

**TOWN OF NORTHFIELD, VERMONT
DEVELOPMENT REVIEW BOARD
Minutes of September 28, 2023**

**7:00 pm at Brown Public Library Community Room
(also available remotely via Town GoToMeeting Account)**

The meeting was called to order at 7:00 pm by Chair Bill Smith.

Roll Call: Present for the meeting were DRB members William Smith, Steve Davis, and Joel DeLary. DRB members Tim Donahue and Larry Garland were absent. Also present were ZA & DRB Clerk Mitch Osiecki; Alex Jong & Clara Chaisson (applicants); Tom Baker (Norwich University/applicant); and Louis Hodgetts (DuBois & King/applicant). There was no remote participation; all attendees were in person.

Approval of Minutes: Joel DeLary moved to approve the minutes of August 24, 2023. Steve Davis seconded. **Vote to approve: 3-0.**

Permit #2023-66 (Home Occupation for Alex Jing & Clara Chaisson)

Alex Jong presented his application for a Home Occupation permit. They anticipate very limited on-site pickup of the goods they produce. They expect most sales will be through Farmer's Market or sales through other vendor businesses.

Applicants propose no signage at present. They anticipate the construction of an outdoor wood-fired oven at some point. Mitch noted that the oven could require zoning approval and advised applicants to keep the zoning office in the loop as business plans develop.

There were no further questions from the DRB or any abutting property owners.

Motion: Steve Davis moved to approve the application as presented; Joel DeLary seconded. **Vote to approve: 3-0.**

Permit #2023-73 (Conditional Use for Norwich University)

Tom Baker of Norwich University described the work being done to clean up the Rugby Field on Water Street after the July flood event. Louis Hodgetts of DuBois & King added that the riverbank along the Dog River was compromised in two locations along the Rugby Field parcel. Documentation submitted with the permit application indicates that the State of Vermont Agency of Natural Resources has approved the work that's being done. Further documentation shows that Jeron Borg, a River Management Engineer with VT ANR, has completed a final review of the work and found the project to be completed as proposed.

Louis Hodgetts added that the riverbank stabilization project will result in no change to the flood elevation along this stretch of the Dog River.

There were no further questions from the DRB or abutting property owners.

Mitch made one additional observation: Jeron Borg's final review noted that any excess material brought to the site for the bank stabilization work may have to be removed upon completion of the project. Mitch said that Jason is correct: excess material will have to be removed so as not to displace floodwater during a future flood event.

Motion: Steve Davis moved to approve the application as presented; Joel DeLary seconded.

Vote to approve: 3-0.

Other Business

Mitch providing the DRB with a summary of zoning approvals through Q1 2023. Mitch noted that there were 13 permits issued through Q1; a total of 48 permits issued through Q2; and 75 permits issued through Q3.

Mitch will provide Q2 and Q3 summaries at the next DRB meeting.

Next Meeting: October 26, 2023, at 7:00 pm.

Adjournment: Joel DeLary moved to adjourn; Steve Davis seconded.

Meeting adjourned at 7:19 pm.