

**Town of Middlebury
Development Review Board (DRB)
Town Office Large Conference Room
Minutes of July 10, 2017
Draft**

Members Present: Kevin Newton, Gary Baker (Alt.), Scott Foster, John MacIntyre, Anne Taylor, Rick Emilo, David Hamilton

Members Absent: Don Keeler

Staff Present: Jennifer Murray, Victor Sinadinowski, Katherine Wheatley (videographer)

Others Present: Duncan Rollason, Michael Gingras, George Foster, Tony Neri, Kyle Gingras, Bill Townsend

MEETING AGENDA

An application by Duncan Rollason for final review of a subdivision application for a two-lot subdivision. This property is located on Foote Street, parcel ID 08:160, and is located in the PHD zoning district.

An application by Michael Gingras for conditional use review to operate a residential design and construction consulting business. This property is located at 2160 Route 7 South, parcel ID 08:150, and is located in the PHD zoning district.

Kevin Newton called the meeting to order at 7:01 pm.

1. Minutes of 6/26/2017

On a **Motion** by David Hamilton, seconded by John MacIntyre, the Development Review Board **voted to approve the minutes of 6/12/2017**. Motion passed 6-0, with Scott Foster abstaining.

2. Hearing for Duncan Rollason

Kevin administered the oath to all present.

Duncan Rollason presented his application for a subdivision. He appeared before the board for preliminary approval, and intends to return with a more detailed proposal in the future. Mr. Rollason is proposing to subdivide a 6.75-acre parcel from a 19.4-acre parcel. He stated that the goal for the 6.75-acre parcel is to sell it to a real-estate development firm for development as a Tractor Supply store. He is proposing two accesses off of Foote Street. Tractor Supply wants two access points: one for customers and one for deliveries, and Jennifer said that she would like to speak to them further about that concept. Mr. Rollason thought that the northernmost access could also be a shared right-of-way that provides access to his lot behind the proposed Tractor Supply parcel.

Kevin asked if there was sewer on Foote Street. Mr. Rollason said yes and that Tractor Supply would want to connect to that sewer. Kevin asked about sewer for the remaining 12.7-acre lot, and Mr. Rollason was not sure yet where it would connect to for sewer. Rick asked why there is such a narrow strip of land between the 6.75-acre parcel and a neighboring lot. Mr. Rollason said it would mostly be used as a buffer for the residents that live in the lot next to the proposed 6.75-acre lot, or potentially as the access for the rear lots. Gary asked about the width of the strip. Mr. Rollason said it has about 60 feet of frontage.

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45 Kevin opened up the hearing to comments from the public. George Foster had some concerns
46 about the increased traffic that may be caused by the northernmost access point if it becomes a
47 shared easement to the back lots. He said that when he spoke with Mr. Rollason that the proposed
48 location for the Tractor Supply would be about 300 feet from the neighboring property to the
49 northeast, but that this rendering appears to place the building closer than 300 feet. Mr. Rollason
50 said the building will still be 300 feet from the property line. Mr. Rollason said he looked into
51 access from Route 7, but the wetlands made that option infeasible.

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53 Mr. Foster asked about lighting. Staff explained that when and if Mr. Rollason sells the lot for
54 development, that developer will need appear before the board with a detailed site plan showing
55 parking, circulation, lighting, landscaping, etc.

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57 On a **motion** by Anne Taylor:
58 I move that the Middlebury Development Review Board issue a sketch plan determination for the
59 proposed subdivision of a 6.75 acre parcel owned by Duncan Rollason (map 8, parcel 160), based
60 on the recommendations in the staff memo dated 7/10/2017. Gary Baker seconded the motion.
61 Motion passed, 7-0.

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63 **3. Hearing for Michael Gingras**

64 Kevin administered the oath to all present.
65 Michael Gingras presented the application for a conditional use approval. Mr. Gingras is looking
66 to lease the building on 2160 Route 7 South owned by J.P. Carrara & Sons and use the existing
67 space as is, with a few updates, for his cabinetry and interior design business, which is primarily a
68 service-based company for contractors. There are no plans for expansion of the building. He and
69 his partners and employees were employed at Connor Homes and are currently working from the
70 old Connor Homes building, but they need to relocate because that building may soon be sold.

71 Kevin asked if Mr. Gingras would be using the whole building. Mr. Gingras said he would be
72 using the front part of the building for the course of this year, and then starting in 2018 they will
73 move into the back part of the building. Rouse Tire currently leases the rear portion of the Carrara
74 building, but he anticipates they may move to a new location at the end of the year. Kevin asked
75 about any changes to the exterior of the building. Mr. Gingras said they will be adding two fenced-
76 in areas as buffer, and will be adding some new paint and siding to the building on both sides.
77 Rick asked if there would be any retail inside the building. Mr. Gingras said no, but occasionally
78 builders or clients would come in. There is some parking in the front and on the side.

79 Anne asked what the back is currently being used for. Mr. Gingras said John Rouse is currently
80 using that for storage. Anne asked if they need parking for that space back there. Mr. Gingras said
81 no, and said that the trailers with tires in them would be removed when Mr. Rouse moves his tires
82 out from the property. David asked about the fences and if they are new. Mr. Gingras said yes and
83 that they would be painted wooden fences to distinguish between the shop portion of the building
84 from the more dressed-up front portion. Anne asked if the south side fence would be hiding the
85 propane tank. Mr. Gingras said the tank would either be moved or removed, depending on whether
86 or not natural gas is brought into the building. Rick asked if there would be any outside storage of
87 products and Mr. Gingras said no.

88 Bill Townsend, owner of the parcel, said that the building in the back of the property is currently
89 leased by Middlebury Community Players but that the lease with Mr. Gingras will allow Mr.

90 Gingras to either continue leasing that back building to them or not. Mr. Gingras says he has no
91 foreseeable plans to stop leasing the building to them.

92 On a **motion** by Scott Foster:

93 I move that the Middlebury Development Review Board, having reviewed the application
94 submitted and having heard and duly considered the testimony presented at the public hearing of
95 July 10, 2017, approve this conditional use request to operate a custom cabinetry and millwork
96 business meeting the definition of “cabinet and/or furniture shop” at 2160 Route 7 South. Gary
97 Baker seconded the motion. Motion passed, 7-0.

98 **Adjournment:**

99 On a **Motion** by Rick Emilo, seconded by Scott Foster, the DRB **voted to adjourn**. Motion
100 passed, 7-0.

101 Meeting adjourned at 7:42 pm.

102 Minutes Submitted by Victor Sinadinowski