

## Minutes of the Development Review Board

Meeting Date: April 1, 2013      Called To Order At: 6:30 pm

Member	Present	Recused	Absent	Member	Present	Recused	Absent
Megan Manahan	x			Heather Fontaine	x		
Dustin Degree	x			Rebecca Pfeiffer	x		
Michael Walsh	x			Owen Manahan	x		

### **Pledge of Allegiance**

### **Consideration of Cases**

#### **A. Hearing on the Application of:**

- 1. Case 2013-008 –Imagine Great Ideas Co-op, Inc. 40 Kingman Street/Parcel #23,048,038.** Applicant requests a conditional use permit to operate an educational facility. The property is located in the Business 1 B-1 District. This application has been withdrawn per a letter sent by the applicant on March 13, 2013.

Hearing opened at 6:34pm. The acting Zoning Administrator stated that this case had been withdrawn. Hearing was closed.

- 2. Case 2013-009 – Melissa Seymour/Kidz Playce Learning Center. 8 Bishop Street/Parcel #14,021,005.** Applicant requests a conditional use for a daycare facility. The property is located in the Business 1 B-1 District.

Hearing opened at 6:35pm. Megan Manahan, on behalf of the Zoning Administrator, read the staff report into record. The applicant, Melissa Seymour, presented the application. Stated the center would be open from 6:00am – 6:00pm, maximum of 51 children, up to 8 employees and showed where parking will be. It was mentioned that the staff will use the church parking lot and that children would be picked up and dropped off at the Bishop Street entrance. There would be no parking on Bishop Street, although it was noted that sometimes people will use the Methodist church parking lot. They are proposing fencing along the sidewalk and connecting to the building. Fencing will be a 4' chainlink fence. They would, at some point and if given permission, like to put up a playground structure. Donna Veale, representing St. Lukes, seems to feel there are 25-30 parking spaces in the back lot. The facility would be open M-F and stated yes when asked if there are other functions happening at the church while the center is open (funerals, luncheons, etc.). Other than the church the center would be the only use allowed to use the kitchen. Asked if there would be landscaping the applicant replied no but there may be a couple of shrubs. There was no further comments, questions or public comment. The hearing closed at 6:48pm.

- 3. Case 2013-010 – Bonnie Plouffe/South Main Grocery. 139 South Main Street/Parcel #26,079,139.** Applicant requests to expand a conditional use for the expansion of a convenience store. The property is located in the Business 2 B2 District.

The hearing opened at 6:49pm. Megan Manahan read the staff report into record. The board asked staff to clarify where the deli would be. Bonnie Plouffe, applicant, presented her case – there is an existing deli that there that has not been open for a few years. She is looking to re-establish it. The deli would be open from 7am – 5pm, no signs would be put up, and there would be 4 employees (2 at one time). The existing deli fixtures are already there and it would be a take and go business – no seating. There was no public comment and the hearing closed at 6:59pm.

4. **Case 2013-011 – Lake Street Offices, LLC. 60 Lake Street/Parcel #26,049,060.** Applicant requests a site plan amendment. The property is located in the Business 1 B-1 District.

The hearing opened at 7:00pm. Megan Manahan read the staff report into record. Jim Cameron, Lake Street Offices, presented his case. They are moving a parking space and switching to green space. Bollards will be taken out and downcast lighting will be on the building (not depicted on site plan). There was verification of 5 parking spaces with question being asked if the spaces were wide enough. The board would like to see dimensions of spaces on the site plan. There is no designated loading and unloading depicted and there is no signage shown as to the exit only drive on to Lake Street. Asked if the barn had been removed yet to which the applicant stated that it had not. Asked about stormwater, Jim Cameron said the question had never come up before and there is nothing on the site plan addressing it. Boundary line will be line striped when the cement blocks are removed. The hearing closed at 7:15pm

5. **Case 2013-012 – Connor Construction, LLC. 13 Maiden Lane/Parcel #14,056,013.** Applicant requests a major site plan approval. The property is located in the Business 1 B-1 District.

The hearing opened at 7:16pm. Owen Manahan recused himself. Megan Manahan read the staff report into record along with a memo from the Design Advisory Board. Mike, Steve and Fred Connor along with Ruggiano Engineering gave a brief history regarding the safety orders and described the bad conditions of the building. Luke Willey (Ruggiano) passed out revised plans which Mike Connor reviewed with the board. They stated that they responded to the suggestions made by the DAB and made changes to the site plans. Key points addressed were:

- 37 parking spaces
- Handicapped parking
- Loading spaces
- Location of dumpster
- Ramp has been redesigned on east side
- Converted parallel parking to diagonal on Maiden Lane w/a handicap spot
- Catch basin was presented
- Lighting – 5 new poles – 12' total height
- Full cutoff LED fixtures
- Proposed 6' concrete sidewalk on east side of building

- Traffic survey presented – very little impact on traffic

The historic issued was addressed by Megan Manahan and the discussion of complying with Section 706. Mike Walsh asked about the use. Applicant replied that there is no specific use and that it is a shell of a building. They would like to see office/medical come in but that could change.

Public Comments:

- Peter Ford – questioned the size of the building and that is not a good replacement for the building they are looking to tear down
- MaryPat Larabee – parking is of a concern (library)
- David Barber – addressed historic preservation, Josh Cox’s letter, green space/parking, design elements.
- William Simmons – new look of building – likes the old look. Concerned with the use and what type of clinic it will be and is concerned with the parking for the library.

The board asked about the slope of the sidewalk to the library. Luke Willey stated that they will tie in to the sidewalk and that it is not ADA compliant.

With no further comments the hearing was recessed until May 6 (8:30pm)

## **B. OTHER BUSINESS**

1. **Approval of Meeting Minutes** – March 4, 2013 – Owen Manahan made a motion to accept the meeting minutes of March 4<sup>th</sup>, 2013, Rebecca Pfeiffer second with all in favor.
2. **Planning & Development update** – Chip Sawyer stated that the sign regulations have been approved and that a zoning rewrite will be happening in the future.

**C. PUBLIC COMMENT** – Peter Ford asked about a letter to the Design Advisory Board from Paul Bruhn. David Barber talked about track records and form based codes.

## **D. DECISIONS**

Motion made by Dustin Degree to recess into deliberative session, Rebecca Pfeiffer second with all in favor – 8:46pm.

Motion made by Dustin Degree to adjourn meeting at 9:20pm, Rebecca Pfeiffer Second with all in favor.

Respectfully Submitted:

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Michelle Boudreau  
Clerk, Development Review Board