

DRAFT

**Town of West Rutland Development Review Board (DRB) Meeting Minutes
October 17 2018 - 7:00 pm - at Town Offices, 35 Marble St.**

DRB Members present: Mike Moser, Rick Hart, Tim Ponto, Denis Lincoln, Jim Mumford

Also Present: Jeffrey Biasuzzi (Zoning Administrator, Recorder), Paul Vitagliano, Michele Reveal, Paul Cormier.

Chairman M. Moser called the Meeting to order at 7:00 pm, and led the reciting of the Pledge of Allegiance. The Meeting was digitally recorded.

M. Moser requested a MOTION to accept the Meeting agenda. R. Hart made the MOTION to accept the Agenda; all approved, and MOTION passed.

Public Concerns & Input: No comments received.

M. Moser swore in all interested Parties who intended to participate in the Public Hearing 18-34.

M. Moser re-opened the Public Hearing for Application 18-34, that had been recessed on 9/19/2018; by Paul Vitagliano (Applicant) for development of a portion of lands of Michael Tyminski, located at 839 Clarendon Avenue (Parcel #28-1330839).

The Applicant provided a general site plan (not to scale), prepared by a construction contractor of a 60' X 80' X 21' Ht. structure. The drawing showed approximate locations of the window, slab entry, and the three overhead garage doors which would be located on the buildings east (rear) side. The structure would be (radiant floor) heated, and the office would be sized for a small staff (2 persons presently). There would be a waste water and potable water supply, with plans to connect to municipal services. The site-built structure would be vynal sided in a barn-red color, have a black or grey metal panel roof, with white doors, mill work and trim (final colors not yet determined).

The closet setback to the property's boundary would be 25 feet from the north property line.

The driveway and outside parking lot would be a crushed stone or gravel material.

M. Moser asked about exterior lighting on the south east corner of the structure (which could be impacting the road traffic). The Applicant anticipates a minimum of exterior lighting will be needed, with the exception of the entry locations.

The applicant was asked about proposed landscaping. There was no vegetative screening planned, but a lawn would be maintained .

Mr. Vitagliano was asked about outside parking of vehicles. The company fleet would be housed inside the structure. There may be up to five (mostly part time) employee vehicles parked outside when the company limos are all in use. There would not be other outside traffic, other than their drivers coming and leaving work.

D. Lincoln asked about washing the vehicles. Currently, the vehicles are washed out side. The new building would provide for a wash bay, to a design approved by Labor and Industry; with the wash water going into the municipal sewer system. J. Biasuzzi reported on a conversation regarding this, with Ed Savage the Town Waste Water Plant manager. Mr. Savage was satisfied that the limited use would not adversely impact the Town's water and sewer systems. He did want a list of the cleaning agents typically used, and their Safety Data Sheets.

The applicant was asked about hours of operation. The applicant replied that his business caters to transporting customers at all hours and days, as needed.

M. Moser asked for any more testimony. Hearing none, he asked for a Motion to go into Deliberative Session to discuss the information submitted. D. Lincoln made a Motion to enter Deliberative Session, and asked that the Zoning Administrator be allowed to stay as a consultant on applicable regulations. All approved the Motion, and the Board entered Deliberative Session at 7:30 pm.

M. Moser asked for a Motion to exit Deliberative Session. D. Lincoln so moved to exit Deliberative Session, All approved and Motion passed. The Zoning Administrator was instructed to contact the Applicant and inform him that the site plan and final design details of the structure still did not conform to the minimum requirements of Article IX (Site Plan Approval). Without a reliable and accurate site plan, the DRB could not render its decision. It is the opinion of the Board that a project this size will require the assistance of a professional designer &/or engineer; both at the Town as well as the VT level for permitting. The site plan should include building size, height, and setbacks; Driveway access and grade from road; parking or turn around area; sewer and water line locations; lawn area and any other landscaping.

J. Mumford made a Motion the recess the Public Hearing for Application 18-34, until the DRB’s next regularly scheduled meeting at 7:00 pm on Wednesday November 21, 2018, at Town Office. All approved and Motion passed.

Miscellaneous & Other Business:

- a. No Regional Planning Commission attendance to report.
- b. J. Biasuzzi relayed information from the recent VLCT Planning & Zoning Seminar.

R. Hart made a Motion to approve the Minutes of 9/19/2018, with corrections All approved and Motion passed.

R. Hart made a Motion to authorize the Chairman to sign the Finding for Application 18-33, on behalf of the DRB. With J. Mumford abstaining (absent for the Hearing), all others approved and Motion passed.

Adjournment:

R. Hart made a Motion to adjourn until the next DRB Meeting at 7:00 pm on 11/21/2018. All approved and meeting ended at 9:02 pm.

Respectfully submitted by

Jeffrey M. Biasuzzi, recorder

Approved by the DRB on _____, by _____
Michael Moser, Chairperson