

DEVELOPMENT REVIEW BOARD
108 Shed Road
Berlin, Vermont

APPROVED MINUTES (9/18/18)
Meeting of September 4, 2018

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

Members present: Robert J. Wernecke, Chair, Shane Mispel, Karla Nuisl, and John Friedrich

Staff present: Thomas J. Badowski, Zoning Administrator

Others present: Phil Gentile, Paul Dayton, Michael Vaupel

The applicants were sworn in at 7:01pm.

2. New Business

- A. **18-049 – Philip Gentile & Ellen Sulek and Michael Vaupel** submitted an application for a Boundary Adjustment. The properties are located on Belknap Road. Tax Map IDs: R04-032.000 and R04-32.A00. The properties are located in the Highland Conservation District.

Mr. Vaupel stated that there is an off-ball piece of property that belongs to Mr. Gentile that is adjacent to his property and they would like to make the adjustment. The piece of property is approximately 3 acres. The ZA noted that after the boundary adjustment, each lot would meet the qualifying acreage for the Highland Conservation District. The Chair noted that there would be no impact on the neighbors or the setbacks. Ms. Nuisl asked if the property in question is contiguous to Mr. Gentile's property. Mr. Gentile showed the map that he received when he purchased the property. The ZA shared that the whole Gentile property is identified with the same parcel number. The adjustment will not result in any non-conforming lots. The Chair noted that a survey would be a condition of the approval of the boundary adjustment. The survey and the deed must be recorded within 180 days of the approval. The applicants must also receive approval from the Agency of Natural Resources regarding their wastewater permits to make sure there are no implications to the existing permits. This will be part of the conditional use approval. The conditions must be met before the final application permit will be deemed complete.

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

- A. **18-051 – J&H Properties and Big Gear Coffee Roasters LLC** submitted an application for a Conditional Use Review associated with a coffee roasting enterprise in an existing building. The property is located at 6451 VT Route 12, Parcel ID: VT12-001. The property is located in the Commercial District.

Mr. Dayton was sworn in at 7:15pm.

Mr. Dayton is starting a very small coffee roasting business. He lives in East Montpelier and is leaving the education field after 10 years to try something different. He does not want to become the next Green Mountain Coffee Roasters. He will start with a small roaster that can roast 10 pounds of beans at a time. A typical big roaster can roast 1,000 pounds at a time. There will be no café proposed, there may be some traffic with customers buying bags of roasted beans; there will be no signs out front, customers must contact him on his website. Mr. Dayton anticipates 1-2 deliveries per week of green coffee beans. His aim is to sell 100 pounds per week in his first month and plans to sell 200 pounds per week by the end of the first year. Ms. Nuissl wondered why this is coming to the DRB for conditional use. The ZA noted that this is considered light manufacturing use and the location is zoned Commercial.

The applicant and the DRB reviewed the location of the building. The Chair noted that this is really a change of use for the building, though the building has not be previously occupied. Mr. Merrill, a co-owner, sent a letter to the ZA that Mr. Dayton could speak on his behalf.

During review of the conditions that must be met, the Chair asked about an increase in traffic and the applicant noted that the minor increase should not be noticed among the other high-traffic business in the area. The applicant does not anticipate any employees in the immediate future and no more than one employee, if at all. The business will not own any vehicles; any deliveries will be done using the applicant's private car. Most deliveries will be to local businesses and UPS for shipping. Mr. Dayton does not know if most of his business will be online versus local retail. The trade name of Big Gear Coffee Roasters LLC has been filed with the state. The propane pipes and proper ventilation have been taken care of. There will be signage on the entry door for deliveries; the Chair noted that the applicant should run it by the ZA, though it might not need a sign permit. The following conditions were reviewed:

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

No increase in traffic is anticipated, beyond the weekly deliveries. The ZA noted that the facility that was there before generated more traffic than this proposal.

b. Adequacy of circulation, parking and loading facilities

Customers will be parking in front of the building; the applicant noted that there is space for two parking spots. There is plenty of space for delivery trucks. Loading will come through the large overhead door. Snow removal will be taken care of by the owner of the property.

c. Bicycle and pedestrian access

No impact on access.

d. Adequacy of landscaping

No additional landscaping is needed or planned.

e. Hours of operation

Planned hours of operation are within the normal business hours of 7:30-5:30.

f. Setbacks

This is an existing building and there is no change in setbacks.

g. Adequacy of exterior lighting

There is no plan to add to existing exterior lighting.

h. Stormwater and drainage

Adequate provisions for the management of erosion, sedimentation, and stormwater runoff are the same as outlined in the Zoning Permit for Jason Merrill for 6451 VT Rte. 12 address.

i. Utilization of renewable energy resources

This development will not affect use of renewable energy resources.

j. Municipal services impact evaluation

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

k. Traffic on roads and highways in the vicinity

No impact, as noted above.

l. The capacity of existing or planned community

No impact is anticipated.

m. Flood Hazard Review

This property is not in the flood plain.

n. The character of the area affected; neighboring uses

The applicant feels that this proposal fits in with the businesses and will have no impact on the character of the neighborhood.

o. Bylaws then in effect

This proposal conforms to the bylaws in effect.

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

3. Review and approval of the Minutes

The Chair called for the approval of the Minutes of the August 21, 2018 meeting.

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

Amendments: it was requested that the first paragraph under App #18-022 clarify that VTrans had issued a Letter of Intent not an approval. The last sentence of the first paragraph under App #18-046 clarifies that the wastewater permit refers to a replacement field for Lot 2 and a Deferral for Lot 1.

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. Nuisel; motion passed unanimously.

The DRB entered deliberative session at 7:43pm; the DRB exited at 8:00pm.

6. Status of Findings.

7. The next meeting of the Development Review Board is scheduled for **Tuesday, September 18, 2018.**

8. Motion was made to adjourn by Mr. Fitzhugh, seconded by Mr. Mispel; meeting was adjourned at 8:02pm.

Respectfully submitted by Kristi Flynn, Recording Secretary