

**DEVELOPMENTAL REVIEW BOARD
MINUTES**

April 11, 2011

MEMBERS PRESENT:

Phil Carter, Chairman
Richard Harrison

Julie Nicoll
Linda Petty

Rose Goings, Zoning Administrator

MEMBERS ABSENT:

John Boehrer

OTHERS PRESENT:

Dawn Howlett
Carl Lavallee

KP Whaley, LPC-TV
Lisha Klaiber, Recorder

1. **CALL TO ORDER**

- A. Meeting opened at 6:05 p.m. by Chairman Phil Carter. All board members present, except John Boehrer.

2. **OPEN THE PUBLIC HEARING FOR LUDLOW UNITED STATES POST OFFICE**

- A. Phil Carter advised that this is an application for an amendment to an existing Conditional Use permit and Special Flood Hazard Review. The application is to construct a loading dock with a canopy in the Special Flood Hazard Area of the Village of Ludlow. Also, to amend a conditional use permit to allow for the interior renovations at the Okemo Market place, Unit #4. Project is located at 57 Pond Street, Unit #4 in the Village Residential Commercial District.
- B. Rose Goings advised that this is application 85-105-CU, Amendment #16. Posted in the Town Hall bulletin boards March 21, 2011, advertised THE VERMONT JOURNAL on March 23, 2011, and the abutting property owners were notified on March 21, 2011.
- C. Phil Carter administered the oath to all wishing to speak at this hearing. He said they would need to go over Rebecca Pfeiffer's opinions regarding the Flood Hazard area.
- D. Rose Goings said that Rebecca Pfeiffer is with the Water Quality Division of the state. Rose Goings said that last year the post office poured concrete, but she does not think it should be a problem. Rebecca Pfeiffer has not reviewed this project, yet. Rose Goings said that she does not think it would be a hardship on the flood hazard area. She advised the board that if they take action tonight, it should be pending information from Rebecca Pfeiffer.
- E. Carl Lavallee described the work they wish to do at the back of the building. Referring to the drawings, he indicated the proposed entry pad and canopy locations. He said the canopy would have 4 columns for support and it would cover the existing cement dock and mechanical entry lift. He showed the location of the proposed concrete ramp.
- F. Dawn Howlett said that they really need the cover in the ice and snow.
- G. Phil Carter asked if the ramp is alongside the existing of the existing dock.
- H. Carl Lavallee said yes.

- I. Julie Nicoll asked the height.
- J. Carl Lavalley said 14'7".
- K. Richard Harrison asked about the posts.
- L. Carl Lavalley said they would be 6 by 6 and designed by a structural engineer. They hope to set three of the columns on the pad and only excavate for the 4th corner one.
- M. Phil Carter asked if they would use a bollard.
- N. Carl Lavalley said yes.
- O. Phil Carter asked how they would anchor it down.
- P. Carl Lavalley said that they would go down 5 feet and fill them with concrete.
- Q. Rose Goings asked about the side entrance.
- R. Carl Lavalley said it would no longer be used. There is an 8" step there that they will adapt to meet code. The door will stay.
- S. Rose Goings asked if that walkway would be gone and if so, they would be able to use that area for parking.
- T. Carl Lavalley said that is correct.
- U. Richard Harrison asked about exterior lighting.
- V. Carl Lavalley said they would all be photocell.
- W. Phil Carter asked about changes to the front of the building.
- X. Carl Lavalley said they would create a box lobby and counter area.
- Y. Phil Carter asked if there would be any other structural changes to the outside.
- Z. Carl Lavalley said just the canopy.
- AA. Phil Carter asked about relocating the curb cut.
- BB. Carl Lavalley said they would ask if that would be possible. It would be hard to get the correct slope for the wheel chair ramp and the two sloped might conflict. He will ask if it can be modified.
- CC. Phil Carter said it might be worth it.
- DD. Carl Lavalley agreed that it would be nice to go up the covered handicapped ramp.
- EE. Julie Nicoll noted that there is no handicapped parking in the front and asked how they could make that more accessible.
- FF. Phil Carter said that the site is permitted under a conditional use permit and he does not know if they can move the handicapped spaces.
- GG. Linda Petty said it is awkward now because of the curb cut.
- HH. Phil Carter asked if, when the post office first moved there, the post office made those spaces.
- II. Dawn Howlett said yes.
- JJ. Phil Carter said maybe they could be switched and asked how many handicapped spaces there are now.
- KK. Dawn Howlett said 1.
- LL. Phil Carter asked about the flag pole.
- MM. Carl Lavalley referred to the drawing and indicated the location of the flag pole.
- NN. Julie Nicoll asked about the color of the building exterior.
- OO. Carl Lavalley said there would be no changes.
- PP. Phil Carter asked about signs.
- QQ. Carl Lavalley said they submitted an application and indicated on the drawings the type and locations of the signs.
- RR. Linda Petty asked if someone shoveled snow off the signs this past winter.
- SS. Carl Lavalley said they had not discussed it.
- TT. Richard Harrison asked about firewalls.

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- UU. Carl Lavallee said that he has met with Scott Adnams (Fire and Safety) and received his review and comments. There is plywood over the sheetrock and paper. He added that they also used US G fire code suspended ceiling throughout the space.
 - VV. Richard Harrison asked if there are smoke detectors there.
 - WW. Carl Lavallee said smoke and CO₂ detectors. Countryside has been there to discuss upgrades to the system.
 - XX. Julie Nicoll asked the hours of operation.
 - YY. Dawn Howlett said M-F 8:30 a.m. to 5:00 p.m. and Saturdays from 8:30 – 10:30 a.m.
 - ZZ. Phil Carter asked about trucks coming in.
 - AAA. Dawn Howlett said that mail trucks come in between 6-6:15 a.m., around 1:00 p.m. and again around 5:00 p.m. They have keys to get in.
 - BBB. Phil Carter asked about the post box location.
 - CCC. Dawn Howlett said it was moved to the front by the door. They would also be keeping the ones at 198 (old PO Location) and 213 (Rite-Aid) Main Street.
 - DDD. **MOTION by Julie Nicoll and seconded by Linda Petty to close this hearing.**
 - EEE. Phil Carter added that they would need the letter from Rebecca Pfeiffer, information about the ramp and a letter from Labor and Industry (Fire and Safety.)
 - FFF. **Motion passed unanimously.**

3. **OTHER BUSINESS**

- A. Phil Carter said that he would like to hold off reviewing the minutes of the January 10, 2011, February 16, 2011 and March 14, 2011 meetings until the May meeting
- B. The next meeting will be held on May 9, 2011.

4. **ADJOURN**

- A. **MOTION by Linda Petty and seconded by Julie Nicoll to adjourn this meeting. Motion passed unanimously.**
- B. Meeting adjourned at 6:26 p.m.

Respectfully submitted,
Lisha Klaiber

Phil Carter, Chairman

Julie Nicoll

John Boehrer

Linda Petty

Richard Harrison