

**CITY OF VERGENNES
DEVELOPMENT REVIEW BOARD
MINUTES
REGULAR MEETING
MONDAY, NOVEMBER 2, 2015**

Members Present: Jason Farrell-Chair, Tim Cook, Jason Mullin, Don Peabody,
Brent Rakowski, Steve Rapoport, Alternate Member Lowell Bertrand

Members Absent: Peter Garon

Guests: Bill Townsend, Mike DiPalermo, Krister Adams, Peter Maneen,
Lisa Rowell, Sierra Bertrand

Present: Zoning Administrator Mel Hawley

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

2. **Vermont Industrial Parks, 75 Meigs Road, Physical Therapy Office,
Site Plan Review, Conditional Use Review**

Bill Townsend was in attendance on behalf of Vermont Industrial Parks. He explained they own an 88,000 square foot building on Meigs Road. They lease 66,000 square feet of the space which is the entire upper level to Country Home Products. Their application is to convert 3,514 square feet of the 22,000 square feet on the lower level for a physical therapy office. Bill said that a concrete sidewalk is planned from the entrance of the office to the parking lot. He said the tenant plan to move the three fixed awnings from their current location at 300 Main Street to the building on Meigs Road. One awning would be above the entrance and the other two above nearby windows. Two light fixtures are planned, one on each side of the entrance. Specifications for the new lighting fixtures accompanied the application. Nine parking spaces would be specifically designated with signs for physical therapy office clients. Two of the nine parking spaces would be for handicapped parking. Employees would use spaces in the parking lot shared with Country Home Products employees. Mike DiPalermo who owns Long Trail on the Fall Physical Therapy said their normal office hours will be Monday through Friday from 7 a.m. to 9 p.m. He said they currently have three full-time employees. Bill said there are approximately 250 parking spaces which is considerable more than required for the current and future tenants. With no further questions, Jason Farrell moved the application be deemed complete and that a public hearing be held on December 7, 2015. The motion was seconded by Lowell Bertrand with all voting in favor.

3. **VV II Associates, LP, 12 Walker Avenue, Accessory Structure, Site Plan Review**

Krister Adams was in attendance on behalf of VV II Associates. He explained they have a need for a small accessory structure. The location they desire would be to use one of the sixteen off-street parking spaces as identified on the site plan that was submitted.

Zoning Administrator Hawley advised that the subject property contains twelve dwelling units. As a multiple-family dwelling, the regulations call for four parking spaces for every three dwelling units. For the number of off-street parking space to be reduced, a waiver is needed. Krister said that a waiver is being sought and noted that only half of the existing parking spaces are routinely occupied for the elderly housing complex. Jason Farrell asked whether an alternate location for the accessory structure was considered. Krister said that they would like the building to be easily accessible from the parking area and there are topographical challenges and aesthetic issues for it to be located elsewhere on the lot. Krister was requested to supply a picture of the proposed structure. With no further questions, Don Peabody moved the application be deemed complete and that a public hearing be warned for December 7, 2015. The motion was seconded by Brent Rakowski with all voting in favor.

4. **Vergennes Union High School, 50 Monkton Road, Accessory Structure, Site Plan Review (see Section 311)**

Peter Maneen, Athletic Director at Vergennes Union High School, presented an application and aerial photo identifying the location of a proposed accessory structure to be used as a concession stand for athletic events run by the Commodore Booster Club. The proposed location of the structure is between the baseball field and soccer fields. Jason Farrell asked about exterior lighting and Peter Maneen said that electricity is not going to be supplied to the building. Commodore Booster Club member Lisa Rowell said that electricity might at some point be extended to the building. With no further questions, Brent Rakowski moved the application be deemed complete and that a public hearing be held on December 7, 2015. The motion was seconded by Tim Cook with all voting in favor.

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

The minutes to the regular meeting of October 5, 2015 were reviewed and corrected. Steve Rapoport moved to approve the minutes as corrected. The motion was seconded by Jason Mullin with all voting in favor except Lowell Bertrand abstaining.

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

As directed, Zoning Administrator Hawley drafted an affirmative decision approving the application. Steve Rapoport moved to approve the decision and authorize Chair Jason Farrell to sign the decision on behalf of the Board. The motion was seconded by Tim Cook with all voting in favor. Jason Farrell and Jason Mullin voted on the motion as they both regained their eligibility to vote having listened to the recording of the public hearing. Lowell Bertrand did not vote on the motion as he was not serving as an alternate member at the public hearing involving this application.

7. **Organization Meeting**

Election of Chair, Vice-Chair, and Secretary

Review Rules of Procedure and Rules of Ethics

As set forth in the rules of procedure for the Development Review Board, the annual organization meeting was conducted. Jason Farrell announced that he would step down

as chair if anyone else had interest in serving in that capacity. Don Peabody immediately moved to reappoint the current officers; Jason Farrell as Chair, Peter Garon as Vice-Chair, and Brent Rakowski as Secretary. The motion was seconded by Steve Rapoport with all voting in favor. The rules of procedure and code of ethics was reviewed. There was some discussion about changing the standard order of the agenda suggesting that the minutes be listed further in the agenda since they are routinely deferred until after any public hearings are held. Zoning Administrator Hawley said that future agendas will move the minutes to later in the meeting. He felt the rules did not need to be formally amended for that to occur.

8. **Proposed Amendments to the Zoning and Subdivision Regulations**

Zoning Administrator Hawley reported that the City Council held their public hearing on the proposed amendments to the zoning and subdivision regulations on October 27, 2015. No action was taken that evening and the City Council will discuss them again at their November 10, 2015 meeting. Mel also reminded members that since a public hearing was duly warned by the City Council with respect to the adoption or amendment of a zoning regulation that for a period of 150 days following that notice, new applications filed after the date of the notice must be reviewed under both the proposed amendments and the applicable existing regulations.

9. **Adjournment**

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Mel Hawley
Acting Recording Secretary