

**CITY OF VERGENNES  
DEVELOPMENT REVIEW BOARD  
MINUTES  
REGULAR MEETING  
MONDAY, JUNE 6, 2016**

Members Present: Jason Farrell-Chair, Peter Garon, Tim Cook, Jason Mullin, Don Peabody, Brent Rakowski, Steve Rapoport

Members Absent: None

Guests: Christopher Lapierre, McInroe Mutia, Joanne Yee, Tom Jackman, Christopher Bearor, David Shlansky

Present: Zoning Administrator Mel Hawley

1. **Kiff, LLC, 30 New Haven Road, Convert Laundromat at South End of Building to Car Wash, Site Plan Review, Conditional Use Review**

Chris Lapierre presented an application involving changes at his building that currently has a laundromat at each end with an automatic car wash in the center. Chris explained that the new equipment recently installed for the automatic car wash takes up far less space in the utility room. The floor plan presented showed an expansion of the laundromat at the east end of the building into the current unused portion of the utility room and moving laundromat equipment in the east end of the building to the expanded area on the west end. A self-operated car wash is proposed at the east end of the building. Chris was advised that a site plan, elevation drawings, and specifications on any new exterior light fixtures is needed for the application to be complete. Chris said he could easily provide that information. Members asked about the hours of operation and how use of the self-operated car wash is controlled outside of normal hours. Chris explained that the hours of operation for all uses in the building are 7 a.m. to 9 p.m. and that the power is programmed to shut off at 9 p.m. Don Peabody moved to authorize the scheduling of a public hearing provided the additional information needed arrives in a timely manner. The motion was seconded by Tim Cook with all voting in favor.

2. **Jordon (Mike) Carpenter, 5 South Water Street, Change the Use of the Ground Floor from Retail to Personal Service, Site Plan Review**

McInroe Mutia and Joanne Yee reported they have been searching for space between 800 and 1,200 square feet in the area to open a nail salon and found that the lower level of the building at 5 South Water Street will work. Zoning Administrator Hawley said this use is not specifically stated in the regulations but felt it was within the definition of personal service. Joanne stated their hours would be 10 a.m. to 6 p.m. on Tuesday through Saturday, 10 a.m. to 4 p.m. on Sundays and they would be closed on Mondays. There are five dwelling units in the building as well so a waiver for providing off-street parking spaces is required. Peter Garon moved that the application be deemed complete and that a public be authorized for July 11, 2016. The motion was seconded by Steve Rapoport with all voting in favor.

3. **Stone Block Partners, LLP, 205 Main Street, Convert Restaurant at South End of Building to Retail, Convert Former Shoe Repair to Retail or Office, Site Plan Review**

Tom Jackman presented an application to change the use of the space recently vacated by 3 Squares Café. Tom reported that a potential tenant operating an art gallery is interested in the space. Also included in the application is to change the use of the space on the lower level which has access off South Maple Street. This space was previously used for shoe repair and most recently used as an ancillary office for the restaurant. The application is to provide space for either office or retail. The site plan shows eight off-street parking spaces behind the building but given there are five dwelling units on the second floor and more than 5,000 square feet of office and retail space, a waiver for providing off-street parking space is required. Don Peabody moved that the application be deemed complete and that a public hearing be authorized for July 11, 2016. The motion was seconded by Brent Rakowski, with all voting in favor.

4. **First Congregational Church of Vergennes (owner), Evergreen Pre-School (applicant), 30 South Water Street, Accessory Structure, Site Plan Review (see Section 311)**

Chris Bearor was in attendance on behalf of Evergreen Preschool. Chris explained they want to locate an accessory structure in the back yard near their playground. The application involves a building that is 120 square feet which will be open on all sides and be used as an outdoor classroom or sitting area during inclement weather. Zoning Administrator Hawley reported that since Evergreen Preschool is a private school certified by the state education department that Section 311 applies. Chris said they plan to bring water and electricity to the building and noted that the electricity is only for electrical outlets, not for any lighting as none is planned. Tim Cook moved that the application be deemed complete and that a public hearing be authorized for July 11, 2016. The motion was seconded by Brent Rakowski with all voting in favor.

5. **Vergennes Area Rescue Squad, Inc., 106 Panton Road, Expansion of Facility, Pre-application Discussion**

Brian Goodyear, who is an officer of the VARS, reported they have a need to expand their facility. Brian explained that new ambulances are larger than older models and the vehicle bays in the existing facility are too shallow. He said preliminary drawings have been done that show a reduction in the number of parking spaces in front of the building. Brian said they have a verbal agreement with UTC to use their parking that is adjacent to VARS property. Zoning Administrator Hawley said that a recorded document is needed for those spaces to be recognized as being provided by the applicant on other property located within 750 feet of the entrance to the VARV facility as set forth in Section 1204.2. Jason Farrell said the other option is for VARS to seek a reduction in the number of required off-street parking spaces under Section 1204.1. Brian wondered if the Board could pre-approve a reduction in advance of their further development of construction drawings and the response was that the rules of procedure do not allow them to grant any form of pre-approvals.

6. **Review and accept minutes of previous meeting**  
The minutes to the regular meeting of May 2, 2016 were reviewed and corrected. Steve Rapoport moved to approve the minutes as corrected. The motion was seconded by Peter Garon with all voting in favor.
  
7. **Pending Decision - Kennedy Bros, Inc., 11 Main Street, Enclosed Manufacturing Industry, Site Plan Review, Conditional Use Review**  
As directed, Zoning Administrator Hawley drafted an affirmative decision approving the application. Don Peabody moved to approve the decision and authorize Chair Jason Farrell to sign the decision on behalf of the Board. The motion was seconded by Brent Rakowski with all voting in favor except Tim Cook not voting as he was ineligible for having neither attended the public hearing nor listened to the recording to regain his right to vote.
  
8. **Mahaiwe, LLC, Norton Grist Mill and Horse Barn, 360 Main Street, Multiple-family Dwelling, Site Plan Review, Conditional Use Review**  
David Shlansky presented an application involving the so-called Norton Grist Mill located at 360 Main Street. There are currently four dwelling units along with office space on the second and third floors in Norton Grist Mill. The proposal is to convert the office space into three dwelling units. There is an accessory structure, the so-called horse barn, which is currently used for storage and the proposal is an adaptive reuse of the building for two dwellings unit resulting in the property as a multiple-family dwelling consisting of two detached buildings with a total of nine dwelling units. The off-street parking requirement for a multiple-family dwelling is four spaces for every three dwelling units. The site plan showed twelve parking spaces. Lengthy discussion ensued about the existing perimeter fencing and in particular the specification for fencing along the top of the concrete walls surrounding the island property. The cover letter to the application indicated that if the Development Review Board required new fencing, that a permit condition to alter the perimeter fencing is proposed. Members preferred that the application submit specific plans as opposed to addressing such matters with permit conditions. David said his experts find that new fencing is not required and that the City zoning regulations are not specific as it relates to the standards for such fencing. Zoning Administrator Hawley said he would contact the City's insurance carrier for advice. David said that although he is anxious to get a permit he was not available on July 11, 2016 and asked that the public hearing be scheduled for August 1, 2016. Don Peabody moved that the application be deemed complete with the understanding that a more detailed fencing plan may be submitted. The motion was seconded by Steve Rapoport with all voting in favor.
  
9. **Adjournment**  
The meeting adjourned at 9 p.m.

Respectfully submitted,

Mel Hawley  
Acting Recording Secretary