

**Town & Village of Waterbury  
Development Review Board  
Approved General Meeting Minutes  
July 20, 2016**

**In Attendance:**

Board members present: Dave Rogers (Chair), Martha Staskus, Mike Bard, Rob Dombrowski, Tom Kinley

Staff Present: Dina Bookmyer-Baker (ZA), Steve Lotspeich (Community Planner), Patti Spence (Secretary)

At 6:30 p.m. the meeting convened in the Steele Community Room in the Municipal Center at 28 North Main Street, Waterbury, VT.

**6:30 p.m. #15-16-V: Village of Waterbury (owner/applicant)**

Site Plan and Design Review to demolish a historic building and create a temporary parking area at 51 South Main Street, Waterbury, VT (Downtown Commercial zoning district, Downtown Design Review overlay district, Historic Commercial overlay sub-district)

**Present and Sworn in:** Skip Flanders, Village of Waterbury Trustee, Steve Lotspeich, Waterbury Community Planner, Anne Imhoff, adjoining landowner, Bob McLeod, adjoining landowner.

The downtown design review district, site plan, and parking standards were reviewed. Testimony included:

- The Trustees are requesting temporary parking so that this site can be used for parking when the construction on Main Street is taking place and substantial parking will be lost.
- The building being demolished is a historic building, which must meet the requirements in Section 1107, Demolition of Historic Buildings. Exhibit B addresses the requirements.
- Anne Imhoff requested that a few large white cedar trees be cut down. Her property is totally shaded by these trees.
- Skip stated that the Trustees would be willing to take out the trees and replace them with other screening or to trim down the trees to 15 feet +/-.
- There will be two lights, mounted on 4' x 4' x 12' high removable poles/posts, downcast and shielded.
- The front part of the building might not be demolished in this phase.

**Motion** by Tom Kinley, seconded by Mike Bard: To approve application #15-16-V with conditions.

**Vote:** Passed unanimously, 5-0.

The Board will issue the final written decision within 45 days.

**7:30 p.m. #40-16-T: Peter Holm (applicant), Grange Hall Cultural Center LLC (owner)**  
A hearing on this application was convened on July 6 and recessed to tonight. Applicant requested the DRB to recess this application to a future date, due to a conflict. The hearing was continued, without re-opening the review, to August 10th at 6:45 p.m., with a site walk at the site scheduled for 5:45 p.m.

**Approval of Minutes and Decisions from July 6, 2016:**

Mike Bard moved and Rob Dombrowski seconded the motion to approve the general minutes of 7/6/16 and the hearing minutes of applications #13-16-V and #39-16-T, as amended.

Vote: Passed unanimously.

**Adjournment:**

The meeting was adjourned at 8:25 p.m.

**Next meeting:**

Wednesday, August 10, 2016, 6:45 p.m., with a site visit at the Grange Hall at 5:45 p.m.

  
\_\_\_\_\_  
(Chair) (Vice Chair) (Acting Chair)

  
\_\_\_\_\_  
(date)

**Town & Village of Waterbury  
Development Review Board  
Approved Decision #15-16-V  
July 20, 2016**

**In Attendance:**

Board members present: Dave Rogers (Chair), Martha Staskus, Mike Bard, Rob Dombrowski, Tom Kinley

Staff Present: Dina Bookmyer-Baker (ZA), Patti Spence (Secretary)

---

Owner/ Applicant:	Village of Waterbury	
Address/Location:	51 South Main Street, Waterbury, VT 05676	
Zones:	Downtown Commercial (DC)/Downtown Design Review (DDR)/Historic Commercial (HC) zoning/overlay/sub-districts	
Application #	15-16-V	Tax Map # 19-365.000

---

**Present and Sworn in:**

Skip Flanders, Village of Waterbury Trustee  
Steve Lotspeich, Waterbury Community Planner  
Anne Imhoff, Adjoining Landowner  
Bob McLeod, Adjoining Landowner

**Applicant Request**

The applicant seeks site plan and design review approval to demolish a historic building and create a temporary parking area at 51 South Main Street.

**Exhibits**

- A: Application #15-16-V (6 pages: Zoning Permit, Site plan, and Overlay District), June 30, 2016.
- B: Project narrative, July 13, 2016.
- C: Site plan, Proposed Building Demolition, July 13, 2016.
- D: Site plan, Proposed Parking Plan, July 13, 2016.
- E: Lister card and photograph of the building.
- F: Aerial photo of parcel in its neighborhood, with the tax map boundaries. (staff)
- G: Flood Damage report, Stantec Consulting Services Inc., dated October 21, 2011, and Structural Engineering Field report, Knight Consulting Engineers, Inc., dated September 12, 2011 \*
- H: Cost Estimate, DEW Construction Corp., dated December 2011. \*
- I: Letter to adjoining landowners, mailed certified on July 7, 2016 \*

*\*Not in DRB packet*

**Findings of Fact**

1. Existing conditions: The Village of Waterbury owns a 0.6± acre parcel located at 51 South Main Street. The property is developed with an existing two-story building attached to a one-story connector building and a 1-1/2 story garage, residential in appearance, which have served as the town offices until it was severely damaged by Tropical Storm Irene in August 2011. The property is served by municipal water and sewer, includes 108± feet of frontage, and has driveway access to South Main Street, a class 1 town

road. The parcel is located in the Downtown Commercial (DC) zoning district, Downtown Design Review (DDR) overlay district, and Historic Commercial (HC) overlay sub-district.

2. Project scope: The proposal includes demolishing the existing structure (Exhibit C), removing all evidence of the structure or leaving the original house structure on the front (a app. 40' x 20') and removing only the back portion of the building. As well as contouring the building site, and creating a gravel-surface parking area adjacent to the existing paved parking area. The project will create 8-11 additional parking spaces (Exhibit D). There will be no change in use, as the property is and will continue to be owned and operated by the municipal government.
3. Downtown Design Review Overlay District, Section 1102(a): The Regulations state that demolishing a structure located in the DDR overlay district requires design review approval by the DRB and the Site Plan provisions as set forth in Section 301(a) shall apply.
  - a. Application Requirements, Section 1106(5): The application involves the demolition of a structure listed on the National Register of Historic Places. The application includes a structural assessment report including estimated costs for stabilization and renovation. The applicant and/or landowner have explored available alternatives to the proposed demolition and found such alternatives to be infeasible. (Exhibits G & H)
  - b. Demolition of Historic Buildings, Section 1107: The demolition will satisfy the requirements of Section 411 and Section 1107(a)(1-3). (Exhibit B: Project Narrative)
  - c. Demolition, Abandonment of Structure, Section 411: The front part of the building might not be demolished in this phase. (Applicant testimony.) The project includes removing all evidence of any portion of the structure that is demolished and restoring the site to the normal grade. (Exhibits C & D) Any remaining or abandoned portion of the structure will be safely enclosed and would not create or pose a risk to the health, safety, or welfare of the structure's occupant(s) or the general public.
4. Site Plan Review and Approval, Section 301: No replacement structure is proposed; the project involves parking-lot construction. The DRB will take into consideration the following objectives:
  - a. Traffic access, Section 301(f)(1) (A-D): No change is proposed to the existing access.
  - b. Circulation and parking, Section 301(f)(2) (A-G): The parking plan meets the criteria in Section 414, below. Existing landscaping, shown on Exhibit C, will be preserved, as shown on Exhibit D.
  - c. Landscaping and screening, Section 301(f)(3) (A-F): Existing landscaping will be preserved, with the exception of four trees, which will be removed and replaced with other screening, to achieve maximum compatibility with the adjacent properties. The existing lighting is on the building, which will be removed. Two lights, mounted on 4' x 4' x 12' high removable poles/posts, and which will be downcast and shielded, will be used to light the parking-lot. (Applicant testimony)
5. Parking Regulations, Section 414 (b): The Regulations state that parking spaces shall be at least 9 feet by 18 feet and shall have unobstructed access. The proposed parking spaces measure 10' by 20' and have unobstructed access. (Exhibit D)

**Conclusion**

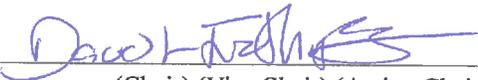
Based upon the findings and subject to the conditions set forth below, the Waterbury Development Review Board hereby grants site plan and design review approval to the Village of Waterbury to demolish a historic building and create a temporary parking area at 51 South Main Street, as presented in application #15-16-V, supporting materials, and public testimony and the requirements in Section 301: Site Plan Review; Section 414: Parking Regulations; and Section 1107: Demolition of Historic Buildings.

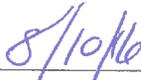
**Motion**

On behalf of the Waterbury Development Review Board, Tom Kinley moved and Mike Bard seconded the motion to approve application #15-16-V with the following conditions:

1. The applicant shall complete the project in accordance with the Board’s findings and conclusions and the approved plans and exhibits;
2. All exterior lighting will be downcast and shielded;
3. Applicant will submit, prior to demolition, detailed documentation of the structure’s historic and architectural features, which meet the requirements of the Vermont Division for Historic Preservation for documenting historic buildings, as set forth in Section 1107(b).

**Vote:** Passed unanimously.

  
 \_\_\_\_\_  
 (Chair) (Vice Chair) (Acting Chair)

  
 \_\_\_\_\_  
 (date)

Decision approved: August 10, 2016

***NOTICE:** This decision may be appealed to the Vermont Environmental Court by an interested person who participated in the proceeding(s) before the Development Review Board. An appeal must be taken within 30 days of the date of this decision, pursuant to 24 V.S.A. § 4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.*