

**TOWN OF WARREN  
DEVELOPMENT REVIEW BOARD  
MINUTES OF MEETING  
JUNE 18, 2003**

- MEMBERS PRESENT:** David Markolf, Vice Chair; Lenord Robinson, Jason Heroux, Jeff Schoellkopf.
- OTHERS PRESENT:** Mary Schramke, Tyler Kohler, Todd Hill, Amy McDonald, Peter Tenenbeau, Alicia Tenbeau, Beth Austin, Henry Erickson, Jamie Carroll, Amalia Veralli, Dexter Lefavour, Jeff Siner, Shannon Hill, DRB/PC Assistant.
- AGENDA:**
- 1) 7:30 p.m. Call to Order
  - 2) Habitat for Humanity 2-Lot Subdivision (1 hour)
  - 3) 8:30 PRD – Siner PRD Sketch Plan Review
  - 4) 8:45 Sargent 5-Lot PRD (Will be Continued)
  - 5) Signing of Minutes & Decisions

---

**I. CALL TO ORDER**

Mr. Markolf called the meeting to order at 7:34.

**II. HABITAT FOR HUMANITY**

Application #2003-03-SD submitted by The Habitat for Humanity seeking approval of a 2-Lot subdivision of 2.61 +/- acres consisting of Parcel 1 (1.2 +/- acres) and Parcel 2 (1.4 +/- acres). The property, currently owned by Elizabeth Bass, is located off the South side of the Sugarbush Access Road. The applicant also requests waiver of hearing requirements, specifically combining the initial meeting and the warned public hearing. The project requires review under Articles 6 – *Subdivision Review* and Article 7 – *Subdivision Standards* of the WARREN LAND USE & DEVELOPMENT REGULATIONS.

**STAFF REPORT**

Ms. Hill reported that the board conducted a Sketch Plan Review on May 21<sup>st</sup>, 2003. Since this initial meeting was not properly warned, the Habitat for Humanity requests a waiver of the initial meeting and wish to combine the initial meeting with the warned public hearing.

**APPLICANT COMMENTS**

Mr. Hill, representative of Habitat for Humanity, discussed the changes that were made to the project after the discussion with the board at the last hearing. The following changes were made to the Site Plan:

- the house on Lot 1 was relocated to the Southeast
- the septic lines were rerouted around the knoll toward the road
- the parking was rearranged
- the Lot line separating the two lots was redrawn to accommodate the setbacks

Mr. Hill testified that the setbacks, access and steep slopes confine the building envelope. He feels that there is very little room to move either house due to these constraints.

PUBLIC INPUT

Henry Erickson, representative for Timberline Association, expressed concern that the trees would be cleared between the Timberline Condominiums and the proposed development.

Amy MacDonald, representative for the Upper Pines Association, expressed concern that the construction vehicles would park at the bottom of Upper Pines Road and that the trees would be cleared along the Access Road.

DELIBERATION/DECISION

The board discussed the setback from the town right of way to the septic and leech field. It was decided that a septic system is not required to meet the setback because it is not considered a structure.

The board requested the applicant indicate the edge of the pavement, the edge of the Right of Way and the slopes in excess of 25% on the final Mylar Plat.

Mr. Markolf reported that he had spoken with Mr. Hartshorn, the Warren Fire Chief, who is concerned about the curb cut off the Access Road and the width of the driveway. In response to these concerns, Mr. Markolf suggested the applicant keep the land surrounding the parking area level to create more area for emergency access. This would also allow for more space for construction material and vehicles.

The DRB does not have any preference as to whether the utilities are run to the new development above or below ground.

**MOTION by Mr. Schoellkopf, seconded by Mr. Heroux, that the project satisfies the criteria in §7.2 (A) thru (C) for character of the land, conformance with the Town Plan and compatibility with existing settlement patterns. VOTE: unanimous; motion carried.**

**MOTION by Mr. Schoellkopf, seconded by Mr. Heroux, that the project satisfies the criteria in §7.2 (D) for density and lot layout. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Robinson, that the project satisfies the criteria, with conditions and requirements contained herein, in §7.2 (E) & (F) for establishment of building envelopes and landscaping and screening. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Heroux, that the project is not applicable to the standards in §7.2 (G) & (H) for energy conservation and disclosure of subsequent development plans. VOTE: unanimous; motion carried.**

**MOTION by Mr. Heroux, seconded by Mr. Markolf, that the project satisfies the criteria, with conditions and requirements contained herein, in §7.3 (B) & (C) for primary and secondary conservation areas. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Heroux, that the project is not applicable to the standards in §7.4 (A) thru (C) for intent, preservation of open space and creation of common land. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Heroux, that the project satisfies the standards in §7.4 (D) for legal requirements via the language to be included in the deed. VOTE: unanimous; motion carried.**

The owners of the two homes will share the maintenance responsibility for the septic, water and driveway.

**MOTION by Mr. Markolf, seconded by Mr. Heroux, that the project satisfies the criteria, with conditions and requirements contained herein, in §7.5 (A) thru (J) for stormwater management and erosion control. VOTE: unanimous; motion carried.**

**MOTION by Mr. Heroux, seconded by Mr. Robinson, that the criteria in §7.6 (A) thru (C) for municipal facilities and services, fire protection facilities and parks and playgrounds have been met. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Schoellkopf, that the project is not applicable to the criteria in §7.7 (A) thru (I) for applicability of road standards, road design, road construction standards, intersections, drainage and stormwater, coordination with adjoining properties, access permits, access management, traffic and road capacity. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Schoellkopf, that the project satisfies the criteria, with conditions and requirements contained herein, §7.7 (J) for Road Names & Road. VOTE: unanimous; motion carried.**

**MOTION by Mr. Schoellkopf, seconded by Mr. Robinson, that the project satisfies the criteria, with conditions and requirements contained herein, in §7.7 (K) for driveways. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Robinson, that the project is not applicable to the criteria in §7.7 (L) thru (O) for modification of road standards, parking and transit stops, pedestrian access and legal requirements. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Schoellkopf, that the project satisfies the criteria in §7.8 (A) thru (F) for water supply and wastewater disposal subject to State & Local approval. VOTE: unanimous; motion carried.**

**MOTION by Mr. Heroux, seconded by Mr. Markolf, that the project satisfies the criteria in §7.9 (A) & (B) for utilities. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Schoellkopf, that the project is not applicable to the criteria in §7.10, signs. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Schoellkopf, that a minimum no-cut buffer of 60 feet must be maintained along the Northern property boundary from the Access Road Right of Way. Only dead and diseased trees, and the minimum number of trees necessary to install and maintain the septic system and leach field may be removed. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Schoellkopf, that there shall be no clearing to the East of the proposed driveway to the property boundary, except for within 5 feet of the driveway as represented on the site plan. Only dead and diseased trees may be removed. VOTE: unanimous; motion carried.**

**MOTION by Mr. Heroux, seconded by Mr. Markolf, that there shall be no clearing to the South of the proposed development on slopes > 15%. VOTE: unanimous; motion carried.**

**MOTION by Mr. Heroux, seconded by Mr. Robinson, that both homes shall be built within 20', in any direction, of the proposed footprint. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Robinson, that a minimum of a 15 foot wide level area, located around the perimeter of the parking area, be maintained to allow for emergency vehicle access. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Robinson, that the applicant must comply with all road name and 911 standards for the Town of Warren. VOTE: unanimous; motion carried.**

**MOTION by Mr. Heroux, seconded by Mr. Markolf, to require the applicant to indicate the slopes in excess of 15% on the final Mylar Plat. VOTE: unanimous; motion carried.**

**MOTION by Mr. Heroux, seconded by Mr. Markolf, to require the applicant to implement and maintain erosion control measures on slopes >15% during construction and until the areas are re-vegetated. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Robinson to find, with conditions and requirements already voted, the project complies with the subdivision general standards. VOTE: unanimous; motion carried.**

**III. SINER PRD SKETCH PLAN REVIEW**

Mr. Siner and Mr. Lefavour came before the board with preliminary plans for an 18-unit condominium complex on the property located at the intersection of the Access Road and the Golf Course Road.

**GENERAL DISCUSSION**

The preliminary plans indicated 4 separate buildings with 4 to 5 townhouse style condominiums in each.

Mr. Siner has discussed the project with the Warren Fire Department who requested he design the project with a loop driveway and not stack the buildings.

The DRB generally discussed the locations of the buildings, access to the lot, setbacks, erosion control and fire safety with the applicant. The board suggested the applicant review the Land Use and Development Regulations, decide how they would like to present the project and then contact Ms. Hill to setup a formally warned hearing. Ms. Hill gave Mr. Lefavour a copy of the most recently adopted Land Use and Development Regulation.

**IV. CHISEL TOOTH GROUP 5 LOT PRD**

The Chisel Tooth Group requested a continuation of their hearing because they do not have their septic design completed yet.

**Motion by Mr. Markolf, seconded by Mr. Heroux, to continue the Chisel Tooth Group to July 16, 2003 at 7:30 PM. VOTE: unanimous; motion carried.**

**V. OTHER BUSINESS**

a) Approval of meeting minutes

**MOTION by Mr. Schoellkopf, seconded by Mr. Robinson, to approve the May 21, 2003 meeting minutes as submitted/corrected. VOTE: unanimous; motion carried.**

**MOTION by Mr. Markolf, seconded by Mr. Robinson, to approve the May 28, 2003 meeting minutes as submitted/corrected. VOTE: unanimous; motion carried.**

**VI. ADJOURNMENT**

**MOTION by Mr. Markolf, seconded by Mr. Robinson, to adjourn the meeting. VOTE: unanimous; motion carried.**

The meeting adjourned at 10:10 p.m.

Respectfully submitted,  
Shannon M. Hill  
DRB/PC Assistant

**DEVELOPMENT REVIEW BOARD**

---

Lenord Robinson (date)

---

David Markolf (date)

---

Jason Heroux (date)

---

Jeff Schoellkopf (date)