

**CITY OF VERGENNES
DEVELOPMENT REVIEW BOARD
MINUTES
REGULAR MEETING
MONDAY, SEPTEMBER 14, 2015**

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

Guests: Jere Berger

Present: Zoning Administrator Mel Hawley

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

2. **State of Vermont, Military Department, Vergennes Armory, 37 Monkton Road, Accessory Structure, Site Plan Review (see Section 311)**

Major Jere Berger introduced himself and reported that he is coordinating the proposed project on behalf of the State of Vermont Military Department. The project involves the construction of an accessory structure within the existing vehicle compound located at the north end of the property. He explained that they currently store their towed artillery within the armory, and operationally, that equipment needs to be moved since one of the primary functions of the armory is that of a designated emergency response facility. The towed artillery currently takes up too much floor area within the armory. The sized of the proposed accessory structure is 30' x 64'. The elevation drawings reflected four overhead doors along the south side of the building and one man door on the east side. Major Berger said that the exterior lights above each door would operate with both a photocell and motion sensor. Specifications for the lighting fixtures were not submitted and Jason Farrell asked that those be submitted as the Board will need to assure the fixtures meet the performance standards for exterior lighting. The site plan contained a scheduled of zoning requirements and it was noted that the information on coverage and setbacks was not consistent with the regulations. Mel agreed to work with the applicant to get that schedule corrected. When asked about landscaping, Major Berger reported that no additional plantings are planned because there already exists a natural hedgerow along the north border and much of the east border of the property. Peter Garon moved that the application be deemed complete and that a public hearing be scheduled for October 5, 2015 provided the applicant files a corrected site plan and specifications on all exterior lighting in advance of the public notice being posted and published. The motion was seconded by Tim Cook with all voting in favor.

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

The minutes to the regular meeting of August 3, 2015 were reviewed and corrected. Steve Rapoport moved to approve the minutes as corrected. The motion was seconded by Brent Rakowski with all voting in favor.

4. **Pending Decision - Pierre LeGrand, LLC, 247 Main Street, Convert Second Floor from Office to Dwelling Unit, Site Plan Review, Conditional Use Review**

As directed, Zoning Administrator Hawley drafted an affirmative decision approving the application. Peter Garon moved to approve the decision and be authorized to sign the decision on behalf of the Board. The motion was seconded by Jason Mullin with all voting in favor except Don Peabody abstaining since he was ineligible to vote having neither attended the public hearing nor regained his voting rights by listening to the recording of the public hearing.

5. **Report of the Zoning Administrator**

Zoning Administrator Hawley provided a copy of the proposed amendments to the zoning and subdivision regulations prepared by the Planning Commission. He suggested members of the Development Review Board review them and if they have any comments they should attend the public hearing that the Planning Commission will be held on September 27, 2015 in the fire station meeting room that will commence at 7 p.m.

6. **Adjournment**

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Mel Hawley
Acting Recording Secretary