular meeting.
7. **Other Business:** None
8. **Meeting Adjournment:** 7:15 Motion to adjourn. All in favor.

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**TOWN OF NORWICH
DEVELOPMENT REVIEW BOARD**

Draft Minutes

Thursday, October 16th, 2025

Tracy Hall and Zoom

Members present: Patrick Bradley (Chair), Sue Pitiger, Linda Gray, Don McCabe, Emily Myers, Matthew Stuart,

Alternates present: Barry Rotman, Elissa Close

Members absent: Alec Orenstein (Vice-Chair)

Staff: Steven True, Zoning Administrator

Minute Taker: Steven True

Members of the Public: Chris Kennedy, Peg Allen, Jeff Goodrich, Greg Hynes, Paul Simon, Valerie Woodhouse, Leslie O'Hara, Dennis Marquis, Earl Simpson, Nica Mieloch-Blinn, Shawn P, Kelley, Robin Shield, Jess Phelps, Craig Layne, Kate Fisher, Cathy Sator, Watt Alexander, Jaan Laaspere, Todd Allen

1. **Call to Order:** by Chair Bradley at 6:33 pm; roll call of Board members.
2. **Approve Agenda:** Gray moved, Myers seconded to approve the agenda. The motion carried unanimously.
3. **Public Comment:** none
4. **PUBLIC HEARING:** Application #54DE25: Development Envelope Review on undeveloped land; Applicant(s): Gregory Hynes and Emilie Calvello Hynes; 00 Dutton Hill RD; Parcel ID: 20-060.000; Rural Residential (RR) District.

The Chair opened the hearing by swearing in the applicant Mr. Gregory Hynes and Misters Jeff Goodrich and Shawn Kelley, both representatives for the applicant.

The Chair asked for a motion to enter the exhibits into the record, Myers so moved, Don McCabe seconded, all in favor. Mr. Hynes was asked to speak to the application, explaining that the intent of the development envelope was to create a developable space to construct a single-family residential structure with accessory dwelling and garage space.

Mr. Goodrich speaks to the existing conditions and site plans (Exhibit 6 & 7 respectively) describing the area of development, and the slope conditions, and introduces Mr. Kelley, a geotechnical engineer. Mr. Kelley speaks to the two prior geotechnical reports brought into the record, (Exhibit 3 & 4), highlighting that he came to a similar conclusion in his own report, that the site as shown in Exhibit 7 is on bedrock, is stable and could be developed.

The board asked qualifying questions about the setbacks from the road frontage. McCabe asked about impacts to the Fire District reservoir and aquifer. Mr. Goodrich answered that the reservoir was constructed from concrete, and that there would be no impacts on

the aquifer from improvements on this site. Stuart asked about impacts on the health of Bragg Brook during construction. Mr. Goodrich answered that any impacts would be mitigated by employing erosion control measures during the construction phase.

Close asks about the slippage noted in all three of the geotechnical reports and asks whose responsibility it is to monitor these. Mr. Kelley says that it is the property owner's responsibility in general. Mr. Goodrich adds that the tops of these slips have been surveyed which will make monitoring them over time much simpler.

Myers asks Mr. Kelley if he could say with one hundred percent certainty that a seismic event or a large weather event would not create a slope failure posing a catastrophic risk to any improvements on the site. Mr. Kelley says there is no probability of the slope catastrophically failing.

The Chair asks if there are any questions from the members of the public in attendance: Kate Fisher, an adjoining neighbor, expresses her and her family's support for the application.

Hearing no further questions, the Chair asks for a motion to close the hearing; Matt Stuart so moves to close the hearing at 7:09 PM, Don McCabe seconds. **MOTION** passed unanimously.

5. **PUBLIC HEARING: APPLICATION #53SPR25: Site Plan and Conditional Use Review for an Open Air Market and a Multi-Use Building; Applicant(s): Upper Valley Agricultural Association (Norwich Farmers Market); Landowner: Rose Z Dyke Trust; 00 US Route 5 S; Parcel ID: 15-042.000; Rural Residential (RR) District.**

The Chair opens the hearing by swearing the applicant Ms. Peg Allen, and her representatives: Mr. Chris Kennedy, Mr. Paul Simon, Ms. Nica Mieloch-Blinn, Mr. Dennis Marquis, and Mr. Earl Simpson.

The Chair notes that the application is made with the consent of Judith Currier, the owner of the property (Exhibit 1 pg. 2)

The Chair asked for a motion to enter the exhibits into the record, Myers so moved, Pitiger seconded, True asks that a letter of support from an adjoining member be read into the record, all in favor. **MOTION** carries unanimously. The letter from the Siebert family is entered in as Exhibit 4.

The applicant speaks to the application; describing the Upper Valley Agricultural Associate (UVAA) as a 501(c)(3) created approximately a year ago with the intent to create a permanent home for the summer and winter Norwich Farmer's Market(NFM). Also, as the UVAA has an educational mandate under its incorporation as a 501(c)(3), the UVAA will have events and classes that celebrate agriculture in the Upper Valley.

Mr. Simon and Mr. Kennedy walk the board through the site plan (Exhibit B). The board asks clarifying questions about the plans. Ms. Allen describes the outdoor vendor area, the 7,500 square foot building, the parking and access road and overflow parking shown

on the plans. In response to questions from the board, the building will be used to supplement vendor space in the summertime, and house vendors space during the wintertime. When asked if the space would be rented for community activities, Ms. Allen answered affirmatively stating that the operational budget is not going to be covered by the lease NFM will pay, and the UVAA would like the opportunity to rent out the facility.

Bradley asks about the Lessor/Lessee relationship between the UVAA and the NFM, and if the NFM is a separate entity. Ms. Allen confirms it is a separate entity. Bradley asks about the tax status of the development, and if, as a 501(c)(3), the UVAA will pay property tax to the Town of Norwich. Ms. Allen says that it is likely but has not investigated the answer and is therefore unsure.

Members ask questions about the definition of Open Air Markets, to which True reads the definition and answers more clarifying questions about this addition to the bylaw.

Members ask questions about access from US Route 5, pedestrian access, transit stops and ask further questions about volume of traffic to and from the Market, both historically and in the future, and the amount of available parking on-site. The applicant and representatives discuss the letter from VTrans (Exhibit 2A), note approximately 270 parking spaces as shown on the plan, and show the sidewalk along the access road into the site.

Mr. Simon and Mr. Kennedy speak to the building plans (Exhibit 2C), describing that the plan complies with the Norwich Land Use Regulations in terms of parking, lighting fixtures, bike racks, and landscape screening. Gray asks about impervious surfaces, Mr. Simon and Mr. Kennedy describe the various proposed surfaces for the parking areas. Stuart raises his concern of visitors using up parking spaces at adjoining commercial properties. Mr. Simon and Mr. Kennedy describe this as unlikely and that the peak demand for parking happens only 1 day a week. Mr. Simon and Mr. Kennedy describe the interior of the facility.

Myers asks about potable water and septic service. Ms. Allen describes positive conversations with the Town of Hartford Public Works and Hartford Selectboard and expects to develop a private connection to both these Hartford utilities.

Members ask about funding. Ms. Allen responds that the funds will be raised from combination of private donors, grant funding naming the Northern Border Regional Catalyst grant, and other state agencies, who have worked to support the project so far. Ms. Allen goes onto describe some partner projects that the proposed site could support.

Members ask about the Wetlands, and the Stormwater management planning. Mr. Marquis talks to the Wetland delineation and the protections necessitated by State Wetland permit process. He speaks to the request for a Waiver of local review of their Stormwater Management Plan, considering the fact, this topic will require State approvals and permitting during the Act 250 process they are required to undertake.

The Chair asks if there are any members of the public that wish to speak to the application:

Craig Layne asks a question to the applicant regarding State Stormwater management requirements that involve Class II wetlands. Mr. Marquis believes they consider both.

Leslie O'Hara of Hogwash Farms speaks to the community support NFM provides to Hogwash Farms, and to the necessity of preserving this function for local farmers going forward.

Valerie Woodhouse of Honey Field Farm talks to the improved access the new location will bring and feels this project will encourage local entrepreneurs to invest in the long-term future, and to keep the investment in the community.

Bradley asks Jaan Laaspere, the chair of the Norwich Planning Commission to describe the process of how this regulation was adopted and asks why the planning commission chose to not change the underlying zoning district. Laaspere speaks to the intent of the Planning Commission to modernize the bylaws, and in that process took on a number of new regulations mandated by the State, including Accessory on Farm Businesses, which allow several non-conventional farm activities, including most activities the NFM market currently is currently proposing. True expands on the notion of Accessory On Farm Business noting that the Planning Commission felt these uses were already present in the town outside of designated farms, and that in general these uses were worthy of expanding within the town.

The Chair asks if there are any more questions or comments that anyone would like to make or have answered, and hearing none, asks for a motion to close the hearing. McCabe moves to close the meeting at 8:25 PM, Myers seconds. All in favor. **MOTION** passed unanimously.

6. Zoning Administrator Update and Upcoming Matters: None

7. Other Business: None

8. Meeting Adjournment: 8:30 Motion to adjourn. All in favor.

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