

**CITY OF VERGENNES
DEVELOPMENT REVIEW BOARD
MINUTES
REGULAR MEETING
MONDAY, APRIL 7, 2014**

Members Present: Jason Farrell-Chair, Peter Garon, Brent Rakowski, Alexandria McGuire, Don Peabody, Steve Rapoport

Members Absent: None

Guests: Kathy Cannon

Present: Zoning Administrator Mel Hawley

1. **Review and accept minutes of previous meetings** – deferred

2. **Public Hearing - Vergennes Union High School, 50 Monkton Road, Expansion and Modification of Parking Lots, Addition for Cafeteria Freezer and Refrigeration, Site Plan Review (see Section 311)**

Jason Farrell read the public notice and swore in Kathy Cannon, Business Manager for the Addison Northwest Supervisory Union, presenting the application and site plan on behalf of the Vergennes Union High School. Kathy gave a brief overview of the project that was recently approved by voters for improvements including additional handicap parking in front of the school, re-configuration of traffic circulation and increased visitor parking to the east of the school, and also work associated with the cafeteria which includes the placement of a walk-in refrigerator/freezer unit that is an addition to the footprint of the building. Kathy confirmed there was not any roof-mounted equipment associated with the refrigerator/freezer. A cut-sheet on the units was supplied to supplement the application. Jason again reminded everyone that as a community-owned facility, there is a limitation of review under Section 311 of the regulations. Members asked if there was any new lighting planned in the project. Kathy said the project does include some repairs to one existing light pole but no new lights are being proposed. She also noted that the delineation of the pedestrian crossings are extremely faint and will be addressed. With no more comments or questions, Peter Garon moved to close the hearing and direct Zoning Administrator Hawley to draft an affirmative decision on the application. The motion was seconded by Brent Rakowski with all voting in favor.

3. **Review and accept minutes of previous meetings**

The minutes to the regular meeting of February 3, 2014 were reviewed. Don Peabody moved to approve the minutes as corrected. The motion was seconded by Brent Rakowski with all voting in favor. The minutes to the regular meeting of March 10, 2014 were reviewed. Steve Rapoport moved to approve the minutes as corrected. The motion was seconded by Peter Garon with all voting in favor except Brent Rakowski abstaining as he was not present at the meeting.

4. **Pending Application – River’s Edge Associates, West Main Street, Claybrook Subdivision, Planned Unit Development**

As directed by the Board, Zoning Administrator Hawley drafted an affirmative decision on this application. Alex McGuire moved to approve the findings of fact and decision in its final form and to authorize Jason Farrell to sign the decision on behalf of the Board. The motion was seconded by Peter Garon with all voting in favor except Brent Rakowski abstaining as he was ineligible to vote in light of not being present at the March 10, 2014 public hearing.

5. **Pending Application - UTC Aerospace Systems, 100 Panton Road, Compressed Gas Decanting Station, Site Plan Review, Conditional Use Review**

Steve Rapoport moved to direct Zoning Administrator Hawley to draft an affirmative decision on the application. The motion was seconded by Peter Garon with all voting in favor except Brent Rakowski abstaining as he was ineligible to vote in light of not being present at the March 10, 2014 public hearing.

6. **Pending Application - St. Peter’s Church, King Street and South Maple Street, Expansion of Parking Lot behind Parish Hall, Site Plan Review (see Section 311)**

Jason Farrell moved to direct Zoning Administrator Hawley to draft an affirmative decision on the application. The motion was seconded by Don Peabody with all voting in favor except Brent Rakowski abstaining as he was ineligible to vote in light of not being present at the March 10, 2014 public hearing.

7. **Other Business**

Jason Farrell informed the Board that Carrie Barrows has resigned due to too many other commitments thus making it difficult to regularly attend meetings. Jason also reported that Alex McGuire had confirmed that she would not be seeking reappointment to the Board beyond her term that expires August 1, 2014. Mel was asked to publish notice of the immediate and upcoming vacancies so that the interview process can commence.

8. **Adjournment**

The meeting adjourned at 9 p.m.

Respectfully submitted,

Mel Hawley
Acting Recording Secretary