

**WATERBURY PLANNING COMMISSION
MEETING
Wednesday, May 4, 2011
Approved Minutes**

Members: Joel Baker, Vice-chair; Craig McKenzie; Rebecca Washburn; Kane Smart; Eric Nealy
Staff: Stephen Lotspeich
Public: Georgiana Bjornlund
Applicants: Everett Coffey; Green Mountain Coffee Roasters represented by Steven Shackett & Shayd Pecor

Joel Baker opened the meeting at 7:05 p.m.

REVIEW MINUTES

The minutes of April 20, 2011 were reviewed.

MOTION

Craig McKenzie moved and Rebecca Washburn seconded the motion to approve the minutes of April 20, 2011, as amended.

VOTE

The motion passed unanimously.

UPDATE ON FLOOD HAZARD AREA MAPPING

Steve Lotspeich updated the Planning Commission on the issues with the draft Flood Insurance Rate Maps (FIRM). Topographic data from various municipal and state projects for the area along S. Main St. from Elm St. to Park Row has been submitted to the Federal Emergency Management Agency (FEMA) office in Boston for their review. The topographic information submitted supports the municipality's assertion that this area of the draft FIRM maps is very inaccurate and that FEMA should stay with the current mapping for the 100-year floodplain in this area.

APP. NO. 08-11-V, COFFEY COMMERCIAL PROPERTIES LLC, GREEN MOUNTAIN COFFEE ROASTERS (GMCR)

Joel Baker opened the continuation of the site plan review for App. No. 08-11-V, for a proposed 460 sq. ft. salt shed, 900 sq. ft. tent structure, additional business professional office space, and an addition to the existing wood shop at the existing GMCR maintenance facility at 110 S. Main Street. Shayd Pecor was sworn in in order to provide testimony.

The revised site plan was presented by Steve Shackett and Shayd Pecor from Green Mountain Coffee Roasters (GMCR). The new location for the salt shed will need a 10' variance from the 25' side yard setback in an area adjacent to property this is in the Industrial Zoning District. Additional cedar trees will be planted on the northeast side of the property. Mr. Coffey stated that the revised site plan is acceptable to him as the landowner. Ms. Bjornlund stated that the revised plan appears to meet her concerns.

The Design Review criteria in the Zoning Regulations were reviewed as they apply to this project.

Joel Baker closed the public portion of the site plan and design review.

EXHIBIT LIST:

- Exhibit A Zoning Permit Application
- Exhibit B Site Layout with Parking Plan dated 4-5-11
- Exhibit C Plans/Elevations of Existing Building and Prop. Salt Shed dated 3-2-11
- Exhibit D Photos of the Site
- Exhibit E Notice Sent to the Adjacent Landowners dated 4-6-11

FINDINGS OF FACT:

General Description:

This project includes a proposed 460 sq. ft. salt shed, 900 sq. ft. tent structure, additional business professional office space, and an addition to the existing wood shop at the existing Green Mountain Coffee Roasters (GMCR) maintenance facility at 110 S. Main St. The 1.06 acre lot is located in the Industrial Zoning District and in the Mixed Use Sub-district of the Downtown Design Review Overlay District.

The proposed 20' x 23' x 16' tall salt shed will be located on the southeast side of the site as shown on Exhibit B, Site Layout with Parking Plan. The Salt Shed will have a concrete floor. The base of three sides will be concrete to a height of 8' and the remaining portion of the sides will be blue T-111 siding to match the existing building on the site. The front of the Salt Shed will be open with blue T-111 siding surrounding the opening.

The 30' x 30' x approximately 12' tall existing tent structure will be shifted to the location in the middle of the site as shown on Exhibit B, Site Layout with Parking Plan. The tent is green in color and has four fabric sides. The tent structure is used to cover two roll-off containers, one for refuse and one for recyclable material. Other materials to be re-used are also stored in the tent structure. The Salt Shed will be set back 15' from the southeastern property line requiring a variance of 10'. This Salt Shed location is adjacent to an area on the adjoining property that is also in the Industrial Zoning District so the required side yard setback is 25'. The tent structure meets all the required setbacks.

The existing 17' x 27' (460 sq. ft.) area in the existing building that is currently used for salt storage, will be converted into office /work space for the maintenance facility. The existing overhead door for this space will be converted to an exterior wall with a six over six pane double hung window and blue T-111 siding to match the existing building as shown on C, the Plans/Elevations of Existing Building and Prop. Salt Shed. A 12' x 25' area will be added onto the front of the existing shop. The existing overhead door and pass door will be relocated to the new addition as shown on Exhibit C. The siding and roofing material for the addition will match the existing building.

There are a maximum of 12 employees currently working on the site on a regular basis. The typical hours of operation for the site are 8:00 a.m. to 9:00 p.m., Monday through Friday.

This project will be constructed as shown on Exhibit B, Site Layout with Parking Plan, Exhibit C, Plans/Elevations of Existing Building and Prop. Salt Shed, and Exhibit D, Photos of the Site and is further detailed as follows:

Adequacy of Access:

Access to the site via the existing crushed stone driveway of S. Main St. will remain unchanged. Pedestrians access the site via the existing driveway and the parking lot.

Adequacy of Circulation and Parking:

Vehicular circulation and parking on the site will be as shown on Exhibit B, Site Layout with Parking Plan. There are 20 parking spaces identified on Exhibit B, the Site layout and Parking Plan.

Adequacy of Landscaping, Screening, and Exterior Lighting:

Approximately eighteen white cedar trees 7-8' in height will be planted as shown on Exhibit B, the Site layout and Parking Plan, to partially screen the parking lot, the tent structure and other portions of the site. The existing treed areas of the site will be retained as shown on Exhibit B, the Site Layout and Parking Plan. There is no new exterior lighting proposed.

Design Review Criteria:

The location and design of the salt shed, and the addition and renovation to the main building is compatible with the existing structures and uses on the site. The site is designed to minimize the impact on the adjacent mixed residential area.

Conclusion:

The Planning Commission finds that all applicable site plan review criteria and design review criteria for the Mixed-use Sub-district of the Downtown Design Review Overlay District are met.

MOTION:

Rebecca Washburn moved and Craig McKenzie seconded the motion to approve App. No. 08-11-V, Coffey Commercial Properties LLC, Green Mountain Coffee Roasters (GMCR), the Site Plan and Design Review for a proposed 460 sq. ft. salt shed, 900 sq. ft. tent structure, additional business professional office space, and an addition to the existing wood shop at the existing GMCR maintenance facility at 110 S. Main St., with the following conditions:

- 1. This permit is granted on the condition that the applicant complete the project consistent with the Commission's findings and conclusions and the approved plans and exhibits.*
- 2. Any lights on the interior of the building that are designed or directed so as to increase the amount of light outside of the building require a revision of the site plan.*

VOTE:

The motion passed unanimously.

DISCUSS MEETING SCHEDULE FOR NEW PLANNING COMMISSION

The members discussed the options for a meeting schedule for the new Planning Commission. It was agreed to have an initial meeting on Monday, May 9th and discuss the meeting schedule at that time. It was suggested that the Doodle on-line scheduling tool would be a good way to find out when members are available to meet. It was noted that the Development Review Board will be having their initial meeting on Tuesday, May 10th.

ZONING ADMINISTRATION ISSUES

The clearing limits for the Blush Hill Meadows project off Blush Hill Rd. were discussed. Mr. Lotspeich and Ms. Schnarr are in the process of setting up a field visit with the site contractor, Salvias

Paving, to walk the site and compare the areas that have been cleared with the plans that were approved by the Planning Commission during the permitting process.

Mr. Lotspeich asked the Planning Commission to review an issue of whether a zoning permit is needed for a 6' tall fence located in a front yard. It was agreed that based on the Zoning Regulations, a 6' tall fence in the front yard is not exempt from needing a zoning permit. Since a fence is a structure it would require the issuance of a zoning permit. Because it is not a building the fence would not have to meet setback requirements.

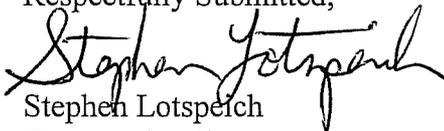
ACTION ITEMS

Action Item	Follow Up 1	Follow Up 2	Follow Up 3
3/16/11: The Zoning Administrator is to review the development activity at McDermott/Blush Hill Meadows property of Blush Hill Rd., including examining the clearing limits to see if they are in compliance with the Site Plan Review approval.	04/06/11 Alena met with Dean Salvias to review. Mr. Salvias is getting the Sediment and Erosion Control plans. Another meeting will take place.	4/20/11 Received the plans. Next meeting to be scheduled.	5/4/11 The follow-up site meeting is being scheduled.
3/16/11: There was a meeting on 3/23/11 at GMCR regarding the Waterbury LEAP group that is working on a plan to integrate the bike and pedestrian facilities in the area.	4/6/11: Steve Lotspeich attended. The mapping of the corridors was reviewed and is underway.	4/20/11: Community input meeting scheduled for 4/27/11.	5/4/11 The community mtg. was held on 4/27 and was very successful.

ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,



Stephen Lotspeich
Community Planner

**THESE MINUTES WERE APPROVED ON May 23, 2011 **