

**Montpelier Development Review Board
February 7, 2005
City Council Chambers, City Hall**

Subject to Review and Approval

Present: Jack Lindley; Alan Blakeman; Roger Cranse; Douglas Bressette; Kenneth Matzner; Guy Teschmacher; Yilian Snyder (participated in the review of the first two applications); Kevin O'Connell (participated in the review of the third application)
Staff: Stephanie Smith, Administrative Officer

Call to Order

The meeting was called to order by Mr. Lindley who said that he was acting as chair until Mr. O'Connell arrived.

Minutes

Mr. Blakeman made a motion that the minutes of the January 18, 2005 meeting be approved. Mr. Cranse seconded the motion. The motion was approved 5-0 with Mr. Matzner and Mr. Bressette abstaining.

Comments from the Chair

There were no comments from the Acting Chair.

I. Request for Approval and Permit Extension

Applicant: Robert W. Hall Consulting Engineers, Inc.
Property Owner: Verizon
Property Address: 23-25 School Street
Zone: CB-II/DCD

- Extension of a permit to October 1, 2006.

Ms. Smith explained that a request had been received for the extension of the site plan and zoning permit for a period of 12 months to October 2, 2006. Mr. Teschmacher asked why the extension was needed. Ms. Smith said that she was not sure as the applicant's letter did not state a reason. Mr. Lindley said that he assumed that the reason for the request was related to construction. Ms. Smith said that the plans have not changed. She said that the ordinance provides that the DRB may grant one 12-month extension.

Mr. Blakeman made a motion that the Board approve the request for the extension of the approval and the permit to October 2, 2006. Mr. Matzner seconded the motion. The motion was approved by a vote of 7-0.

II. Public Hearing - Conditional and Final Subdivision Review

Applicant: William and Michele Snyder DBA Snyder Properties
Property Owner: William and Michele Snyder DBA Snyder Properties
Property Address: 168-179 River Street
Zone: GB

- Two lot subdivision of a 0.95 acre parcel

Interested Parties: William and Michele Snyder

William and Michele Snyder were sworn in by Mr. Lindley. Ms. Smith explained that the application had previously been through the sketch plan review process with the DRB. She said that the applicants were now requesting combined conditional and final review of the subdivision. Mr. Lindley asked Ms. Smith to review the staff recommendations. Ms. Smith said that the staff had the following recommendations:

1. The applicant should submit a copy of the shared access easement for the record.
2. If, in the future, a property owner or a tenant wishes to propose changes to the site plan including outdoor storage of materials, merchandise, and/or vehicles; alterations to parking layout; alterations to on-site circulation; or type of use, they will be required to apply for a zoning permit.
3. The applicant shall be required to file a record final survey plat in the City's Land Record. The plat shall contain the signature of the presiding Chair of Development Review Board, and must be recorded within 90 days of the approval of the subdivision by the Development Review Board.

Mr. Lindley said that the application was a fairly simple subdivision and that the Board had reviewed it thoroughly in the sketch plan review process.

Mr. Blakeman made a motion that the Board grant conditional and final subdivision approval with the three staff recommendations. Mr. Bresette seconded the motion. The motion was approved by a vote of 7-0.

III. Sketch Plan Review

Applicant: Norman Rice
Property Owner: Hugh, Susan and Dennis Hawkins
Property Address: Towne Hill Road
Zone: MDR

- Two-lot subdivision of a 14.3 acre parcel that is split by a municipal boundary

Interested Parties: Norman Rice and Hugh Hawkins

Mr. O'Connell arrived and Ms. Snyder stepped down. Mr. O'Connell explained that sketch plan review is an informal process intended to allow the applicant to receive feedback from the Board. Ms. Smith described the application for a two-lot subdivision. She noted that the property address listed on the agenda was incorrect. Ms. Smith said that the portion of the parcel that is located in East Montpelier had received subdivision approval in East Montpelier.

Mr. O'Connell asked whether there were any construction plans for the property. Mr. Hawkins said that there were none. Mr. Lindley asked what address would be assigned to the lots. Ms. Smith said that, if any future development was located in Montpelier, a 911 compliant address would have to be assigned before any zoning permit would be issued.

Mr. O'Connell asked what the minimum lot size was in East Montpelier. Mr. Rice said that three acres are required in that zone. Mr. O'Connell said that the proposal seemed straight forward and that he expected that conditional and final review could be combined. He said that the Board does not vote at this level of review.

Other

There was no other business.

Adjournment

Mr. Lindley made a motion to adjourn the meeting. Mr. Blakeman seconded the motion. The Board unanimously approved the motion to adjourn.

Respectfully submitted,

Stephanie Smith
Administrative Officer

Transcribed by Kathleen Swigon

These minutes are subject to approval by the Development Review Board. Changes, if any, will be recorded in the minutes of the meeting at which they are acted upon.