

PLANNING BOARD MINUTES

January 27, 2021

APPROVED: 2/24/21

AGENDA: PCC: ALEXA & LEO VASQUEZ, 50 S. Main St., #114-139
PUBLIC HEARING: SIGNS, TEMPORARY SIGNS, DEFINITION OF LOT COVERAGE BY
STRUCTURES
WORKSHOP

ATTENDING: Denice DeStefano (Chairman - Zoom), Jackie Elliott (Vice Chair – Zoom), Don Milbrand (Sel. Rep.), Betty Seeler (Zoom)

ABSENT: Bruce Beaurivage (Alternate)

OTHER: Christina Goodwin (Land Use Manager), applicants

Ms. DeStefano stated that there is still an emergency order issued by the Governor that allows for meetings to be held both in-person and electronically, due to the pandemic. Members are attending in-person, via video and telephone conference and the meeting is open to the public via the same options. The meeting opened by roll-call vote 4-0 at 7:00pm with a quorum.

Preliminary Conceptual Consultation (PCC): ALEXA & LEO VASQUEZ:

Ms. DeStefano explained the procedure for a PCC. Mr. Vasquez explained that Cielito Mexican Restaurant wishes to expand the patio to 12' x 38'. This will bring it to about 4' from the boundary of the next lot. Ms. DeStefano advised the Board, that the applicants are asking if the change will require a Minor Site Plan. She added that the restaurant will need the building owner's permission. Mr. Milbrand questioned the 4' from a boundary line and Ms. Goodwin explained that the lot is in the Downtown Commercial district which does not have side setback requirements. Mr. Milbrand asked if this is to increase capacity and Mr. Vasquez answered that it will, but he is not sure if he will need more bathrooms according to the Town or State.

Mr. Milbrand then read the criteria for a Minor Site Plan. The only question seemed to be parking and Ms. DeStefano said that parking comes under Site Plan and the Board's jurisdiction. She questioned occupancy. Ms. Goodwin stated that the previous owners' Site Plan allows 44 people inside, 20 on the patio and 23 parking spaces. Mr. Milbrand added that on-street parking is allowed in that district, as well, so there is plenty of parking. Ms. Goodwin questioned any alterations to the Site Plan and Ms. DeStefano answered that she believes that what is meant is that there is no increase in use. She added that, as long as the Fire Chief is okay with the occupancy, she feels that this is okay. Mr. Milbrand said that they may need to check on the liquor license with the State.

Ms. DeStefano read the criteria for an amendment to a Site Plan and felt that this is what is needed. The Board agree via roll call vote, 4-0. Ms. Elliott reminded them that they will need the owner's permission.

At this time, the Chair relinquished to the Vice Chair for a couple of minutes and Ms. Goodwin explained the procedures for an amendment to the Site Plan to the applicants.

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PUBLIC HEARING ON ZONING AMENDMENTS:

The public hearing opened at 7:21 pm.

SIGNS: Ms. DeStefano stated that there were a few suggestions from the Town Attorney for language. Ms. Goodwin stated that, under Commercial Signs, at the beginning of #5, the Attorney suggests adding the following sentence – “One free standing sign may be placed on a property with a commercial use.”

D. Milbrand made a motion, second by J. Elliott, to move Signs to the ballot as amended. The motion carried by roll-call vote 4-0.

SIGNS, TEMPORARY: E. Seeler made a motion, second by D. Milbrand, to move the definition of Signs, Temporary to the ballot. The motion carried by roll-call vote 4-0.

ELIMINATION OF LOT COVERAGE BY STRUCTURES: J. Elliott made a motion, second by D. Milbrand, to move the Elimination of Lot Coverage by Structures to the ballot. The motion carried by roll-call vote carried 4-0.

The Public Hearing on Amendments closed at 7:29 pm.

WORKSHOP

REVIEW THE FORMAT FOR PLANNING BOARD CHECKLISTS: Ms. DeStefano had attempted to simplify the Site Plan Checklist and asked for the Board’s input on the format. The Board agreed to the proposed format and Ms. DeStefano will further update for review at a later workshop.

MINUTES OF JANUARY 13, 2021: The Board reviewed the minutes of January 13, 2021. Ms. Seeler and Ms. DeStefano were sure that they had been in attendance and Ms. Elliott was on a Conference call. E. Seeler made a motion, second by J. Elliott, to approve the minutes as amended. The motion carried by roll-call vote 4-0.

COMMUNICATIONS: None.

REPORTS:

Historic District Commission - Did not meet.

Select Board – Mr. Milbrand didn’t attend the last meeting, but Ms. Goodwin attended. Fox Run has the second of the three hearings. Ms. Goodwin presented all the discounts and programs that are offered. The utility appraiser was introduced. The Select Board will review the warrant at the next meeting.

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Capital Improvements Program Committee (CIP) - They will be submitting for the Town Report but did not need to meet.

Land Use - Mr. Kelley has applied for Planning Board membership and will be submitted to the Select Board for appointment.

Ms. Goodwin showed a drawing of where Hannaford's moved their dumpster and asked if the Board is okay with the location and the drawing instead of a fully updated Site Plan. The Board felt it was fine the way it was presented.

Ms. Goodwin asked the Board to cancel their February 10 meeting as the meeting room has been reserved for the Budget Committee, just in case they need to hold a second public hearing. There are no hearings for the Planning Board until the Special Use Permit and Subdivision cases scheduled for February 24. The Board was okay with cancelling. It was reminded, that the Board will need a quorum for the meeting on the 24th. Ms. Elliott will try to call in.

OTHER: Ms. DeStefano stated that she began creating the language for the ballot and will see that Ms. Goodwin has it.

Ms. Goodwin stated that she is closing the Land Use Office tomorrow until noon as she has a meeting in the morning and there is no coverage for the office.

With no other business to discuss, D. Milbrand motioned to adjourn the meeting at 7:50 p.m., seconded by J. Elliott. The motion carried by roll-call vote 4-0.

Respectfully submitted,
Jan Laferriere
Land Use Administrative Assistant

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