

**TOWN OF THETFORD
DEVELOPMENT REVIEW BOARD**

**MEETING MINUTES
8/26/2014**

Members Present:

Bill Bridge	Sherry Crossley	Don Longwell	Sean Mullen (chair)	Tim Taylor (vice-chair)	Mary Ellen Parkman (ZA)
absent	X	X	X	X	X

Recorder: Mary Ellen Parkman

Attendees: Janet Taylor, Michael Shunk, Mike McCabe, Brian O'Dell, VLT Rep

Sean Mullen called the meeting to order at 7:00 and invited the Vermont Land Trust (VLT) to share with the DRB their reason for attendance. A representative from Vermont Land Trust shared that the Denison Trust would like to gift the Vermont Land Trust a large portion of their 250 acre parcel on Quinbeck Rd. A subdivision would have to occur with 29 acres remaining in property of the Denison Trust while the remainder would be gifted to VLT for conservation purposes. A 50' ROW would be created to access the conserved parcel. The DRB was in full support of the project. VLT will get their surveyor on board and return to the DRB with a Subdivision application.

Mr. Mullen then moved to agenda item #1.

Agenda Item #1:

Warned Hearing on Application (Permit #4032) for Conditional Use Approval and Site Plan Review by Odell Revocable Trust (Landowners) and Mike & Elaine McCabe (Applicants) to use the existing building for candy manufacturing w/retail space for Red Kite Candy, LLC. This property is located in the Community Business District at 56 Depot Drive, East Thetford, VT

Mr. Mullen asked the applicants to join the DRB and describe their proposal. Mr. McCabe indicated that Red Kite Candy was interested in moving into space currently owned by the Odell Revocable Trust at 56 Depot Street. This same property was before the board for a proposed fitness center last year at which time the DRB did a site visit. The property has not changed since that time.

The Candy company currently has 3 employees regularly with an increase to around 8 employees during their busy time in the fourth quarter. The building on depot street would house their candy manufacturing facility as well as a small retail store front.

A typical work day for employees is 7:30 am to 5 PM with extended hours at times to meet demand.

As established in the Conditional Use Approval Decision dated November 12, 2003, the site has the potential for 30 parking spaces which more than meets their needs.

The existing building is approximately 75'x30' with a full basement and partial loft area. Former uses of the existing building include a Train Station and a Laundromat.

Mr. Mullen then initiated the site plan and conditional use review.

The DRB waived the following application requirements; site plan details including but not limited to the requirements for the plan to be drawn to scale, the plan to include a north arrow, and the requirement for the plan to be by a licensed engineer, surveyor or land planner. The DRB also waived the requirements for separate landscaping, grading and drainage and lighting plans. The DRB will also not require additional information as listed in §6.05(C)2.

Maximum safety of vehicular circulation - Bylaws §6.05(E)1.

- The proposed use will use Route 5 to access the site. Route 5 has sufficient capacity.

Adequacy of circulation, parking and loading facilities - Bylaws §6.05(E)2.

- The existing plan is for 30 parking spaces.
- Parking will be along the front of the building, adjacent to the building along the RR tracks and across the driveway on along the parcel's boundary with Howard Durkee's parcel if necessary (not anticipated)
- Parking will be gravel and each space will be 10' x 20' in size.
- The site is accessed by a private driveway with a 50 foot easement to Route 5.
- Deliveries will occur by 18 wheeled vehicles every 2 to 3 weeks. There is sufficient room in the parking area for them to back up, unload, turn around and leave the facility.

Landscaping - Bylaws §6.05(E)3.

- No new landscaping is proposed

Screening - Bylaws §6.05(E)4.

- No screening is proposed

Bicycle & Pedestrian Access – Bylaws §6.05(E)5.

- Route 5 has no specific pedestrian facilities. (Town Records)

Outdoor Storage & Display of Goods – Bylaws §6.05(E)6.

- There will be no outdoor storage or display of goods.
- No separate trash service will be required for this use. The plan is to share the dumpster with the apartment building next door.

Building design - Bylaws §6.05(E)(7).

- Exterior building design will not change. To the extent economically feasible, architectural features will be preserved.

Lighting- Bylaws §6.05(E)(8)

- Exterior lighting will follow the guidelines included in the Outdoor Lighting Manual of Vermont Municipalities
- The existing street light is not currently being used and should not be re-connected without DRB approval.

Noise- Bylaws §6.05(E)9.

- The equipment used at this facility will not generate significant noise.

Odors, Smoke, dust, noxious gases, air pollution §6.05(E)(10).

- No odors, smoke, dust, noxious gases or air pollution will result from this use.

Vibration §6.05(E)(11).

- There will be no noticeable vibration as a result of the proposed use.

Stormwater §6.05(E)(12).

- The existing drainage will be maintained on the property. Potential parking across the drive will use the existing swale and culvert.

Historic Structures §6.05(E)(13).

- The property is not located within the Historic Preservation Overlay (Zoning Bylaws)
- The property was built in 1840.
- To the maximum extent possible the historic structures will be used and retained on appearance and visual context.

Fire and Public Safety §6.05(E)(14).

- The building will require a permit by the Vermont Department of Public Safety. The DRB finds their review and permitting process sufficient for their approval.
- The operation will also be required to have Vermont Department of Health inspections. The DRB finds their review and permitting process sufficient for their approval.

Waste Storage §6.05(E)(15).

- The proposed use will not require separate trash service more extensive than a residential use.

Underground Utilities §6.05(E)(16).

- There will be no new building construction. A new waterline will be installed to the building, a new septic system will be built and there will be connections to other existing utilities.

District Standards §6.05(E)(17).

- The property is commercial in nature as is the general area in this Community Business District on Route 5.

Conditional Use Review

Capacity of existing or planned community services or facilities §6.06(D)1.

- The Town has sufficient available services and facilities to accommodate the proposed use.

Character of the area §6.06(D)(2).

- Given that the purpose of the Community Business District is to share the characteristics of the Village Residential District, with an emphasis on commercial development, compatible in scale and lot coverage with existing development ranging from small to medium in size, the DRB finds the application meets the purposes of the District. (Zoning Bylaws).

Traffic §6.06(D)(3).

- In reviewing the application under the Site Plan standards, the DRB has already found that the project will meet or exceed the applicable standards.

Ordinances, bylaws and regulations in effect §6.06(D)(4).

- The DRB finds that the proposed development complies with all Town ordinances, bylaws, and regulations currently in effect.

Utilization of Renewable Energy Resources §6.06(D)(5).

- The DRB finds that the proposed development will not interfere with the sustainable use of renewable energy resources.

Additional Standards §6.06(F)(1-8).

- The DRB finds that none of the Additional Standards laid out in § 6.06 (F)(1-8) apply. Accordingly, the DRB finds it unnecessary to require compliance with any of the conditions outlined as possible additional standards in §6.06(F)1-8.

Mr. Taylor made a motion to approve the application by Red Kite Candy with the condition that all exterior lighting fixtures meet the requirements of §6.05(E)(8) of the Zoning Bylaw and copies of any permits or approvals by the VT Department of Public Safety and VT Department of Health be provided to the Zoning Administrator.

The vote carried unanimously.

Bill Bridge	Sherry Crossley	Don Longwell	Sean Mullen (chair)	Tim Taylor (vice-chair)
absent	X	X	X	X

Mr. Mullen departed the hearing at 7:45. Mr. Taylor continued the hearing to Agenda Item #2.

Agenda Item #2: Warned Hearing on Application (Permit #4031) for Conditional Use Approval and Site Plan Review by Michael Schunk to construct a 20x36 storage shed. This property is located in the Village Residential District with Historic Preservation Overlay at 2436 Route 113, Thetford, VT

Ms. Parkman indicated that the Historic Preservation Committee had not yet had a chance to meet to review this application. She would make sure that they had the information and she would obtain their report for the 9/9 hearing.

Mr. Shunk joined the DRB at the table and gave a quick overview as to his project. He intends to build a 20x36 storage shed with a tractor storage area. His property is located with the Historic Preservation overlay.

The building will be board and batten with a standing seam roof.

Mr. Taylor made a motion to continue this hearing to September 9, 2014.

The vote carried unanimously.

Bill Bridge	Sherry Crossley	Don Longwell	Sean Mullen (chair)	Tim Taylor (vice-chair)
absent	X	X	absent	X

Respectfully submitted,
Mary Ellen Parkman

Approved on the ____ day of _____, 2014.

Sean Mullen, Chair