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DATE April 1, 2014

APPROVED

HUNTINGTON PLANNING COMMISSION

Minutes of March 10, 2014

PRESENT: Everett Marshall, Knox Cummin, Beverly Little Thunder, Mark Smith

ABSENT:

OTHERS PRESENT: Dawn Taylor, Aaron Worthley, Linda Fickbohm, Terry Boyle, Edmund Booth

MINUTES: Heidi Racht

Agenda

- 7 pm Reorganization of the Board
- 7:15 Public Comment
 - Set up for hearing
- 7:30 Site Plan Review - Town of Huntington, Town Hall
- 8:30 Minutes of February 24, 2014
 - Mail
 - Member Business
- 9 pm Adjourn

The Planning Commission meeting began at 7:10 pm; chaired by Knox Cummin. Minutes were taken by Heidi Racht.

Reorganization of the Board	<p>The floor was opened for nominations. Before the discussion proceeded, the Commission reviewed the work goals for the year, including a revisions of Zoning and Subdivision Regulations and implementing the Municipal Planning Grant (MPG) that was written to help revise the regs.</p> <p>The Commission talked about moving forward on the Town Plan – revisiting implementation strategies and reaching out to other committees. Everett Marshall gave an example of ECOS, which was a joint project with the Huntington Conservation Commission (HCC).</p> <p>After more discussion, the following action evolved:</p> <p>MOTION: Beverly Little Thunder nominated Knox Cummin to be the Chair until the first meeting in July; seconded by Everett Marshall.</p> <p>MOTION: Knox Cummin nominated Everett Marshall for Vice Chair until the first meeting in July; seconded by Mark Smith.</p> <p>ACTION: Passed unanimously.</p>
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	<p>Mark Smith asked about the status of the Development Review Board (DRB). Knox Cumming explained that the Selectboard will need to warn a Public Hearing with a notice of 15 days, after which a change can be made to the regs. Cummin commented that having a list of names of people willing to serve on the DRB would “expedite the process.”</p>
<p>Site Plan Review: Huntington Town Hall</p>	<p>The Planning Commission (Site Plan Review) and the Zoning Board of Adjustment (Variance) held a joint hearing for a request from the Town of Huntington for modifications to the Town Hall to meet ADA requirements in order to make the building accessible to the second floor.</p> <p>HPC members: Knox Cummin, Everett Marshall, Beverly Little Thunder, Mark Smith; clerk Heidi Racht ZBA members: Joe Perella, Gordon Miller, Mary Taft, John Altermatt; clerk Linda Ruscitto</p> <p>The ZBA hearing was first, chaired by Joe Perella. Introductions were made.</p> <p>Aaron Worthley spoke about the application. The building has not been at full function since 2001 when a burst pipe created problems with mold and the restrooms were removed. He said that the Town Hall Committee had looked at different concepts, including moving the building. “Many ideas were explored in depth; none were feasible.”</p> <p>The Town Hall Committee would like to bring the building back to full public use and needs to meet Americans with Disabilities Act (ADA) compliance and accessibility. Over the past two years, the THC has developed a funding package and plans to construct accessibility modifications this summer.</p> <p>The project consists of</p> <ol style="list-style-type: none"> 1. Wheel chair ramp on the front of the building; 2. Platform lift on the exterior to the rear of the building with an entrance from the interior of the building; 3. Escape stair (fire escape) from the second floor on the back of the building; and 4. Interior work – remodeling of the restroom (not subject to review) and modification of the landing and stairs, which are currently noncompliant. <p>The building has an existing ramp and back stairs; neither meets the Vermont building codes for public building on ADA.</p> <p>The building was constructed in 1903 on a narrow lot; the building is “skewed to the property line, but square to the road.” The rear property line is 62 feet</p>

from the back of the building.

Worthley produced maps. He explained that the ramp has a 1:12 maximum slope. He stated that the project was seeking relief from side setbacks and the front setback. To this end, he pointed out that the front setback is three feet into the front of the building.

Joe Perella pointed out that the ADA makes it more noncompliant. There was much discussion on the continuous use of the building. It concluded with Perella stating that "compliance with the ADA is paramount."

The ZBA reviewed its criteria and voted unanimously to grant the variance.

At 8:12 pm, the Site Plan Review began.

Aaron Worthley discussed the interior renovations. Marshall asked about occupancy limits to space and Worthley responded that it was about 100.

The exterior lighting will continue to be the existing down light, circa 1960s. It is on a timer and will be only exterior light on the front of the building. Currently, there is no existing lighting on the rear of the building. In the proposed plan, three lights will be put on the ceiling of the roof of the back stairs. The plan is to have switches near the doors with a timer when the doors are opened. There is a plan to have another light near the door.

The Commission reviewed the criteria under Zoning Regulations 4.3.3:

1. N/A
2. Mark Smith noted there wasn't much "wiggle room." The THC planned optimized handicapped parking adjacent to the ramp. There is limited space and the applicant can't control street parking. Linda Fickbohm stated, "Yogi [Alger, road foreman] is totally okay with street parking even there's a snow storm." Aaron Worthley talked about concepts developed by the Planning Commission for street design. He produced a map with a grid showing two city blocks around Church Street downtown Burlington, which was placed in the area around the Town Hall; all parking is within walking distance [as compared to the Burlington grid]. Terry Boyle pointed out that the stone wall in front of Ed Hanson's house is 11 feet from the road – parallel parking is eight feet. There was discussion of a mobile crosswalk barrel, which serves to slow down traffic for pedestrian safety; Everett Marshall suggested making this a condition. Worthley added that a map showed 70 parking spaces south of the building, both off and on the road.
3. Snow removal would need to be managed carefully as the area in front of the building is tight. Knox Cummin asked about plowing the

driveway and Linda Fickbohm said it would be part of the operating expenses. Everett Marshall said that this appeared to be adequately addressed.

4. Everett Marshall asked about putting the ramp on the historic building. Terry Boyle said the Committee had gone through "quite a few plans to get the ramp centered on the building." Worthley said there were no above-deck posts.
Knox Cummin asked about the hours of operation. Fickbohm replied that they wanted to be sensitive to the neighbors and "may have a time limit." Marshall talked about contradances in other towns (Cornwall, 7 pm to 9 pm, and Montpelier, 8 pm to 11 pm). Smith said that the ending time "wouldn't encourage anything past 11 pm."
5. Previously addressed.
6. Aaron Worthley is working with the Vermont Wastewater Division. Currently, there is a septic tank and leach field in front of the building. The leach field may be grandfathered. He talked about capping the tank and installing an alarm, so when it is full, the contractor will pump. He noted that the ongoing maintenance is less than a rental. He noted that the water for the Town Hall is part of the town building complex.
7. The only work is on the front of the building where there is a less than a 2% grade in any direction. The northwest slope is lowest. The site is very gravelly and water drains into the ground. Worthley said there are no stormwater structures. Boyle pointed out that the plan includes beds with trees.
8. The project plan received "pluses and stars" from the Commission for its creative addressing of the addition of ADA structures on an historic building.
9. N/A. The kerosene tank on the back of the building will be put on a slab. Fickbohm pointed out that it has to be covered and it will be under the stairs.
10. Due to ADA conformance issues, Worthley explained that the THC hired a consultant to review the ADA project plans. Also, Vermont Department of Historic Preservation has "looked at this."
11. In answer to a question on solar panels, Worthley said that the roof replacement that will allow for adaptability of solar panels in the future. It will have a standing seam; the attic will be insulated; there will be a low-flush toilet. Heidi Racht mentioned that a building with only one toilet can become backed up if it gets a lot of use and there isn't an opportunity for the tank to refill.
12. No signs are planned except the handicapped parking.
13. Racht asked about the closet under the stairs, asking if it could be a small water closet. Worthley said it was not ADA accessible; it was pointed out that not every toilet has to be accessible.

	<p>Mark Smith commended the Town Hall Committee for its work and presentation.</p> <p>The public hearing adjourned at 9:10 pm.</p>
Minutes of February 24, 2014	MOTION: Everett Marshall moved to approve the minutes of February 24, 2014 with changes; seconded by Mark Smith. Approved unanimously.
Mail	Dawn Taylor's request to be appointed to the Planning Commission.
Member Business	<ol style="list-style-type: none"> 1. Discussion on whether there can be an alternate for an elected Commission. 2. Knox Cummin stated that he had another commitment now on the fourth Monday of the month and requested that the Commission meeting nights change. The Commission agreed that there would be two meetings per month and cutting back to one would not work. Moving the meetings to the first and third Mondays would conflict with the Selectboard. ACTION ITEM: The Commission decided to move its meetings to the first and third Tuesday of the month. 3. Getting a consultant on board to begin the revision of the regulations cannot be done until the Town Plan has been approved, having gone through the process by the Selectboard. 4. Implementation items in the Town Plan can be reviewed and priorities set by the Commission. ACTION ITEM: Heidi Racht will send out the revised Town Plan to the members.
Agenda	The next meeting will be on April 1.

Adjournment: Everett Marshall moved to adjourn the meeting; seconded by Mark Smith. The Commission adjourned the meeting at 9:52 pm.

UNAPPROVED MINUTES TO THE HPC: March 17, 2014

MINUTES APPROVED: April 1, 2014

APPROVED MINUTES TO THE TOWN CLERK: April 1, 2014

TOWN OF HUNTINGTON PLANNING COMMISSION

SITE PLAN REVIEW #14-1

FINDINGS OF FACT, CONCLUSION OF LAW AND ORDER

RE: Huntington Town Hall

INTRODUCTION

On January 16, 2014, the Huntington Town Hall Committee, acting as agent for the Town of Huntington, submitted an application for Site Plan approval for new ramps, stairs, and a lift to the Town, including parking.

The property is located on State Aid Highway #1 in Huntington Center: 4839 Main Road.

A public hearing was convened on March 10, 2014 and closed on the same date.

Further, the hearing was held in conjunction with the Zoning Board of Adjustment for a request for a setback variance.

FINDINGS OF FACT

An overview of the project was presented by Aaron Worthley.

The Town Hall was constructed in 1903 on a narrow lot; the building is "skewed to the property line, but square to the road." The rear property line is 62 feet from the back of the building.

The building has not been at full function since 2001 when a burst pipe created problems with mold and the restrooms were removed.

The Town Hall Committee would like to bring the building back to full public use and needs to meet the Americans with Disabilities Act (ADA) compliance and accessibility standards. Under Section 4.3 of the Huntington Zoning Regulations, last amended July, 9, 2012, Site Plan Review is required for town and other public structures.

The project consists of:

1. Wheel chair ramp on the front of the building;
2. Platform lift on the exterior to the rear of the building with an entrance from the interior of the building;
3. Escape stair (fire escape) from the second floor on the back of the building; and
4. Interior work – remodeling of the restroom (not subject to review) and modification of the landing and stairs, which are currently noncompliant.

The building has an existing ramp and back stairs; neither of meet the Vermont building codes for public building on ADA.

The Commission reviewed the criteria under Huntington Zoning Regulations:

1. Adequacy of site layout and design to protect significant site features is not applicable.
2. Safety of vehicular and pedestrian circulation on the site and on the adjacent street network. With limited space in front of the building, the site plan optimized handicapped parking adjacent to the ramp. Street parking has been historically used in this village and for this building and a map showed 70 parking spaces south of the building, both off and on the road. All parking at the town and school property is within walking distance. Pedestrian safety could be managed with a mobile crosswalk structure, which would serve to slow down traffic for pedestrian safety. The Commission concluded that this criteria was adequately met.
3. Parking is addressed in the plan. The neighbors have been consulted. Setbacks have been addressed by a Variance approval issued by the Zoning Board of Adjustment earlier in the evening. Snow removal would need to be managed carefully as the area in front of the building is tight. Plowing the driveway and the necessary removal of snow would be part of the operating procedure. A landscape plan was provided with the application, showing modest raised beds and small trees.
4. Hours of operation will follow Performance Standards. Hours may vary slightly, depending on the season, and there will be communication with the neighbors before scheduled events.
5. Exterior lighting for safety without creating offsite glare. No changes will be made to the single, down light, circa 1960s, which is on the front of the building. Currently, there is no existing lighting on the rear of the building. In the proposed plan, three lights will be put on the ceiling of the roof of the back stairs. The plan is to have switches near the doors with a timer when the doors are opened. There is a plan to have another light near the door, with a similar switch.
6. Adequacy of sewer and water. Water source is a drilled well that services all the town buildings in this village. Currently, there is a septic tank and leach field in front of the building. The leach field may be grandfathered. The Committee will cap the tank and install an alarm, so when near full, the contractor will pump; ongoing maintenance is less than a rental. For large events, a portable toilet may be required.
7. Draining and grading for storm water runoff and erosion. Not applicable as this is a small area with no slope.
8. Consistency with the Town Plan. The ramp on the historic building has gone through "quite a few plans to get the ramp centered on the building." There will be no above-deck posts. The THC hired a consultant to review the ADA project plans. Also, Vermont Department of Historic Preservation has reviewed the document and approved the plan.
9. Hazardous wastes and avoidance of run-off is not applicable. An improvement will be made for the kerosene tank on the back of the building, which will be put on a slab. It has to be covered and it will be under the stairs.
10. Conformance with design standards.
11. Utilization of renewable energy resources. The Committee will be installing a new roof that will take into account the installation of solar panels.
12. Signs. No changes to signage, except for small, standard signs for handicapped parking.
13. Conformance with other matters in the regulation and Subdivision Regulations. No issues were raised.

Members of the public in attendance at the hearing on March 10, 2014 were: Aaron Worthley, Terry Boyle, Linda Fickbohm, Dawn Taylor, Edmund Booth, Heidi Racht (HPC clerk).

The Planning Commission members present during the hearing on March 10, 2014 referred to above were Knox Cummin (chair), Everett Marshall, Mark Smith and Beverly Little Thunder (constituting a quorum); and the members present during deliberations on January 23, 2012 were Knox Cummin (chair), Everett Marshall, and Mark Smith (constituting a quorum).

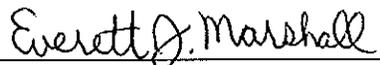
CONCLUSION OF LAW AND ORDER

Based on the foregoing Findings of Fact and after deliberations on April 1, 2014, the Commission has concluded that the project has met the requirements of Section 4.4 of the Huntington Zoning Regulations (subject to the conditions set forth below). Further, the project plan received high praise from the Planning Commission for thoughtful ADA renovations to an historic public building.

DECISION OF APPROVAL AND CONDITIONS

Following deliberation on April 1, 2014, Site Plan Approval was granted by a unanimous vote of the Huntington Planning Commission with the following conditions:

1. at events with on-street parking, a mobile traffic control device be placed in the road for pedestrian safety.
2. The ending time for large events would follow the Performance Standards in the Zoning Regulations. No events would continue past 11 pm.
3. Use of portable toilet for large events (40 or more people) or installation of a second toilet.
4. Exterior lighting will meet Performance Standards.



Everett Marshall, acting chair
Huntington Planning Commission

Dated this 1st day of April, 2014.