

Minutes of the Planning Commission

Approved on January 20, 2014

Meeting Date: December 16, 2013 Called To Order At: 6:00pm

PC Members	Present	Absent	Recused	Observed
Chris Dermody, Chair	x			
Jeff Bean	x			
David Barber	x			
Peter Ford	x			
Ryan Doyle	x			
Stacie Callan		x		
Tom Murphy	x			

A. DESIGN ADVISORY SEGMENT

- 1. REA, Inc./Beverage Mart – 5 Spruce Street/Parcel #23,080,005.** Applicant is requesting a positive recommendation to the Development Review board for a new redemption center.

Pat Cross from Cross Consulting Engineers, presented the application on behalf of the applicant. There will be 2 offloading bottle redemption lanes; there will be a transfer of an existing sign to West Elevation; add mounted lights off of the building; adding 6 white columns; buffer between 2 properties (cedar hedge); add 6ft high stockade fence to 7 spruce Street; adding a tree in city right of way. It is the applicant's intent to move the existing redemption center to the proposed structure. Bullets from the meeting are as follows:

- Chris D - Is it a drive through or drive under canopy and can it be flipped 180 degrees so that sound side is not towards residential side
- Check with Zoning Admin about size of sign and lights on front
- Peter F - How would bottle redemption lanes would work, what were the windows for and would a solid wall be a better barrier?
- On the 12 ft strip between the existing and proposed building could a tree be planted there?
- Ryan D - New permit needed for proposed changes? Are lanes large enough for a garbage truck
- Jeff Bean - change to B1 means no set-back requirement; structure does not seem to fit with the neighborhood; canopy concerns – lighting stands out in the residential area; substandard room for cars waiting to offload bottles on a residential street and there is a higher demand for parking on the street. Can customers get cash in the new structure and would a wall mask the noise better.
- David B – there were no examples of light fixtures brought to the board. Proposal does not say that plants will be installed...would like to see it added. What types of hedges will be installed?
- Chip S stated that the recommendations should be written out and suggested to the board that they should pay special attention to sound, light and traffic flow

- Ryan D – add a pillar to make the front more symmetrical?
- Jeff B addressed the canopy illumination – Pat Cross stated that there will be 4 recessed lights and they will be shut off after hours
- Peter F – Regarding west elevation windows, will they be open and letting out sound? Pat Cross stated no need to because of air conditioning and fans.
- Tom M – suggested to client that they may want to put up a wall instead of a cedar hedge.

David B move to approve on condition of signage meets our regulations and that the applicant must install a large cedar hedge of 4-6 plants. Tom M second. Discussion – Peter F asked why approve it when noise is an aesthetic concern to which he was advised that it is not under the Board’s prevue. David B amended the motion to adding an additional tree. An amendment to the motion to move the dumpsters to the corner of the property away from the property line of the neighbor, increase the sound mitigation to 4 ft white cedar hedges and 6 ft of white vinyl fence and add a 2nd tree between buildings on Spruce Street (David B).; Tom M second. Discussion – Jeff B talked about adding traffic concerns and brought up noise concerns. At 6:50pm a straw vote was taken on the motion – No: Jeff, Peter; Yes: Tom, David, Ryan.

Chris D discussed recommendations for a letter to be written to the DRB:

- Sound mitigation: Tom M suggested closing the redemption lanes in and Ryan D added: with the ability to include drop down doors on either end.
- Traffic flow: Jeff B stated that traffic will probably back up on spruce St so on-site traffic flow direction should be reversed if it proves to not work the way it is currently written.
- Keep in present appearance motif in regards to the lowering garage doors.
- Consider looking at making changes to the green space.

Ryan D made a motion for the chair to write a letter to the DRB with the discussed suggestions/recommendations. David B seconded the motion with all in favor. Motion carried at 7:04pm.

B. PLANNING SEGMENT

- 1. Zoning Re-Write Project** – Chip S, Director of Planning and Greta Brunswick, NRPC
 - i. Review latest revisions** – Greta reorganized the bylaw; updated and moved text and explained how to read to changes. She then went through the changes that were presented to the board. Peter F felt there should language in the document regarding ethics. Page 3 – remove the comment extending the time limit to include weekends and holidays. Article 2 defines what requires a zoning permit and Greta stated that we are learning from Burlington’s zoning bylaws.

Discussion on interior improvements – should additions be made to the list. Ryan D suggested the addition of bathrooms, kitchens and increase in the number of bedrooms. It was stated that more discussion needs to follow. Article 3 – took out construction permit in favor of development permit. Add 1 or more pre-application meetings as feasible. Ryan D asked where are the controls for the review of the zoning administrator’s decisions – further discussion will follow. Add historic structures to Section 2.4 (Conditional Use section). David – page 13 – Infrastructure supports use. Peter F – conditions of approval – DRB requirements need to be more specific. David – page 14 Applicability – feels it is too broad (demolition). Page 19 – demolition should have to take place within 1.5 years (extend time to demolish) and should historic buildings follow a different set of rules.

Zoning Districts Section 3 Form based code. Change the Route 7 Gateway district to simply Gateway District. The draft of Use Table needs to be reviewed and under the Dimensional Standards table there will be proposed minimum lot sizes for the proposed MDR District. A new map of the proposed districts was handed and explained. Staff is continuing to explore options and it was asked of the board if we need different names for the districts.

Chris D suggested using email to share questions with each other and staff and made the suggestion to schedule a time to meet with a smaller group for more suggestions.

- ii. **Joint Meeting with DRB in February** – Joint meeting will be on February 3, 2014. Chip S welcomes all comments and feedback regarding Zoning. Jeff B would like to get feedback from Newport on the Form Based Coding that they implemented.
2. **Municipal Planning Grant Award for Housing Study** – Chip stated that the City received an \$18,0000.00 grant to do the study. Ryan D made a motion to form a subcommittee to move the housing study along. Peter F seconded with all in favor.

C. OTHER BUSINESS

1. **Approval of Minutes** – Peter F made a motion to approve the November 18, 2013 as amended. Second by Ryan D with all in favor.

Peter F spoke about the proliferation of signs and that business need to get permits for their signs. Chip S stated that staff will be working on it and that after the fact permit penalties will be waived in lieu of summer construction.

Ryan D made the motion to adjourn the meeting, Jeff Bean seconded with all in favor. Meeting adjourned at 8:34pm.

Respectfully submitted,

Sean Theoret, minute taker.