

New Haven Development Review Board Minutes

7:00 pm

August 6, 2018

Town Offices

ORIGINAL

Present: Chair, Kathy Barrett, Vice Chair, Tom Fyles, Clerk, Don Johnston, Tim Bouton, Carol Charbonneau, Charlie Roy

Absent: Susan Smiley

Staff: Zoning Administrator, Katie Raycroft-Meyer and Pam Kingman, minute taker

Visitors: Sandra Graves, Michelle Fouts, Rita Booska, Lonie Parker, Bev Landon, Jeffrey Cook, Chris Cook and Jason Barnard

Chair, Kathy Barrett called the DRB meeting to order at 7:02 pm.
Introductions were made.

Adjustments to the Agenda: none

Visitors Business: none

Public Hearings:

- a) **2018-DRB-07-SP, Champlain Valley Head Start, Site plan review:** Sandra Graves is the Education Coordinator with Head Start. They are hoping to open a preschool at 87 Rivers Bend Road. This site formerly housed the Sapphire School, which closed approximately 2 years ago. Michelle Fouts still owns the property, and currently has her private practice there and is using it as a second home. She will be renting the property to Head Start. Sandra Graves said there will be no change to the site plan; they are licensed as a preschool. They will serve 15 kids with hours Monday – Friday from 8:30am – 12:30 pm.

ZA, Katie Raycroft-Meyer has reviewed the plan. There was previously interim zoning for the Sapphire School, which has now expired. Interim zoning was implemented back then because the Sapphire school didn't fall under the Agency of Education; whereas Head Start does. The Planning Commission made the determination that interim zoning is not needed now; they are exempt under the Agency of Education.

Kathy Barrett discussed it with the ZA, and it was decided they needed a site plan review.

There will be no changes to either the inside or outside of the facility. Sandra

Graves said Head Start is governed by the Agency of Human Resources, which partners with the Agency of Education. She has not met with the Selectboard, but had sent a letter to them. Tim Bouton asked if they are certified by the State, and if they are exempt. Sandra said yes, through the partnership. Kathy Barrett showed the DRB the Certificate for Head Start that says they are prequalified as a Pre K program in the State of Vermont beginning September 21, 2017 – September 21, 2018. The circular driveway and parking were discussed, and are not an issue. Head Start would be renting the entire property from Michelle Fouts. Tim Bouton requested a letter of exemption from the State; this will provide the DRB with what is required through the bylaws. Bev Landon said we did not need it and suggested we read the Planning Commission minutes. She was reminded that the DRB cannot make decisions based on the PC minutes, we can only go by the approved Zoning by-laws.

Tom Fyles made a motion to approve the site plan as presented with the condition that the question of certification by the Agency of Education is resolved. Then the DRB can come to an agreement after receiving a letter from the Agency, or the DRB says the Certificate satisfies the matter. Motion seconded by Tim Bouton. 6 yes / 0 no

Tim Bouton made a motion to close the hearing on Champlain Valley Head Start, seconded by Carol Charbonneau. 6 yes / 0 no

b) 2018-DRB-08-SP, Porky's Place Restaurant, Site plan amendment:

Lonie Parker has opened Porky's place on Route 7, and is currently working under the same conditions as the previous patron, Carols Hungry Mind. He is here to present an amendment to the original plan. He is changing the conditions by adding parking out back for events, adding a tent to hold events, a port-o-let down by the event parking, parking the smoker on site by the garage, and extending his hours 8 times per month for events. There will be string lighting inside the tent for events; all other lighting will remain the same.

Tim Bouton made a motion to approve the site plan amendment with the following conditions:

- Staying open late (11:00 pm) a maximum of 8 times per month for events.
- Normal business hours to remain at 7:00 am – 9:00 pm Seven days per week
- Port-o-lets are to only be onsite for events, and to be removed on the next business day after an event. Location as shown on site plan.
- Smoker to be located behind the main building, by the rear patio, as shown on site plan.
- Closing the middle access in the parking area. If VTRANS disagrees, the DRB would like something in writing.

- Dumpster location needs to be depicted on site plan diagram.
- No change to lighting; except rope lighting in the event tents. Tent to be taken down when there is no event.
- Food truck to be stored on site during the summer month, will be parked in front of the garage, and behind in the winter.

Motion seconded by Don Johnston. 6 yes / 0 no

Tim Bouton made a motion to close the Hearing on Porky's Restaurant, seconded by Carol Charbonneau. 6 yes / 0 no

Sketch Plan reviews:

- a) **Jeffrey Cook – 2 lot subdivision of parcel # 0104-100 on Plank Road:** Jeffrey and Chris Cook would like to subdivide their lot on Plank Road to create a 2.08 acre and a 2.00 acre parcels. Both meet road frontage requirements and there will be a shared driveway. A large portion of the parcel is in the Town of Bristol (12 acres). The Cooks will retain the 2.00 acre parcel.
Tim Bouton made a motion to review this project as a minor subdivision, consisting of 2 lots. Motion seconded by Carol Charbonneau. 6 yes / 0 no
- b) **Michael and Emily Finley – 2 lot subdivision of parcel # 0472-000 – no show**

DRB Business:

1. Tim Bouton made a motion to approve the minutes from 6/4/18, seconded by Charlie Roy. 5 yes / 1 abstention (Barrett)
2. Minutes from 7/16/18, defer until next meeting
3. Review and sign decisions: None
4. Review decision compliance and/ or sign final plats: None
5. Correspondence: None
6. New/old business: **Monroe Tractors:** Potential new business at the Layn Properties LLC site on Route 7. Monroe Tractors are hoping to open a parts distributing shop, and also work on tractors. Layn recently purchased what was formerly "Mikes Auto" from Mike McGrath. Monroe Tractors wants to use the back garage section for sales and service, which is a similar use as McGrath. It is zoned Highway Commercial. The DRB suggests the ZA invite Monroe representatives to the next meeting for an informal site plan review.

Adjourn: 8:25pm

Respectfully submitted:

Pam Kingman

Approved:

Kathy Barrett
Chair, Kathy Barrett

Tom Fyles Don Johnston
Vice Chair, Tom Fyles Clerk, Don Johnston

Tim Bouton
Tim Bouton

Carol Charbonneau
Carol Charbonneau

Charlie Roy
Charlie Roy