

Minutes of the Development Review Board

Meeting Date: February 3, 2014 Called To Order At: 6:32pm

Approved March 3, 2014

Members	Present	Absent	Recused	Observed
Megan Manahan, Chair	x			
Dustin Degree		x		
Michael Walsh	x			
Gerry Muehl	x			
Heather Fontaine	x			
Rebecca Pfeiffer	x			
Owen Manahan	x			

Pledge of Allegiance

A. Public Hearings

- 1. Case 2014-001. 118 No. Main Street, LLC/Chasworth Farm/Parcel #22,063,116-**
Applicant requests Conditional Use approval to run a manufacturing operation. Specifically a soap studio. This property is located in the Business 1 (B-1) District.

Public hearing opened at 6:31 p.m. The Zoning Administrator read the staff report into record. Applicant Marsha Hagwood gave the following information:

Front of the building would be the retail area
Rear of the building would be the manufacturing area
Initially no employees, possibly add one employee for the retail area
Retail hours would vary seasonally
Manufacturing would be a cold process with temperatures 90 degrees Fahrenheit or less

Owen Manahan asked if there would be odors or extra ventilation required, response from applicant was that they did not anticipate extra ventilation would be required.

With no other questions hearing was closed by Megan Manahan, Chair at 6:40 p.m.

- 2. Case 2014-002. 109 No. Main Street, LLC/St. Albans Ace Hardware/Parcel #11,063,119.**
Applicant requests approval for an amendment to a major site plan to place a propane filling station on the north end of the property. This property is located in the Business 1 (B-1) District

Public Hearing opened at 6:41 p.m. The Zoning Administrator read the staff report into record.

Applicant Gordon Winter present to answer questions:

Owen Manahan questions if there will be bollards or if they are proposed. Applicant responded that their will be bollards, not necessarily exactly as pictured in the drawings and that Suburban Propane will be installing tank and their expertise in the industry will dictate the actual number of bollards required for safety.

Megan Manahan responded to applicant that the picture is an example versus actual and the applicant confirmed that, and again responded that Suburban would dictate the number of bollards required for safety.

Megan Manahan questioned as to whether bollards were inside or outside of the fence, and also questioned the green mesh fabric as to whether it was on the inside or the outside of the fence. Applicant responded that it would be on the entire fence surrounding the propane tank and that he was not positive of the placement of the bollards.

Rebecca Pfeiffer questioned if Ace would own the tank, and asked for clarification on the filling nozzle location on the plans. Applicant responded that the tank would be owned and maintained by Suburban and operated by Suburban trained Ace employees, and clarified the nozzle location on drawings.

Applicant said that he would apply for the construction permits for the tank pad as soon as he received approval from the DRB and that he has spoke with the fire chief and that the chief had no issues with the proposed tank site.

Applicant feels that during the busy season that the proposed tank may be filled once per week and that filling it would not be an issue as it could be filled from Main St. If needed. Applicant estimates that the tank could be filled ten times per year.

Mike Walsh questioned applicant as to whether a lane for filling the tank had been considered and applicant responded that he did not want to lose a parking spot and that the tank could actually be filled from Main St. if needed but he did not feel that would be necessary.

Mike Walsh: off topic discussed the condition of the sidewalk during construction and that it was not in an acceptable condition at times, and wondered if the city sidewalk plow was unable to get through at times. Chip Sawyer responded that there was a possibility that the plow was disrupted by construction but could not confirm that was the actual issue.

Public Comment: Jeff Young addressed the area where the proposed tank is to be and discussed that the area has been known to be an area where transient issues have been known to happen. Jeff was questioning the height of the fence and what keeps people from going inside the fenced in area and vandalizing the tank and tank area. Jeff questioned as to whether there would be surveillance Applicant responded that the back of the area is not fenced in, that the

retaining wall is on the back side and the fence will be on the remaining three sides, that there is a street light there and there would be cameras in the area. Applicant stated that he would consider a wooden fence on the retaining wall if necessary and that the pump house door would be locked and secured. Applicant assumes that there are safety features that prevent someone from filling their own tanks or tampering with the filling station when the business is not open.

With no other questions hearing was closed by Megan Manahan, Chair at 7:05 p.m.

B. OTHER BUSINESS

1. Annual Review of DRB Rules of Procedure - D&V Megan Manahan proposes that since the whole board is not present that this item be postponed. **Motion to postpone by Owen Manahan, seconded by Rebecca Pfeiffer with all in favor.**

Chip Sawyer addressed Chair that he has copies of rules and procedures for all attending and made them available.

2. Planning & Development Update - Chip Sawyer discussed that previously a joint board meeting was going to happen at this meeting, that he is waiting for more materials and planning for a March 3rd meeting with the planning commission present. Chip discussed interesting items for zoning rewrite, corrections of issues, closing up loop holes and new provisions. An email would be sent to everyone. Draft form Base code being integrating into zoning to see what it would look like as a whole package. Still processing flood hazards. Chip discussed Federal Transportation grant administered by VTAOT to extend the street scape project by one block to Hoyt St. which is the last block of historic retail buildings on Main St.

3. Meeting Minutes - January 6, 2014 **Motion to accept by Rebecca Pfeiffer, seconded by Owen Manahan with all in favor.**

C. PUBLIC COMMENT - Megan Manahan to respond publicly regarding C. Dermody's unwillingness to clarify his comments at the last DAB meeting.

7:20 p.m. Motion to go into deliberative session by Owen Manahan seconded by Rebecca Pfeiffer with all in favor.