

**Town of Warren  
Development Review Board  
Minutes of Meeting  
Monday, September 16, 2024**

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*NOTE: This meeting was conducted both in-person and electronically via Zoom.*

Members Present: Chris Behn, Maria Burfoot, Megan Moffroid, Jeff Schoellkopf  
Staff Present: Ruth Robbins (ZA)  
Others Present: Abigail's iPhone, Tom Anderson, Rob Buck, Tom DelBrocco, Tom Emory, Randy Graves, Sarina Gulisano, Tom Hanson, Tammie Haskell, Carol Johnson, Lisa Loomis (Valley Reporter), Derrick Masters, Macon Phillips, Liz Raddock, Quayl Rewinski, Britton Rogers, Brice Ruiz, Fabio Schulthess, Tim Seniff, David Tanzer, John Vitko

The meeting was called to order by Mr. Schoellkopf at 7:04 pm.

**Application # 2024-06-CU** by John Vitko and Sarina Gulisano requesting Conditional Use approval for the roasting of coffee to be conducted in a 200 square foot+/- area within the hangar at 2535 Airport Road, parcel id# 009003-700 in the Airport Commercial District.

Mr. Schoellkopf outlined the order of proceedings for those present.

Mr. Vitko and Ms. Gulisano outlined their proposed coffee roasting plans, explaining that they currently roast about 500 pounds of beans a week, and that they potentially will double that production rate but do not intend to grow beyond that level of operation. The intended growth would impact the storage space needed, but the roasting space would not change, only the frequency with which that space is used. Currently there are two deliveries per month via tractor trailer, but the intent is to switch to use of their own vehicle for deliveries; with growth the deliveries would become larger, but not more frequent. The practice to date has been to roast several times a week, and package on site. Deliveries originate on site, using company vehicles. Planned growth would not lead to an increase in the number of days during which roasting occurs, but a longer duration of roasting time on those days. There are no employees at the present time; with growth there may be a need to hire up to two individuals to assist with packaging and delivery.

Roasting hours were explained in more detail, with Mr. Vitko outlining that the 500 pounds roasted each week take about ten hours of roasting time and five hours of packaging time. He typically begins roasting between 7:00 and 9:00 am, but his schedule is flexible, and depending upon what else is taking place he may be roasting up until 9:00 pm on some evenings. The roaster can handle 20 pounds at a time, with 15 minutes needed for each batch, and then time to balance the equipment before the next batch begins roasting. Some roasting is done on weekend days, to fit into Mr. Vitko's schedule. The exhaust from the roaster exists the side of the building, just above the roof line.

The lot size and availability of parking on site was discussed, with it being explained that the 200' x 200' building is in the center of the property, with 50' on all sides between the building and the property line. There is room for 8-9 cars to park nose in along the building on one side, which is currently sufficient, even when a portion of the structure is being used by Yestermorrow students during the winter months.

Mr. Schoellkopf noted that the building is located in the Airport Commercial District, the purpose of which is to allow uses necessary for operation of the airport as well as recreational and commercial uses compatible with the rural nature of the area. He also noted that there is no need for the Board to consider dimensional standards, as there are no changes proposed to the existing building. Within the District, Industry (broadly defined in the Regulations) is allowed as a Conditional Use. Previously the space has been used for office and storage purposes; the coffee roasting is a new use.

Tom Hanson, manager of the airport and neighbor, expressed that his one concern is that the diagram depicting parking, an existing ROW, and property boundaries are vague and he would prefer that

something more official becomes part of the record. He explained that the property is being surveyed this week, so that historical 'handshake' agreements passed on from previous owners of the property, as well as associated access fees, can be clarified and appropriately documented. The intent is for the survey to lead to clear easements being in place for the property. The applicants indicated that survey pins have been located, but a plat has not yet been created.

Mr. Graves, a nearby resident, inquired about fuel being used; Mr. Vitko indicated that propane is used, that not much is necessary for roasting, and the tank does get filled frequently. Mr. Graves also referenced the Airport District being an unusual zoning area, and asked that Conditional Use review be thorough.

Mr. DelBrocco, a member of the Granite Intersection group which owns the Airport, indicated that he would like to see that parking is addressed adequately. He also suggested that fencing be required to protect the site from plane thrust, as well as pointing out that none of the uses being discussed address the use of fire pits at the back of the building, which could pose a danger due to dry grass in the area.

**MOTION:** Mr. Schoellkopf made a motion to find that the coffee roasting use may be considered an allowed Conditional Use under both the Industry and Mixed Use classifications. **SECOND** by Ms. Moffroid. **VOTE:** All in favor, the motion carries.

The Board then reviewed the Conditional Use Standards.

It was agreed that the application was complete, and that the schematic provided is a reasonably clear and sufficient depiction of the process for review of the coffee roasting use. Ms. Robbins was able to provide an adequate certificate of mailing to notify abutters, although there were some present whose addresses were incorrect in the source used, and so had not yet received the letter sent to them. As those people were present, it was determined that adequate notification had been provided.

While it was explained that it is not in the Board's purview to approve a site's water supply and wastewater system, it was noted that no water is required for the roasting process.

Mr. Vitko indicated that there is currently one light over the doorway, which is on a sensor, and that there is no exterior lighting on the back of the building.

Traffic impacts had been discussed earlier, as well as parking; it was agreed by Board members that a more definitive boundary of any easement in place needs to be provided in order to ensure that there is sufficient parking space at the site and that the access currently used is permissible. Mr. Schoellkopf noted that that back-up space needed must be on an allowed area, as well as the parking spaces themselves. Mr. Vitko outlined that generally he is the only person parking at the site, but in the winter when some space is leased to Yestermorrow, there may be up to six vehicles on site at one time.

Mr. Schoellkopf noted that the application was complete insofar as review was possible, but that parking finalization requires further definition and documentation of space being available to the applicants. Ms. Gulisano explained some of the logistics of access allowances and related easements, noting that there is no formal maintenance agreement in place but that various parties assist her and Mr. Vitko with work that is required. She and Mr. Vitko expressed that they are comfortable with working through the site access and parking area permissions and related agreements in order to ensure that the space they require is available to them.

**MOTION:** Mr. Schoellkopf made a motion to find that, other than clarity regarding parking and access, the application's level of completion is adequate for the Board to proceed with findings on Conditional Use standards. **SECOND** by Mr. Behn. **VOTE:** All in favor, the motion carries.

Each of the General Standards in Section 5.3 was addressed by the Board.

**MOTION:** Mr. Behn made a motion to find that this use will have no adverse effect on the capacity of existing or planned community services. **SECOND** by Ms. Moffroid. **VOTE:** All in favor, the motion carries.

**MOTION:** Mr. Behn made a motion to find that, given the historical use of the building, related traffic, and other impacts, this use will have no negative impact on the character of the neighborhood or area affected. **SECOND** by Ms. Moffroid. **VOTE:** All in favor, the motion carries.

**MOTION:** Mr. Behn made a motion to find that the proposed use, based upon the testimony provided, will have no negative impact on the traffic in the vicinity. **SECOND** by Ms. Burfoot. **VOTE:** All in favor, the motion carries.

**MOTION:** Ms. Moffroid made a motion to find that the proposed use conforms to the bylaws and ordinances in effect. **SECOND** by Mr. Behn. **VOTE:** All in favor, the motion carries.

**MOTION:** Mr. Schoellkopf made a motion to find that the proposed use will have no adverse impact on renewable energy installations. **SECOND** by Ms. Burfoot. **VOTE:** All in favor, the motion carries.

Specific Conditional Use Standards were reviewed, and it was noted that no outdoor storage or display is proposed, no screening is required, no Districts Standards are applicable to the proposed use, and the current lighting as described does not require any modification. Discussion of other aspects of the application information led to agreement on several conditions to be included in any approval of the proposed use.

**MOTION:** Mr. Schoellkopf made a motion to allow up to 500 square feet of the interior space for use in roasting and storage. **SECOND** by Mr. Behn. **VOTE:** All in favor, the motion carries.

Mr. Schoellkopf noted that there should be clarity in approval regarding there being no allowance for deliveries/traffic beyond what has been outlined in the hearing.

There was discussion of the odor created by roasting, with comments made indicating that some people appreciate the smell while others are averse.

**MOTION:** Mr. Schoellkopf made a motion to condition approval of the application on a prohibition of roasting on Sundays, with no other limits imposed on the timing of roasting. **SECOND** by Ms. Moffroid. **VOTE:** All in favor, the motion carries.

Board members agreed that the applicants must provide documentation of any rights they have for the parking area, as well as provide an expanded drawing depicting the curb cut in use, general traffic flow, and parking configurations/spaces available. Section 3.10 of the Land Use Regulations was pointed out as containing pertinent information.

**MOTION:** Mr. Schoellkopf made a motion to continue the hearing until October 7, 2024 at 7 pm. **SECOND** by Mr. Behn. **VOTE:** All in favor, the motion carries.

It was requested that the applicants provide the materials requested to Ms. Robbins by the Thursday proceeding the hearing, or if not possible to let Ms. Robbins know so that the hearing can be continued accordingly.

**Other Business:**

Minutes were signed.

The upcoming schedule was reviewed.

**Adjournment**

The meeting adjourned at 8:52 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

**Development Review Board**

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Jeff Schoellkopf                      Date

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Chris Behn                              Date

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Chris Noone                            Date

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Megan Moffroid                      Date

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Bob Kaufman                          Date