

TOWN OF LYNDON
DEVELOPMENT REVIEW BOARD
January 16, 2020 Minutes
Approved 2/20/20

Members	Public Officials	Press	Public
Jon Prue Brandon Carpenter Curtis Carpenter Kevin Cole Pauline Harris Kevin McKeon	Annie McLean		Stephanie Davis Richard Davis

Mr. Prue called the meeting to order at 6:02 PM and advised there was one warned item on the agenda.

Annie McLean noted that she had received a sketch plan from Northern Vermont University for a boundary line adjustment (subdivision) and requested that it be added to the agenda after item #4. The Board agreed.

Kevin Cole made a **motion to approve the December 19, 2019 minutes**. Kevin McKeon **seconded the motion**. The Board **voted 6-0**.

Mr. Prue gave a brief explanation of the development review process, explaining that the Board hears presentations by the applicant(s), asks questions of the applicant(s), and then opens the floor to public comment. Once the Board has received all relevant information the public hearing is closed and the Board has up to 45 days to deliberate prior to issuing a written decision on an application. Applicants and all interested persons are notified of the decision by the Zoning Administrator and all decisions by the Board are subject to a 30-day appeal period. Mr. Prue then provided an explanation of “interested persons’ and their ability to appeal a decision issued by the Board. Mr. Prue then swore in anyone wishing to provide testimony.

Mr. Prue **opened the public hearing on application 2020-001**. Stephanie Davis is proposing to construct a food stand in the Lyndon-St. Johnsbury Industrial Park [tax map #33-062]. The application requires conditional use approval for a commercial use [3.5.2.6] under section 4.4.3 of the Town Zoning Bylaws and Site Plan approval under section 9.1.

The applicant presented the application noting that the food stand would be seasonal, without indoor seating, the free-standing sign would be unlit but there would be minimal security lighting on the stand itself, and that the hours of operation would be 5:00 a.m. to 2 p.m.

Pauline Harris asked about the required 10’ buffer, noting the site plan depicted a 5’ buffer between the proposed parking area and the proposed property line. The applicant stated that having a 10’ buffer would not pose a problem.

Curtis Carpenter asked if the parking and driveway would be paved. The applicant stated that both would be staymat.

Kevin McKeon made a **motion to close the public hearing on application 2020-001**. Pauline Harris **seconded the motion**. The Board **voted 6-0**.

Annie McLean presented a sketch plan for a boundary line adjustment/lot merger for NVU on McGoff Hill Rd. Brandon Carpenter made **a motion to. approve the sketch plan.** Pauline Harris **seconded the motion.** The Board **voted 6-0.**

The Board briefly discussed potential changes to the subdivision regulations that would clarify what was expected of applicants, noting that they would like to see some examples from other towns along with some draft language. Jon Prue suggested that a full discussion be postponed until Craig Weston was present.

The meeting adjourned at 7:00 p.m.

Respectfully submitted by: AMclean