

**CITY OF VERGENNES
DEVELOPMENT REVIEW BOARD
MINUTES
REGULAR MEETING
MONDAY, DECEMBER 7, 2015**

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

Members Absent: None

Guests: Bill Townsend, Mike DiPalermo, Krister Adams, Peter Maneen, Michael O'Daniel, Chris Fuller, Glenn Rossier, Kathy Rossier, Steve Schenker, Heidi Mahoney

Present: Zoning Administrator Mel Hawley

1. Public Hearing - Vermont Industrial Parks, 75 Meigs Road, Physical Therapy Office, Site Plan Review, Conditional Use Review

Jason Farrell read the public notice and swore in Bill Townsend who was representing Vermont Industrial Parks and Mike DiPalermo who owns Long Trail on the Falls Physical Therapy. No abutting property owners were in attendance. Bill Townsend explained that Vermont Industrial Parks owns 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. Bill reported that Country Home Products no longer leases any of the 22,000 square feet on the lower level. He said that Wow Toyz leases between two-thirds and three-quarters of the west end of the lower level for off-site warehousing. The application is to convert 3,514 square feet of lower level space at the east end for a physical therapy office. Bill supplied a detailed narrative of the project which included specifications for a concrete sidewalk that is planned from the entrance of the office to the parking lot. He said the tenant plans to move the three fixed awnings from their current location at 300 Main Street to their building on Meigs Road. One awning would be above the entrance and the other two others above adjacent windows. Two light fixtures are planned, one on each side of the entrance. Specifications for the new lighting fixtures accompanied the application. The narrative provided very detailed information relative to the number of parking spaces that exist on the site (356 spaces); how many unavailable due to use of the existing parking lot by Country Home Products for product testing and storage trailers (136 spaces); and the number of required spaces for the existing and proposes uses (124 spaces). Bill concluded there are 96 parking spaces in excess of the amount required per the regulations. Mike DiPalermo 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 serving two patients per hour on average throughout the day and evening. With no further questions, Jason Farrell moved to close the public hearing and that Zoning Administrator Hawley be directed to draft an affirmative decision. The motion was seconded by Don Peabody with all voting in favor.

2. **Public Hearing - VV II Associates, LP, 12 Walker Avenue, Accessory Structure, Site Plan Review**

Jason Farrell read the public notice and swore in Krister Adams, a Housing Development Specialist with Vermont State Housing Authority acting as agent for The Housing Foundation, Inc., which is a General Partner of VV II Associates, LP. No abutting property owners were in attendance. Krister gave a brief summary of their request to locate a small accessory structure in one of the existing parking spaces of their parking lot. He supplied a picture of the proposed structure as was requested at the last meeting. He said the parking lot originally had seventeen parking spaces but one was used for the trash dumpster. The proposed location of the accessory structure is next to the dumpster leaving fifteen off-street parking spaces as identified on the site plan. As was stated at the last meeting the subject property contains twelve dwelling units. A multiple-family dwelling requires a minimum of four parking spaces for every three dwelling units and a request for a waiver was made. Krister said he has visited the site a number of times and found that only half of the parking spaces are routinely used. Zoning Administrator reported that the last two times he went to the property to verify the site plan, he too found that only six or seven of the spaces were being used. Krister said that tenants must be at least 62 years of age and the many do not own a vehicle. When asked about whether the building would have any exterior lights, Krister advised that electricity will not be extended to the building. With no further questions, Don Peabody moved to close the public hearing and that Zoning Administrator Hawley be directed to draft an affirmative decision. The motion was seconded by Peter Garon with all voting in favor.

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

Jason Farrell read the public notice and swore in Peter Maneen, Athletic Director at Vergennes Union High School. No abutting property owners were in attendance. Peter Maneen explained that the proposed accessory structure is for use 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. At the last meeting, Peter Maneen said that electricity is not going to be supplied to the building but Commodore Booster Club member Lisa Rowell said that electricity might at some point be extended to the building. Peter Maneen confirmed that electricity would be extended to the building as there is some need associated with the use but also for security lighting involving fixtures with motion sensors. With no further questions, Brent Rakowski moved to close the public hearing and that Zoning Administrator Hawley be directed to draft an affirmative decision. The motion was seconded by Steve Rapoport with all voting in favor.

4. **Michael O'Daniel, Trustee, 25 Hopkins Road, Subdivision Sketch Plan**

Michael O'Daniel presented a subdivision sketch plan involving his property on Hopkins Road. Brent Rakowski disclosed that he is employed by Otter Creek Engineering which will be involved with obtaining state and local permits related to water and wastewater for the property and needed to recuse himself. Brent moved away from the table and will not participate as a member of the Development Review Board for this application.

Michael owns about 35 acres on the west side of the Hopkins Road and about 55 acres on the east side of Hopkins Road. He proposes to create a 5-acre lot on the east side of Hopkins Road north of his existing residence. Michael noted that the amendments to the zoning regulations recently adopted by the City Council provides for such a plan without the requirement that any new one-family dwelling be an adjunct to an agricultural use in the Agricultural and Rural Residential District as was the case with the former regulations. The proposed lot will have 120 feet of street frontage and will be along the north side of his property. He said the lot will be served by municipal water and sewer. Jason Farrell asked if there were plans to extend the sidewalk on Hopkins Road. Mike said that there are no plans to extend the existing sidewalk that runs in front of the lots in Hopkins Ridge. Tim Cook pointed out that the proposed subdivision, unlike Hopkins Ridge, is not in the Low Density Residential District. Peter Garon said that he saw in the minutes to the last meeting that since a public hearing was duly warned by the City Council with respect to the adoption or amendment of a zoning regulations 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. He wondered of that still applied in this instance. Mel said that the 150 days is the maximum number of days when both the proposed amendments and the existing regulations apply. The City Council adopted the amendments on November 10, 2015 so they went into effect 21 days after the adoption which was December 1, 2015. With no further questions, Peter Garon moved the application be deemed complete and that a public hearing be held on January 4, 2016. The motion was seconded by Steve Rapoport with all voting in favor.

5. **Glenn and Kathy Rossier, 181 South Maple Street, Subdivision Sketch Plan**
Glenn and Kathy Rossier presented a subdivision sketch plan involving their property at 181 South Maple Street. The property is 1.03 acres. They proposed to subdivide their property into two lots. The lot for the existing one-family dwelling will be approximately 30,000 square feet with about 148 feet of street frontage on South Maple Street. The other lot will be at least 15,000 square feet lot with about 77 feet of street frontage on South Maple Street and 200 feet of street frontage on Maple Manor. The subdivision sketch plan shows a proposed building envelope towards the east end of the undeveloped lot thus leaving open space at the intersection. Glenn said there is a sewer main and water main on the north side of this section of roadway in Maple Manor to serve the lot. Jason Farrell asked if there were plans to extend the sidewalk on Maple Manor. Glenn noted there is a City sidewalk that runs along South Maple Street and there are no plans to construct a sidewalk in Maple Manor. With no further questions, Tim Cook moved the application be deemed complete and that a public hearing be held on January 4, 2016. The motion was seconded by Steve Rapoport with all voting in favor.

6. **Shenandoah, LLC, Haviland Shade Roller Mill and Annex, 1 and 2 Canal Street, Site Plan Review, Conditional Use Review**
Architect Steve Schenker and Heidi Mahoney of Burchfield Management Company were in attendance on behalf of Shenandoah, LLC to present an application for an adaptive reuse and a complete rehabilitation of the Haviland Shade Roller Mill and Annex for a total of seventeen dwelling units. Thirteen dwelling units are proposed in the Haviland

Shade Roller Mill and four dwelling units in the Annex. The proposed parking lot contains 23 spaces which meets the minimum parking requirements of four off-street parking spaces for every three dwelling units in a multiple-family dwelling. Some of the parking spaces are located on the so-called Miller lot. A permanent parking easement is needed. Jason said that when this property was the subject to a previous application before the Development Review Board the need for safety fencing surrounding the sitting area west of the Mill was discussed and encouraged the applicant to submit a detail plan in this regard. The cover letter accompanying the application requested that exterior lighting fixtures be handled as a condition of approval. Members acknowledge the lighting plan with luminaire schedule but specifications for all exterior lighting fixtures must be part of the application for it to be deemed complete. Steve Schenker said that all lighting fixtures will likely be cut-off style fixtures and specifications will be supplied. Brent Rakowski said to construct the parking area, blasting may be required and asked the applicant to submit their notification process, noise reduction plan, and dust control plan. Mel said that specifications are needed for screening the service area for trash and recycling. Jason suggested that a site visit be conducted prior to the public hearing and moved the application be considered complete and authorized the scheduling of a public hearing for the evening of January 4, 2016 provided the draft easement, lighting specifications, fencing, blasting plan, and screening be submitted by December 14, 2015. The motion was seconded by Brent Rakowski with all voting in favor. A site visit will be conducted on January 4, 2016 at 6:30 p.m.

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

As was reported earlier, the City Council adopted the proposed amendments to the zoning and subdivision regulations at their November 10, 2015 meeting. Mel was asked to print and distribute to the members an updated version of the entire regulations.

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

The minutes to the regular meeting of November 2, 2015 were reviewed and corrected. Don Peabody moved to approve the minutes as corrected. The motion was seconded by Jason Mullin with all voting in favor.

9. **Adjournment**

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Mel Hawley
Acting Recording Secretary