

**Town of Warren
Development Review Board
Minutes of Meeting
Monday, August 7, 2023**

NOTE: This meeting was conducted both in-person and electronically via Google Meet.

Members Present: Chris Behn, Devin Klein Corrigan, Chris Noone, Jeff Schoellkopf (Vice-Chair), Don Swain.
Staff Present: Ruth Robbins (ZA), Carol Chamberlin (Recording Secretary)
Others Present: Jeff Campbell (WVFD), David Conger, Mark Herrmann, Steve Roy (WLA), Margo Wade (Sugarbush), Jim Westhelle (Sugarbush)

The meeting was called to order at 7:06 pm.

Application #2023-02-CU-PUD submitted by Sugarbush Mountain Resort for Final Plan Review for the redevelopment of the former Rosita's Restaurant site and a change of use at the adjacent former Sugartree B&B. The Rosita's project proposes creation of a four story building housing 28 studio apartments (seven on each floor) along with four floors of congregate living. The congregate living units meet the definition of Boarding House. Each Boarding House contains 24 single occupancy bedrooms with shared living, dining, kitchen and bathroom facilities. A total of 38 residential units are proposed at the sites. Twenty-eight studio apartments and 8 boarding houses within the Rosita's building and one single family and one boarding house at Sugartree. The Rosita's Building contains a total of 192 single occupancy bedrooms and 28 studio apartments. The Sugartree property contains a three-bedroom single family home attached to a 10 room boarding house (former Inn) and will typically house 25 residents. This application also includes a boundary line adjustment with an adjacent parcel that is owned by the Resort. The property is located at 2500 Sugarbush Access Road and is comprised of 13.59 acres +/-, parcel id # 005009-6 and the adjacent parcel involved with the Boundary Line adjustment is parcel id # 250030, located over two zoning districts, Vacation Residential & Sugarbush Village Commercial.

Sketch Plan Review for this project took place on January 30, 2023. Preliminary Plan Review was held on April 17, 2023.

A site visit was held earlier in the day, attended by Ms. Robbins, Mr. Campbell, Mr. Schoellkopf, Ms. Wade, and Mr. Westhelle. Ms. Klien Corrigan visited the site along with Ms. Wade a few days earlier, and Mr. Swain went to the site on his own just prior to this meeting.

Ms. Wade presented information regarding the proposed project, noting that the following aspects have been altered since the last review by the DRB.

- What had been noted as a drainage ditch on earlier plans has been classified by the State as a stream, which will be realigned with placement of culverts along the channel
- The number of studio apartments in the new building has increased to 28
- The number of parking spaces has been reduced
- Stormwater treatment has been reconfigured, with the main retention pond being reduced in size and two smaller areas added behind the building
- Geological evaluation has indicated that the slope behind the building should not be disturbed, and so the building configuration has been adjusted to avoid excavation in that area

Other aspects of the proposal were discussed, with the following points made:

- Stormwater runoff will be discharged between the Access Road and the Bridges access, some of this property is owned by WCVT; both the Bridges and WCVT are supportive of the project, an agreement will be needed to formalize permission for the stormwater discharge
- Setbacks are depicted on the site plan, with the exception of the Sugarbush Village portion of the project, as there are no setback requirements in that District
- The boundary line change which transfers 1.3 acres to the Rosita's parcel is depicted on the site plan
- The Sugartree property is part of the application due to the pedestrian way included in that drive and the change in use at that property from a SFR and B&B to a SFR and boarding house; there will be no construction taking place at the Sugartree site
- The back road from the Sugartree site to the proposed new building will become a pedestrian path, but will be engineered to support emergency vehicles and thus provide access to the rear of the new structure

Parking was discussed at length:

- Ms. Wade outlined the spaces included in the current plan
 - Twelve on the Sugartree site
 - Fifty six in the back parking lot
 - Fifteen separately on site in another location
 - Total of 83 for the two buildings, with 68 for the new building
- It has not been determined if there will be charging stations installed; Mr. Campbell requested that any that are put in be located away from the building
- Ms. Wade outlined the current configuration of employee categories and explained the typical rate of vehicle ownership among these workers, based upon current numbers
 - The number thus calculated is slightly under the 83 spaces depicted on the current site plan
- Other parking is available at Lincoln Peak, particularly in the summer when it is possible that other employers will be making use of this housing
- The Board requested assurance that all off-site parking that may be approved as part of the project be available in the event that the properties come under separate ownership
- The potential need for future additional parking was addressed, with the DRB seeking methods for ensuring that necessary increases in parking needs are accounted for, possibly through:
 - An audit of cars being parked at the site, possibly annually and then less frequently
 - A mechanism to trigger re-evaluation by the DRB, such as a change in the proposed use or proposed category of employees
- Ms. Wade outlined the areas which are currently being proposed for overflow parking needs, indicating that all are within a five minute walk from the building
 - The main location proposed is at the tennis court area of the SHARC building
 - The intent is to make use of existing parking areas rather than create additional impervious surface
- Screening of the proposed parking areas was not felt to be necessary; Ms. Wade explained that any screening installed at the tennis court area must be in accordance with the height limitations agreed upon with other Sugarbush Village properties

Clearing and Planting plans were presented by Ms. Wade:

- The entire area to be cleared has not been finalized, but likely plans were presented
 - Big trees to be removed are identified, along with some removal of vegetation at the northern end of the building, along the access road, and where the stream will be diverted to
 - Potentially may need to remove some of the large pines at the WCVT area
 - No removal of trees on the steep bank, but some vegetation removed along the edge of the northern border, including smaller trees
- Planting plans have been submitted
 - Significant planting is planned along the stream relocation route

Wastewater and Water Supply:

- Wastewater will move through a pump station to all three treatment sites
 - Leach field on site
 - Treatment plan
 - Through parking areas and up to Parking Area D
- All lines will be on Resort-owned land
- An easement will be obtained for this project's lines to cross land that isn't part of this parcel
- Mountain Water Company will be sole water supply
 - Reserve capacity which has been set aside for Sugarbush planned development leaves more than enough capacity for this project
 - Well sites were reviewed, worksheets related to these topics are available if needed

Acreage requirements:

- The acreage available once the Sugartree and Rosita's site are combined, with an addition of 1.3 acres from the SHARC site, is 13.5 acres
- The 38 total units proposed is just over the 37.77 allowed in calculating the various densities for each of the Districts involved
- Possibilities for remedying this discrepancy were discussed
- Ms. Wade indicated that a slightly larger amount of land could be transferred from the SHARC site as part of the boundary line adjustment
- Board members agreed that none of the calculations used need to allow for a stream buffer allowance
- It was noted that the density being allowed on the entire parcel is in part dependent upon the specific acreage of the SHARC property included being capable of supporting the level of density of that District being used in the calculations
 - Ms. Wade outlined the slope of the SHARC acreage and its suitability for containing the number of units proposed (20)

MOTION by Ms. Klein Corrigan to find that the proposed density could be sustained on the small parcel being transferred from the SHARC property. **SECOND** by Mr. Behn. **VOTE:** All in favor, the motion carries.

Mr. Schoellkopf asked for confirmation that the Wastewater treatment facility will continue to be able to receive tanker deliveries after the proposed development is complete. Ms. Wade will look into this.

Mr. Swain noted that one corner of the Sugartree building is located on a neighboring parcel; Ms. Wade explained that this is known and was resolved in the past.

Ms. Wade reported that she had met with Mr. Campbell, and will be scheduling up a second meeting to discuss Fire Department input due to the changes in the site plan. She will also be meeting with MRVAS to discuss emergency vehicle access. She noted that there is now access to the back of the building, which has a relatively flat roof which will be able to be accessed by ladders.

Ms. Wade explained that the site is able to tie into the existing resort pedestrian network, and noted that there has been a grant application submitted for final design and construction of a proposed Access Road shared use path that, at the area of this project, will be located on the same side of the road.

Signage other than 911 address information is not anticipated, other than signage interior to the building. Ms. Wade will contact appropriate parties to determine the best methods for interior 911 signage.

No new curb cut will be requested, vehicle access will remain the same as what currently exists. There was some discussion regarding the gate between this property and SHARC.

Stormwater plans were outlined. There was some discussion regarding the need to direct roof drainage away from pedestrian areas, particularly as related to icing concerns.

Full consideration of the proposed stream alteration and any associated buffer requirements was postponed until issuance of a final decision by the State. It was noted that Warren's regulations allow for road and utility crossings within the buffer area.

The list of items outlined during the preliminary review held on April 17 as needing additional information was reviewed:

- Potential for 20 units on the acre being transferred should be demonstrated
 - *This was covered in this meeting*
- Walkability plan
 - *This was covered in this meeting*
- Offsite parking possibilities
 - *This was discussed in this meeting, and follow up requested*
- Summer parking needs addressed
 - *This was discussed in this meeting, and follow up requested*
- Location and lighting of pedestrian paths
 - *Information regarding lighting is included in the plans submitted, and was reviewed at this meeting; no concerns were raised*
- Technical information regarding sprinkler system and associated water availability
 - *This has not yet been covered*
- Slope evaluation
 - *Slopes percentages are now included on the plans, the building has been moved from the steep area*
- Written review provided by Fire Department

- *Consultation with the Fire Department and MRVAS is ongoing*
- Proposed trigger(s) for provision of additional dedicated parking
 - *Possibilities were discussed, but nothing finalized*
- Language regarding this project supporting the overall need for housing in the area
 - *Mr. Behn explained that what is being sought is a concrete understanding of the need from other MRV businesses, and an explanation of how the development may potentially be used by other entities; Ms. Wade will work with the MRVPD on this topic*

Ms. Wade will provide draft agreement or easement language for any impacts on land owned by other entities as well as cross-easement language for all parcels currently owned by Sugarbush.

Ms. Wade provided a brief overview of the building’s architectural features, including individual rooms; kitchen, bathroom, laundry, lounge, and storage areas; windows; façade; exterior materials; and heating plans.

It was agreed to continue the hearing until October 2, and requested that all new information be submitted for Board review by September 26.

MOTION by Mr. Schoellkopf to continue the hearing for Application 2023-02-CU-PUD until October 2, 2023 at 7 pm. **SECOND** by Ms. Klein Corrigan. **VOTE:** All in favor, the motion carries.

Other Business:

No other business was taken up by the Board.

The meeting adjourned at 10:03 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Development Review Board

Peter Monte, Chair Date

Chris Behn Date

Devin Klein Corrigan Date

Megan Moffroid Date

Jeff Schoellkopf Date