

**TOWN OF NORTHFIELD, VERMONT
DEVELOPMENT REVIEW BOARD
Minutes of October 24, 2024**

**7:00 pm at Brown Public Library Community Room
(also available remotely via Town Zoom Account)**

The meeting was called to order at 7:06 pm by Chair Bill Smith.

Roll Call: Present for the meeting were DRB members Bill Smith, Joel DeLary, Kevin Pecor, and Elroy Hill. Tim Donahue was absent. ZA & DRB Clerk Mitch Osiecki was also present.

Guests included several interested parties: Hugh McLaughlin (applicant); Tom Davis (Economic Development Director); Lydia Petty (Select Board); and Erin Hicks-Tibbles (abutting property owner).

Erin Hicks-Tibbles attended via Zoom account; all others were present at the Community Room.

Bill Smith took roll call and welcomed guests to the meeting.

Approval of Minutes: Kevin Pecor moved to approve the minutes of September 26, 2024. Joel DeLary seconded. **Vote to approve: 4-0.**

Old Business

Permit #2024-49 (Site Plan review) for South Main St Apartments – tabled from August

Mitch reported that this applicant remains tabled while parking plans are reviewed. The proposed parking plan has been passed on to the Fire Department and EMS for their review. Mitch will work with the applicant and abutting property owners to keep this project moving forward.

Wesco/Champlain Farms at 73 North Main Street

Permit #2024-56 (Conditional Use review) & Permit #2024-57 (Site Plan review)

Mitch reported that these applications remain tabled pending ANR review of the site. Mitch is working with the applicant and Ned Swanberg (ANR) to coordinate a site visit.

New Business

Permit #2024-62 Bill Smith (Waiver of Setbacks)

Bill Smith recused himself as this matter was considered. Joel DeLary led this portion of the meeting.

Bill explained that he wishes to rebuild the front steps of his porch on Central Street, as they are in disrepair and unsafe. He wishes to extend the steps two additional feet toward Central Street. The steps are currently about 32 feet from the road center; Bill requests a waiver of setbacks so the steps could encroach to 30 feet from the road center. Setback standards in this district specify a setback 35 feet. The DRB can allow a waiver setbacks of up to 50%, or 17 ½ feet.

Erin Hicks-Tibbles, an abutting property owner, stated that she has no objection.

Kevin Pecor noted that there is currently no sidewalk on this side of the street, so the waiver would have minimal impact on the neighborhood.

Motion: Kevin Pecor moved to approve the requested waiver of setbacks. Elroy Hill seconded.

Vote to approve: 3-0-1 (Bill Smith abstained).

Permit #2024-66 (Site Plan review) & Permit #2024-67 (Conditional Use)

Northfield Development Main LLC

Bill Smith resumed duties as Chair.

Hugh McLaughlin presented the two applications.

The project proposes an apartment complex on the vacant lot north of the Dollar General at 108 North Main Street. Applicants propose a three-story building with approximately 33 units. Most units will be one-bedroom; there may be two or three two-bedroom units. The project plans for 48 parking spaces, or about 1.5 spaces per unit, which exceeds the minimum parking requirements.

Question from Joel DeLary: Does the project have a particular clientele that it hopes to serve?

Response: No, they have no particular market in mind.

Construction timeline: Hugh stated that they hope to break ground in the spring and anticipate an approximate construction timeline of 14 months. Units should be available around August of 2026.

Permit #2024-67 (Conditional Use)

Bill reviewed the Conditional Use criteria as outlined in Section 2.12 of zoning regulations.

Hugh stated that they anticipate modest traffic impacts from the project. Due to its proximity to the village, much of the traffic will be pedestrian.

There was mention of upcoming infrastructure projects (removal of a dam on the Dog River and replacement of the Main Street bridge). Neither should have significant impacts on the construction of this project.

Kevin Pecor asked whether the Agency of Transportation would have any concerns about this project.

Tom Davis responded that he did not believe the project would raise any concerns.

Motion: Kevin Pecor moved to approve the application as presented. Joel DeLary seconded.

Vote to approve: 4-0.

Permit #2024-66 (Site Plan review)

Bill reviewed the Site Plan review criteria as outlined in Section 2.11 of zoning regulations.

The municipality has sufficient water and sewer capacity to serve this project.

Discussion of snow removal. No concerns raised.

Joel noted that the project is residential rather than commercial. He believes there should be only minor traffic increase beyond what is currently occurring on the neighboring property.

Mitch noted that the property has been identified as either 11 North Main Street (an outdated address) or 110 North Main Street. The address of this property will be determined when an application is submitted for the construction of the apartment building. Mitch noted that there are two curb cuts on the property. The address of the property will depend on the location of the curb cut used to access the property.

Motion: Joel DeLary moved to approve the permit as presented. Elroy Hill seconded

Vote to approve: 4-0.

Other Business

Mitch reported on the status of some other pending projects, including two (one long-ago tabled, one new) on Freight Yard Way.

Next Meeting: 7:00 pm on December 5, 2024.

Adjournment: Kevin Pecor moved to adjourn; Joel DeLary seconded. **Motion carried, 4-0.**

Meeting adjourned at 7:42 pm.

A recording of this meeting can be viewed at this link <https://youtu.be/dCcVPLhOO6o>