

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

**APPROVED MINUTES (9/4/18)**  
Meeting of August 21, 2018

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

Members present: Robert J. Wernecke, Chair, Josh Fitzhugh, Shane Mispel, Karla Nuissl, and John Friedrich

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

Others present: Randy Rouleau, Greg Ciampi

The applicants were sworn in at 7:00pm.

2. New Business

- A. **18-022 – R&G Properties III, Inc.** submitted an application for a Site Plan Review associated with an 1800 square foot Storage Building that replaces a single family home. The property is located at 1105 US Route 2; parcel ID US002-004. The property is located in the Highway Commercial District.

The applicant would like to replace an existing building with a storage building on a newly purchased lot adjacent to his property. The existing double-wide was rented out as a residence. The new structure will be in the same location as the residence. VTrans has issued a Letter of Intent regarding the current two accesses off the highway, conditioned on closing the third driveway. The new storage building will be accessed from the rear so as not to need an additional access. VTrans has requested that the stone wall and trees be removed from near the accesses to improve the site distance. The commercial access is 50' wide. The two lots under common ownership will be considered merged by the owner. The storage building will be 30' x 60', which is slightly larger than the double-wide.

- a. **Safety of vehicular and pedestrian circulation on site and any adverse impacts on the adjacent street network.**

The applicant noted that the new building will be accessed from the rear and will not need a new access. It will be used for the applicant's equipment and he believes it will not generate any new traffic. The existing drive to the double-wide will be discontinued. The applicant provided a Letter of Intent from VTrans showing their approval if developed as presented. The storage building will have one overhead door at the back of the building and one side entry door.

- b. **Adequacy of circulation, parking, and loading facilities.**

No additional parking is planned for this development.

**c. Bicycle and Pedestrian Access.**

No pedestrian access is needed.

**d. Adequacy of Landscaping.**

The applicant is not proposing any new landscaping. The stone wall and some vegetation are being removed at the request of VTrans. There are no additional trees at the front of the lot.

**e. Hours of Operation.**

The business is open 8am-5pm M-F, 9am-5pm on Saturdays.

**f. Setbacks.**

Setbacks are appropriate for the property. Front setback is 119', left is 78' and right is 31'; the left setback is calculated using the new building's dimensions.

**g. Adequacy of Exterior Lighting.**

There is no plan for exterior lighting for the new storage building.

**h. Stormwater and Drainage.**

The applicant is not creating any additional impervious surface.

**i. Utilization of renewable energy resources.**

This development will not impact use of renewable energy resources.

**j. Municipal Services Impact Evaluation.**

Mr. Badowski noted that the town's municipal services would not be impacted.

**k. Flood Hazard Review.**

This property is not in the flood plain

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

- B. 18-046 – Greg Ciampi and Stella Hebert** submitted an application for a Concept Plan Review, Preliminary Review and Final Review of a Major Two (2) Lot Commercial Subdivision. The property is located at 221 Midway Avenue; parcel ID: 29-004. The property is located in the Commercial and Rural Residential Districts.

The applicant would like to carve out a lot around his existing residence with a possible sale of the undeveloped lot in the future. Access to Lot 1 is off Vine Street and a ROW off Haynes Plaza. Lot 2 is accessed off Midway Avenue, which ends prior to end of this property. There is no proposed development for Lot 2 at this time. A wastewater permit has been submitted to the state; it will cover both lots, with a replacement field for Lot 2 and a Deferral for Lot 1.

**Concept Plan Review**

Mr. Badowski noted that the town municipal departments have approved this. The applicant noted that the town plows to a point beyond of his property line in order to turn around. Ms. Nuissl asked about the access from Vine Street and it was noted that the topography is fairly level at the access point. Lot 1 has mostly open field areas but some areas of hills and valleys. The applicant doesn't believe there are any wetlands on the property. Mr. Wernecke explained that the applicant needs to meet the requirements for a concept plan review and it appears that they have. No roads or ROWs are being proposed and development is being deferred on Lot 1.

**Motion was made by Mr. Friedrich to approve the Concept Plan, seconded by Mr. Fitzhugh; motion passed unanimously.**

**Preliminary Plan Review**

The Chair reviewed the required criteria and the applicant has met the requirements. The map includes the required elements. The abutters have been notified and there were no comments. The Chief of Police and the Road Foreman do not have any concerns about the proposed subdivision. The DRB members do not have any questions.

**Final Plan Review**

The Chair reviewed the requirements for a final plan review and it appears that everything has been received, pending the receipt of approval of the state wastewater permit. The DRB noted that the final plat will need to be filed with the town. The applicant will retain both properties but there will be new deeds. The waiting period starts when the Zoning Administrator issues the permit and there is a 30-day appeal period; however, there were no interested parties.

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

3. Review and approval of the Minutes

The Chair called for the approval of the Minutes of the July 17, 2018 meeting. Ms. Preston has made the requested changes. Some typos, some discussion on the 100-year flood language needed revision.

**Motion was made by Mr. Wernecke, seconded by Mr. Fitzhugh, to approve the minutes of July 17, 2018 as amended; motion passed unanimously.**

4. Public Comment

Persons present participated in the meeting as noted above.

5. Other Business

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

The DRB entered deliberative session at 7:41pm; the DRB exited at 7:52pm.

6. Status of Findings.

7. The next meeting of the Development Review Board is scheduled for **Tuesday, September 4, 2018.**

8. The meeting was adjourned by consensus at 7:53pm

***Respectfully submitted by Kristi Flynn, Recording Secretary***