

Burlington Development Review Board

Department of Permitting & Inspections
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AJ LaRosa
Caitlin Halpert
Evan Gould
Geoff Hand
Sean McKenzie
Leo Sprinzen
Miles Waite
Marina Campbell, (Alternate)
Chase Taylor, (Alternate)



BURLINGTON DEVELOPMENT REVIEW BOARD Tuesday, December 2, 2025, 5:00 PM MINUTES

Hybrid & In Person (at 645 Pine Street) Meeting

Board Members Present (All members attended remotely): AJ LaRosa, Caitlin Halpert, Evan Gould, Geoff Hand, Sean McKenzie, Leo Sprinzen, and Chase Taylor

Board Members Absent: Miles Waite and Marina Campbell

Staff Members Present: Scott Gustin, Mary O'Neil, Collin Naheedy, and Joseph Cava

Staff Members Absent: Kirk Dressing

- I. Agenda
- II. Communications
- III. Minutes
- IV. Public Hearing

1. **ZP-25-520; 158 South Willard Street (I, Ward 8) Phi Gamma Delta Housing Corp / Miles Stafford**
Conditional Use Review for change-of-use; Dormitory to Fraternity/Sorority. (Project Manager, Mary O'Neil)

Miles Stafford, Tim King, and Frances Smyth: Sworn in.

AJ LaRosa: It seems relatively simple to convert this back into fraternity/sorority housing as previously approved.

Miles Stafford: The provisions in the lease lay out language to protect the community against nuisances.

AJ LaRosa: Are there any concerns from staff?

Mary O'Neil: No, none.

AJ LaRosa: The regulations in the 1950s ruled that the fraternity/sorority would own the property with additional oversight to manage the property.

Mary O'Neil: I am not sure how this rule would impact this project.

AJ LaRosa: Are there any questions or comments from the board?

Evan Gould: I noticed the attached documents and conditions of approval. Would this project require a Transportation Demand Management (TDM) plan?

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Mary O'Neil: This property already has a certain number of existing bedrooms and parking, with no changes proposed. This would be covered under the Joint Institutional Parking Management Plan (JIPMP).

AJ LaRosa: Are there any additional questions or comments from the board? Hearing none, are there any questions or comments from members of the public in attendance?

Tim King: Everything that I am hearing is correct and true to the process that I have been following. My role is to remain a property manager and continue to manage it as a valuable historic resource.

AJ LaRosa: Do you have anything further to add?

Miles Stafford: No, I have nothing further to add.

Frances Smyth: Is this consideration for fraternity/sorority use applicable to any other property?

AJ LaRosa: Permits are processed with the land and the use will run with the property. Are there any additional questions or comments concerning this item? Hearing none, would anyone like to make a motion?

AJ LaRosa: Motioned to approve and adopt staff findings and recommendations, Evan Gould 2nd. Vote 7-0. Motion carried.

2. ZAP-25-8; 164 North Willard Street (RL, Ward 1) Luke Purvis

Proposed appeal of issuance of notice of zoning violation related to ZP-21-275. (Project Manager, Scott Gustin)

Luke Purvis, owner, present, Matthew Zidovsky and Melanie Jannery: Sworn in.

AJ LaRosa: I am recused on this item.

Caitlin Halpert: This is an appeal of a notice of violation. The appellant has requested to defer to a date to be determined.

Matthew Zidovsky: Given the timeline concerning the staff report, notice of violation, and proximity with the recent Thanksgiving holiday, we do not feel compelled to present our materials this evening.

Caitlin Halpert: Are there any questions or comments from the board?

Geoff Hand: When did you receive the staff report?

Luke Purvis: Early last week.

Scott Gustin: I am not sure what a deferral of this item would gain, but it is up to the board's discretion on whether to grant a request for a deferral.

Matthew Zidovsky: We submitted 300 plus pages of evidence to advocate on our client's behalf. We can proceed if our request for a deferral is denied.

Geoff Hand: I am sympathetic to Mr. Purvis' request. We hope to gain clarity moving forward to make any review of this item more efficient. I hope if additional time is granted, it will enable more clarity and focus on the issues at this property.

Melanie Jannery: What are the requirements for posting these meetings to the public? I am also curious when the appellant's attorney came on board?

Scott Gustin: Statutory requirements are fifteen days for posting the meeting. There is no statutory requirement for posting the agenda packets, but we always have materials posted a week prior to the scheduled meeting.

Caitlin Halpert: Hearing no additional comments or questions, would someone like to make a motion?

Geoff Hand: Motioned to defer to the 1/6/26 DRB meeting, Evan Gould 2nd. Vote 6-0. Motion carried.

V. Other Business

1. Review and approval of 2026 meeting schedule

AJ LaRosa: Motioned to approve and adopt the 2026 meeting schedule, Geoff Hand 2nd. Vote 7-0. Motion carried.

VI. Adjournment

Hearing closed at 5:30 PM.



Alexander J. LaRosa, Chair of Development Review Board

Caitlin Halpert Vice Chair

Joseph H. Cava

12/12/25

Date

12-16-25

Joseph H. Cava, Permitting & Inspections Permit Technician

Date

Plans may be viewed upon request by contacting the Department of Permitting & Inspections between the hours of 8:00 a.m. and 4:30 p.m. Participation in the DRB proceeding is a prerequisite to the right to take any subsequent appeal. Please note that ANYTHING submitted to the Zoning office is considered public and cannot be kept confidential. This may not be the final order in which items will be heard. Please view final Agenda, at www.burlingtonvt.gov/dpi/drb/agendas or the office notice board, one week before the hearing for the order in which items will be heard.

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