

# ***DRAFT***

Town of Wallingford, Vermont

**Development Review Board (DRB) Meeting & Public Hearing Minutes**  
April 9, 2018 at Town Offices, 75 School St., Wallingford Village 6:00 pm

**DRB Members in Attendance:** William Brooks III (Chair), Jillian Burkett, Erika Berner,  
Dave Ballou, Lucy Thayer

**Others in Attendance:** Jeffrey Biasuzzi, Zoning Administrator (ZA) & recorder; Tracey Urbani

Chairman W. Brooks called the Meeting to Order at 6:00 pm, and introduced the DRB Members and ZA to those in attendance.

W. Brooks asked for a MOTION to accept the Meeting Agenda. E. Berner MOVED to accept the Agenda, J. Burkett seconded, all approved and Motion passed.

W. Brooks asked for any general Public Input or Comments.

Hearing none, the Chairman opened the Public Hearing for Application #18-03, by Tracey Urbani to install and operate a full service Deli, including alcohol service, in the north (first floor) rental space of the “Commercial Block” building at 5 Main Street, Wallingford Village.

J. Biasuzzi briefly described the application, and asked the Applicant to discuss details.. Her proposal was to prepare and provide mostly take-out food items, with limited seating (13), including stools along a bar within the space. VT’s Health Department was anticipated to approve the food permit soon; and the Fire Marshal was anticipated to approve a maximum occupancy for 40 occupants. The alcohol service was to include beer, wine, and liquor; and permit applications for these permits were being processed.

To start off, hours of operation were to be focused on afternoons through early evenings. Once established, a breakfast shift may be added. After some discussion, the Applicant requested amended hours of operations, to be a maximum of 6:00 am through 11:00 pm, up to seven days a week.

There would not be any structural alterations to the exterior, and only minor (mostly decorative) renovations to the interior.

Outside café seating was discussed. Being associated with a permitted business, this is not specifically prohibited by either Zoning or Town Ordinance at this time. However, this seating was to be seasonal, could not be placed on, or obstruct the public sidewalk, or the US Rt.7 Right of Way. Applicant stated that outside alcohol consumption would not be allowed.

Due to space restrictions, live entertainment was not anticipated.

One non-illuminated flush mounted sign (design included in application) was to be installed over the northeast entrance to the Deli. Designs for window signs, in compliance with Wallingford Zoning, were discussed and requested, but their designs had not been submitted

Parking for Patrons was discussed. The Landlord was to request the second floor tenants to park their vehicles in the rear parking spaces on the property. It is anticipated that on street parking along Rt. 7 will adequately serve the Deli.

W. Brooks asked for any additional questions or input. Hearing none, he made a MOTION to Close the Public Hearing. J. Burkett seconded the Motion, all approved and the Motion passed.

W. Brooks asked for a MOTION to either go into Deliberative Session or discuss the Application in an Open Meeting format. E. Bernier made a MOTION to stay in an open Meeting and Approve the application and amendments. D. Ballou seconded, all approved and the Motion passed.

J. Burkett asked who should be appointed to draft the formal DRB's Decision on the application. E. Bernier MOVED to instruct the Zoning Administrator to DRAFT a Final Decision for DRB review, amendment, correction and/or approval by a majority of the DRB, not later than 45 days from close of Hearing Testimony. The Draft Decision will be emailed to DRB Members Member review input is to be reported individually (per Open Meeting rules) to the Chairman, with copies to the Zoning Administrator for editing. W. Brooks seconded the Motion, all approved, and Motion passed.

The Minutes of the 9/12/2017 meeting and Hearing were reviewed. As a neighbor, J. Burkett discussed some issues she has encountered with the Woods Construction Co. use of their new business location, that is inconsistent with their testimony and permit. She wanted to discuss this matter with the Woods before considering any future action. There was no formal Motion to approve the Minutes at this Meeting.

As there are no pending Applications requiring review, the next meeting of the DRB will be at the request of the ZA, for a mutually convenient time & date to be determined.

W. Brooks requested a MOTION to close this DRB Meeting. E. Berner so MOVED, L Thayer seconded, all approved and the Meeting adjourned at 6:45 pm.

Respectfully submitted by: J. M. Biasuzzi \_\_\_\_\_ Approved \_\_\_\_\_