6/10/2026 - Minutes

I. Call to Order

Members Present: David Weissberger, Chair; Aaron Guyette; Ryan Wade; Jordan Matte

City Staff Present: Ravi Venkataraman, Director of City Planning

Guests Present: Greg Dixson, Pietro Lynn, Kathy Zhou, Dave Simedinger, Kurt Simedinger

Call to Order by: David

Meeting Start Time: 6:32 pm

Minutes Recorded by: Ravi

II. Changes to the Agenda

None

III. Public Comment

None

IV. Approve Previous Meeting Minutes

Motion by: Jordan

Second: Ryan

Decision: 3-0 (Aaron abstained)

V. Public Hearing on Final Subdivision Review Application – 197-205 West Allen St. (Continued from May 21, 2026 meeting)

Greg Dixson provided a status update on the review process for the project, and said that the City's Public Works Department indicated that the project can advance with conditions. Ravi said that additional notes from the Public Works Department can be resolved before a zoning permit is issued.

David asked about condominiumization. Ravi said that the applicant has the right to condominiumize without the need of approval from zoning. Ravi and Greg discussed the Public Works Department's concerns about accessing utilities if the dwellings were conveyed.

David asked about the waiver for 197 West Allen Street. Greg said that the waiver is still needed because the building is currently located in the Planned Unit Development setback.

Greg explained the proposed stormwater management system on the site, noting that the majority of the stormwater will stay on-site even during a 100-year, 24-hour stormwater event. Aaron asked if what Greg provided exceed what is typically expected for a project this size and scale. Greg affirmed, adding that what he provided is typical for state stormwater permits, and

that state stormwater permits do not apply to this project because of its smaller size.

Motion by Aaron, seconded by Jordan, to close the public hearing for this item. Voting: unanimous. Motion carried.

VI. Public Hearing on Appeal of the Decision of the Zoning Administrator – 280 East Allen St.

Dave Simedinger gave an overview of the project, and the challenges to design a viable project under the form-based code. Dave asked the board to consider coming to an agreement to move the project forward with stipulations. Pietro Lynn concurred with the zoning administrator's assessment of the project per the regulations, and highlighted the value addition of the proposed project. Ryan said that the role of the Development Review Board is to interpret the regulations literally and that the board cannot make exceptions. Dave noted the lack of functionality of the design of the Maplefields gas station adjoining the subject property.

Aaron asked about the intent of the regulations and about whether the intent is to move away from using the property as a gas station. Pietro asked for an allowance for this project, noting that the lot and the use are a relic and cannot be used fully based on form-based code. Dave said that gas stations typically have two entrances, and that having only one entrance makes the use not viable.

David asked Kathy Zhou how the board can offer flexibility for a use that isn't compatible with the regulations. Kathy said that variances are an option but that the appellant would have to meet the criteria of variances.

Pietro suggested that the appellant withdraw the appeal and discuss ways to move forward with the Zoning Administrator.

Aaron asked if the appellant could give the board a sketch plan for the board to provide feedback. David suggested that the Planning Commission may want to consider carve-outs for gas stations.

Ravi gave an overview of the review process for projects subject to the form-based code, highlighting that applicants have to undergo a project review committee meeting and that this meeting is similar to a sketch plan meeting. Aaron asked if such a meeting occurred. Ravi said no, and that as the zoning administrator, he has the authority to approve applications, deny applications, or refer applications to the appropriate board or committee. Ravi said that he chose to deny this application because it did not meet the standards in the form-based code.

David asked for more information about the form-based code. Ravi said that the intent of the form-based code is to regulate the appearance of the streetscape, and not how buildings are used. Aaron asked about the disconnect between gas stations and the form-based code regulations. Ravi said that he has seen other examples in other municipalities of gas stations that are functional and in compliance with form-based codes, and that he expects some tension with transitioning from a design oriented for cars, like this gas station, to a design oriented for bicyclists and pedestrians. Ravi said that the regulations allow for existing uses to be modified and maintained.

Aaron asked about the importance of having two stories for a gas station in regards to the existing Maplefields. Ravi said that he can't speak to the use of the property because that is not what the form-based code is regulating, and that the requirement for at least two stories lends to a walkable environment that provides pedestrians direction and a sense of safety. Aaron said that there appears to be a disconnect between the regulation and the uses.

David asked how the appellant could meet the standards of the form-based code. Ravi said that the question is too hypothetical and that there are many viable permutations and combinations.

Pietro said that they are withdrawing their appeal, that they will work with the zoning administrator, and that they may return to the board for a variance request for elements that are needed for the use and do not meet the form-based code.

VII. City Updates

Ravi reviewed the comprehensive plan public engagement event on the land use section, and the forthcoming public engagement event on the economic vitality section. Ravi said that the consultant for the Building Typologies project will be presenting during the June 11, 2026 Planning Commission meeting. Ravi said that he's due to provide the board a review of all the recent updates to the regulations.

VIII. Other Business

IX. Adjourn

Motion by: Aaron

Second: Jordan

Meeting End Time: 7:50 pm