

**TOWN OF NORWICH**  
**DEVELOPMENT REVIEW BOARD**  
**AGENDA**  
**Thursday, January 15, 2026**

Agenda Item #1

**Meeting at 6:30 PM**

Via Zoom and in Person at Tracy Hall:

Topic: Development Review Board

Time: January 15, 2026, 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 #71BAD25:** Waiver Review of Dimensional Standards for a porch addition;  
Applicant: Kurt Boland and Landowners: William G. and Ann Marie C. Smith; 25 Carpenter ST;  
Parcel ID: 20-216.000; Village Residential 1 (VR1) District.
- 4. Approve Minutes – November 20, 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:** Kurt Boland  
2 Shoestrap Road  
Lyme, NH 03768

**Landowners:** William and Ann Marie Cappiali Smith  
25 Carpenter ST  
Norwich, VT 05055

**Interested Parties:** None

**Public Hearing:** 01-15-2026

**Application #71BAD25:** Waiver Review of Dimensional Standards for a porch addition;  
Applicant: Kurt Boland and Landowners: William G. and Ann Marie Cappiali Smith; 25  
Carpenter ST; Parcel ID: 20-216.000; Village Residential 1 (VR1) District.

The record in this case includes the following documents:

1. Narrative and Waiver Request by Applicant (11-23-2025)
2. Site Plan (11-23-2025)
3. Land Use Regulations, Section 6.05 Waiver Authority (09-04-2025)
4. Certificate of Mailing (12-31-2025)

November 23, 2025

From: Kurt Boland, Boland Contruction

To: Norwich DRB

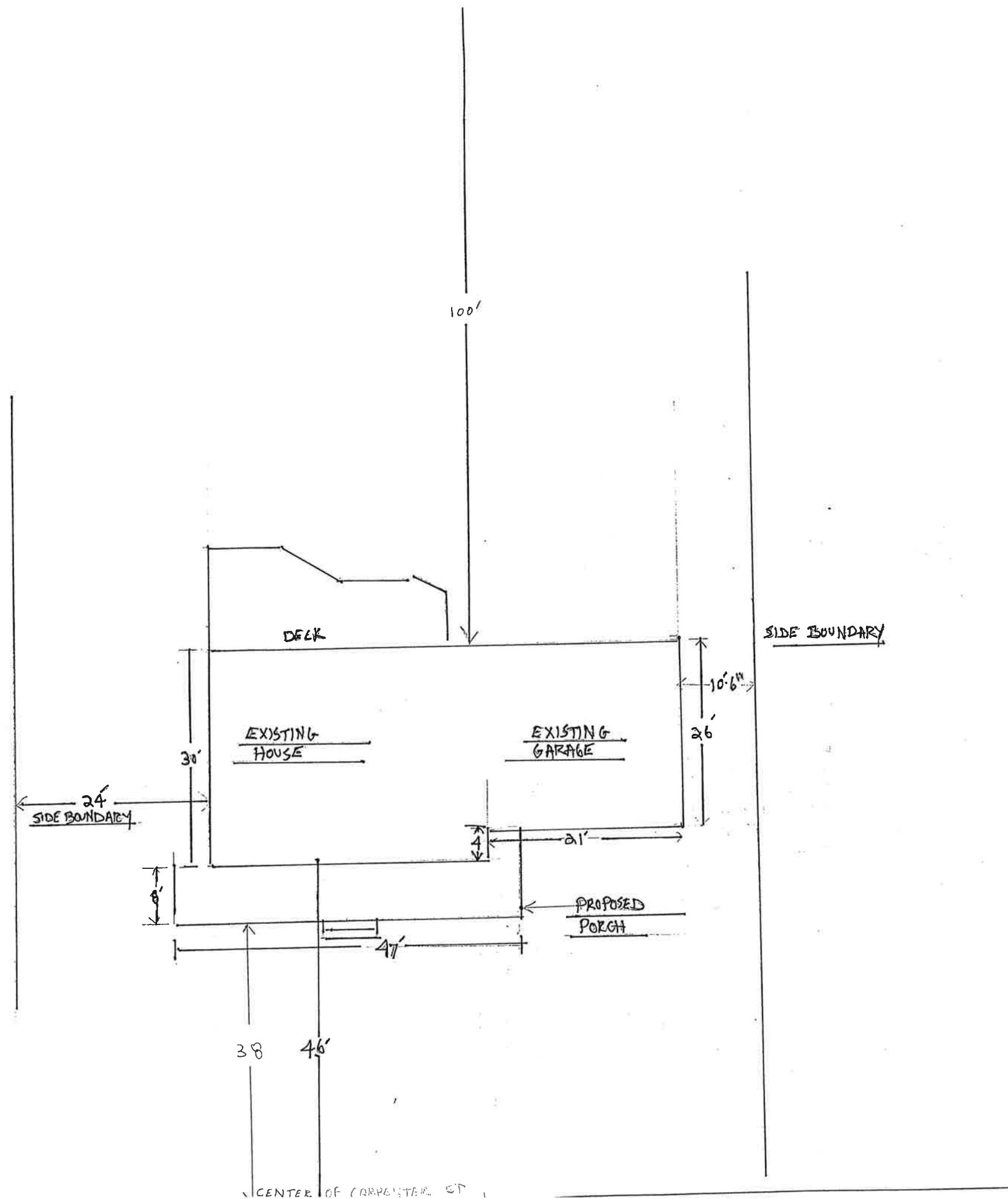
Re: Waiver of Dimensional Standards, 25 Carpenter Street

This is a request for a waiver of Dimensional Standards in order to construct a front porch at 25 Carpenter Street. The proposed porch front edge will be 38 feet from the center of Carpenter Street, encroaching on the standard set back of 45 feet by 7 feet.

This porch, I believe, is for a use allowed within the district, conforms with the Town Plan and the character of the land use in the location. This simple porch will add to the character and aesthetics of the house and neighborhood.

Thank you for your consideration,

Kurt Boland



WILL+ANN MARIE SMITH  
25 CARPENTER ST  
NORWICH VT 05055  
NOVEMBER 23 2025  
SITE PLAN  
PROPOSED PORCH

**Section 6.05 Waiver Authority**

(A) Applicability. The DRB may grant applicants waivers to reduce dimensional standards as authorized by 24 V.S.A 4414f(8) and as specified in these regulations. Waivers will not be granted for a use that is not permitted or conditional in the district in which the subject property is located. Waivers are intended to provide additional flexibility in the application of these regulations in addition to what is provided through the variance process as described in these regulations.

(B) Application Procedure. The steps to be taken to file and review a request for a waiver are the same as those for a variance, with the addition of the following:

1. The applicant's request for a waiver shall include a brief response to each of the criteria listed in paragraph D, as applicable.
2. The DRB shall make its decision on the request by applying the facts presented in the application and its hearing to the criteria listed below. The DRB shall respond to each condition in its written finding of fact.
3. The applicant shall submit to the ZA at least 21 days prior to the regular meeting of the DRB.

(C) Conditions for Waiver. In granting a waiver, the DRB may impose conditions on the waiver. The nature of any waiver and any condition attached to it shall be entered on the face of the zoning permit or subdivision approval, incorporated therein and shall be enforceable in the same manner as any other application requirements of these regulations.

(D) Criteria for Waiver of Dimensional Standards. The DRB may grant waivers to reduce dimensional standards if the applicant can satisfy all of the following standards:

1. The waiver is for a use allowed within the district in question;
2. The waiver requested is in conformance with the Norwich Town Plan and the goals set forth in 24 V.S.A 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.
4. The waiver being requested is reasonable.

**CERTIFICATE OF MAILING**

I hereby certify that on the 31<sup>st</sup> day of December, 2025, a Notice of a Public Hearing of the Development Review Board for January 15, 2026 to be held at the Town of Norwich and via zoom at 6:30 PM in reference to Application #71BAD25: Waiver Review from Dimensional Standards for a porch addition; Applicant: Kurt Boland; Landowners: William G. and Ann Marie (Cappiali) Smith; Parcel ID: 20-216.000; Village Residential 1 (VR1) District was sent to the following abutters and applicant.



Zoning Administrator

**Applicant:**

Kurt Boland  
2 Shoestrap RD  
Lyme, NH 03768

**Landowners:**

Smith William G. 20-216.000  
Smith Ann Marie (Cappiali)  
25 Carpenter ST  
Norwich, VT 05055-9414

**Abutters:**

NORWICH HOUSING CORPORATION 20-191.000  
C/O PROACTIVE PROP SOLUTIONS  
PO BOX 1081  
NORWICH, VT 05055

NORWICH TOWN OF 20-209.100  
PO BOX 376  
NORWICH, VT 05055-0376

LYONS MICHAEL L. 20-215.000  
BRIGGS STEPHANIE  
17 CARPENTER ST  
NORWICH, VT 05055

HAYES TRACEY 20-219.100  
WARREN KEITH  
31 CARPENTER ST  
NORWICH, VT 05055

LYNCH KATHRYN 20-220.000  
28 CARPENTER ST  
NORWICH, VT 05055

LAWLOR BONNIE 20-221.000  
LAWLOR WILLIAM J.  
22 CARPENTER ST  
NORWICH, VT 05055

FICHMAN ELSIE E 20-222.000  
16 CARPENTER STREET  
NORWICH, VT 05055

**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, Barry Rotman

**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

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