

**DEVELOPMENT REVIEW BOARD**  
**108 Shed Road**  
**Berlin, Vermont**

**UNAPPROVED MINUTES**  
Meeting of August 20, 2019

1. The meeting was called to order at 7:00pm

Members present: Robert J. Wernecke, Chair, Karla Nuissl, John Friedrich, Polly McMurtry

Staff present: Thomas J. Badowski, Zoning Administrator, Kristi Flynn, Recording Secretary

Others present: Jacki Adams, Andy Adams, Thom Lauzon (owner), John Svagzdys (engineer), Richard Colburn (engineer), Brad McAvoy (AOT), Chris Bradley. Meeting is being recorded by ORCA.

Applicants for all hearings were sworn in at 7:01pm.

2. New Business

**A. 19-031 – Continuation of Appeal of Zoning Administrator’s Decision per Section 4501 by Susan Britto.** Applicant is appealing Zoning Administrator’s decision that an outdoor light fixture on a single family residential property at 1609 Hill Street Extension was exempt from Town of Berlin Land Use and Development Regulations.

**Motion was made by Mr. Friedrich to close the hearing, seconded by Mr. Wernecke; motion passed unanimously.**

**B. 19-044 – Application by Edgewood Development LLC,** for a Site Plan Review associated with a request to add a new curb cut, expand parking and enhance Stormwater treatment. The property is located at 1278 Airport Road, Tax Map ID: R02-063.000; PID SA4-045.000. The Property is in the Light Industrial District.

Mr. Svagzdys from DeWolfe Engineering gave an overview of the site as it is right now. Some landscaping from the 2016 plan were not planted at that time; the owners went back to the contractor and the landscaping has been completed. There are about 1-3 tractor trailer delivery trucks per week.

Proposal for the Vermont Agency of Transportation site includes additional parking and a new curb cut for easier truck access and safer circulation. Parking lot has been re-oriented to make more sense and work with the truck access. Ten parking spaces have been added to the front of the building.

Stormwater improvements include two existing ponds and the construction of a new pond to meet the new state rules for an infiltration pond. A new outlet structure would discharge into an existing culvert under Airport Road.

**Section 320 – Site Plan Standards**

**3202 – Parking and Loading Areas** – proposal is for 261 spaces on-site; the AOT needs the proposed parking in order to meet their current demand. There is about 40,000 gross square feet of research lab space, with about 48,000 gross square feet of general office and meeting space. The building can have 225 maximum employees; there are about 180 employees, about 60% of whom are field staff. Twenty-five vehicles are also stored on-site. The site serves as an emergency site for government if Montpelier happens to flood. The applicant will revise the narrative. The access and parking area will be 9.5 feet wide to accommodate large truck traffic.

**3202.E – Loading Area** – no change to the loading area, though access to this area will be improved. The trucks will be coming in from the opposite side.

**3203 – Access and Circulation** – applicants have gone to the SB for curb cut approval and they have gotten preliminary approval. The two accesses are close together but the applicants feel that because the new access is one-way that problem is mitigated. The Chair would like to see strong signage to make sure that one-way truck traffic is emphasized. All other accesses are two-way traffic. A new 21" culvert will be installed under the new access.

**3204 – Landscaping and Screening** – no new landscaping is planned. There will be some removal of trees for the new curb cut.

**3204.I – Parking Lot Landscaping** – because of new impervious surface, the applicants should plant 1 new tree for every 5 new spaces and 1 shrub for every 10 spaces. The applicant counted 36 new spaces. The applicant must plant 7 new trees and 4 new shrubs based on the new regulations. Mr. Lauzon noted that the area along Airport Road is very difficult to grow trees and plants. The Chair suggested extending the hydrangeas in front of the new parking. There is an opportunity to add some new trees/shrubs around the south access and the new stormwater pond. Snow removal should be considered when planting. The DRB requests that the applicant revise the landscape plan.

**3205 – Outdoor Lighting** – proposal does not include new additional lighting. There are some existing lights on the building and a few light poles in the parking lot already.

**3206 – Signs** – only new signs are directional signs; see Section 3203 discussion

**3207 – Outdoor Use Areas** – requesting removing the outdoor use areas from the proposal. The research lab would like to have a small pole barn in the back of the property with picnic tables. There is no plan currently; the ZA should be able to make an administrative amendment when the applicant has a plan. The narrative will be revised.

**3208 – Performance Standards** – no change in use of the building and no additional outdoor structure are being proposed. There is no expectation of increased traffic on the property.

**3209 – Erosion Control** – one acre of land will be disturbed so the applicant will have to create an erosion control plan for the state; the applicants will provide a copy of the plan to the Town. The plan will include erosion control matting, seeding and mulch specifications. The ledge removal will be done with hydraulic ripping; no blasting is anticipated.

**3210 – Stormwater Management** – the applicant will provide the plan submitted to the state. Some drainage issues in front of the building will be fixed. The new pavement will be pitched towards a grass swale and catch basin, then into the infiltration basin. The only grading will occur in the small gray areas on the map. The current parking lot is very flat. The roof drainage has gutters and will be collected towards the catch basins. There is an existing discharge off the back of the building which will not change.

Per the ZA, the Road Foreman feels that the 21" culvert should be adequate for the project. Chief Wolf doesn't see an impact on the Berlin Police Department. The Fire Department did not respond.

The board would like to see revised narrative, addressing the parking calculations and landscaping plans. The board would like to see strong signage on the new access for truck traffic.

**Motion was made to close the hearing by Mr. Friedrich, seconded by Ms. Nuissl, provided the applicant provides the revised documentation discussed; motion passed unanimously**

3. Review and approval of the Minutes – Tabled to the next meeting

**Motion was made to go into deliberative session by Ms. Nuissl, seconded by Mr. Friedrich; motion passed unanimously.**

The board entered deliberative session at 8:18pm; board exited at 8:55pm.

4. **Motion was made to adjourn by Mr. Friedrich, seconded by Ms. Nuissl; meeting was adjourned at 8:55pm.**

*Respectfully submitted by Kristi Flynn, Recording Secretary*