

**CITY OF VERGENNES
DEVELOPMENT REVIEW BOARD
MINUTES
REGULAR MEETING
MONDAY, DECEMBER 1, 2014**

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

Members Absent: None

Guests: Maurice Hebert, Terry Faith Terry, Steve Terry

Present: Zoning Administrator Mel Hawley

1. **Review and accept minutes of previous meetings** – deferred
2. **Public Hearing - Terry Faith Terry and Stephen Charles Terry, Trustees, 125 Main Street, Change use from Professional Residence Office and Apartment, to Partial or Complete Conversion to Office**

Jason Farrell read the public notice and swore in Terry Faith Terry, Steve Terry, and Steve Rapoport. Steve Rapoport reported at the last meeting that as an abutting property owner he has a conflict of interest will recuse himself from this proceeding but may participate as an interested party. Alternate member Lowell Bertrand will official fill in for Steve Rapoport for this proceeding. Mel reported that since the last meeting, the Terrys have changed their application. Their original application was a change of use from a two-family dwelling, one unit containing a professional-residence office, to a two-family dwelling with a stand-alone office and other alternatives involving partial or complete conversion of the property to a bed and breakfast, medical services, office, and/or professional studio. Their amended application is limited to partial or complete conversion to office. Option 1 maintains the property as a two-family dwelling and up to 614 square feet of office space on the first floor. Option 2 is to maintain the second floor dwelling unit which is 1,071 square feet and conversion of the remainder of 2,163 square feet of the premises for office. Option 3 is to convert the entire 3,234 square feet of the premises to office. Jason Farrell asked about whether there are any associated changes to the exterior of the building or any proposed changes in exterior lighting. The Terrys confirmed there were no such changes proposed. A more carefully marked-up aerial photo was provided that identified the turnaround area for use by any of the four vehicles that could be parked in the detached garage. The turnaround area is fairly large and a vehicle could also be parked in the turnaround area without precluding use of the turnaround for vehicles in the garage. Mel said that the regulations require five off-street parking spaces for Option 1, ten spaces for Option 2 and eleven spaces for Option 3. The Terrys seek a reduction in the number of required off-street parking spaces as provided for in Section 1204.1 of the regulations. With no further comments Jason Farrell move to close the public hearing and to discuss the application in deliberative session later in the meeting. The motion was seconded by Don Peabody with all voting in favor.

3. **Review and accept minutes of previous meeting**
The minutes to the regular meeting of November 3, 2014 were reviewed. Steve Rapoport moved to approve the minutes with the changes discussed. The motion was seconded by Brent Rakowski with all voting in favor.
4. **Organization Meeting**
 - Election of Chair, Vice-Chair, and Secretary**
 - Review Rules of Procedure and Rules of Ethics**The organization meeting normally held in November was pushed to this meeting. 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 and re-adopted on a motion by Don Peabody, a second from Peter Garon, with all voting in favor.

Due to his disclosed conflict of interest in both pending applications, Steve Rapoport departed.
5. **Deliberative Session - Terry Faith Terry and Stephen Charles Terry, Trustees, 125 Main Street, Change use from Professional Residence Office and Apartment, to Partial or Complete Conversion to Office**
Peter Garon moved to direct Zoning Administrator Hawley to draft an affirmative decision approving the conversion of the premises from a one-family dwelling with a professional-residence office and apartment to a two-family dwelling with a 614 square foot office (Option 1). Jason Farrell moved to direct Zoning Administrative Hawley to draft a decision denying Option 2 due to an insufficient off-street parking plan. The motion was seconded by Jason Mullin with all voting in favor. Peter Garon moved to direct Zoning Administrative Hawley to draft a decision denying Option 3 due to an insufficient off-street parking plan. The motion was seconded by Lowell Bertrand with all voting in favor.
6. **Deliberative Session - Maurice and Jane Hebert (Owner), Boys & Girls Club of Greater Vergennes (Applicant), 75 Main Street, Change Use from One-family Dwelling to Community Center, Site Plan Review, Conditional Use Review**
The Board continued its deliberative session on the above application. Brent Rakowski moved to confirm and issue the findings of fact and decision denying the application the Boys & Girls Club of Greater Vergennes to convert the property at 75 Main Street from a one-family dwelling to a community center. The motion was seconded by Jason Mullin with all voting in favor.
7. **Adjournment**
The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Mel Hawley
Acting Recording Secretary