

**Town of Warren  
Development Review Board  
Minutes of Meeting  
Monday, September 15, 2025**

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Members Present: Chris Behn, Maria Burfoot, Megan Moffroid, Jon Rickard, Jeff Schoellkopf  
Staff Present: Andrew Bombard (Road Foreman), Rebecca Campbell (Town  
Administrator), Ruth Robbins (ZA)  
Others Present: Victor Amesoeder, Camilla Behn, Jim Crafts, Dan Heil (VHB), Rebecca  
Malley, Steven Roy (WLA), Jim Sanford

The meeting was called to order by Mr. Behn at 7:01 pm.

**Application # 2025-04-CU** submitted by Dan Heil, PE of vhb, Winooski, VT for the benefit of the Town of Warren, requests Conditional Use approval for a Public Facility (closed) & Steep Slopes to build a new Town Garage. The property is located at the intersection of Vaughn Brown Rd and VT Route 100 [aka 10 Vaughn Brown Rd] consisting a total of 78.3 +/- acres, parcel id# 100003-101 in the Rural Residential District.

This hearing was continued from August 18, 2025.

Mr. Heil outlined the additional application materials which had been submitted, based upon the requirements outlined at the previous meeting. The slope analysis for the site plan and an updated traffic memo, containing information regarding trips associated with the operation of the garage, had been provided and were reviewed.

The slope analysis includes the depiction of areas of steep slope on the site plan, and notes the square footage of each area. Mr. Heil outlined the proposed impacts to each of these sections of the parcel, and noted that of the total 4.3 acres impacted by development, 19% are of slopes greater than 25%. Mr. Heil noted that there will be no further extraction activity on the site, but that some of the existing steep slopes are related to previous extraction, which is exempt from the 25% requirements outlined in the LUDRs.

It was confirmed that there are no modifications planned to the fire pond, and that the building will tie into the existing suppression main line.

Mr. Schoellkopf noted that the project will be subject to Act 250 review, as well as state-level stormwater, erosion control, and wetlands permitting requirements, which will necessitate a thorough review of the proposed improvements by the appropriate Agencies. He also noted that there are some limitations in Warren's LUDRs (Section 4.14) regarding what aspects of this development may be reviewed.

Mr. Schoellkopf reminded the group of the conversation at the previous meeting regarding the speed of traffic on Route 100, particularly vehicles headed north, and also that there are good sight lines in either direction from Vaughn Brown Road. The traffic study addendum which had been provided was reviewed. The information included in the report outlines that the employee trips are generally outside of peak traffic hours, and that the daily traffic will not be much different than what is seen currently at the site, as it is now in regular use by the Highway Department. Mr. Bombard confirmed that the main traffic change that will take place is the ending of traffic through the Village for activities such as hauling sand, salt, and so forth, as the materials are all located at the new site. He explained that plowing during a large storm will necessitate five trips to the Garage every two to three hours. In a general working day, there is the potential for a couple of trips to the site for things such as bringing appropriate equipment to that day's work site. Occasionally gravel will be hauled in the winter, which is also the current practice.

In response to a question from Mr. Behn, Mr. Heil outlined that the State permitting process will likely take from three to six months, and the construction may potentially begin in the spring of 2026. The work will likely take about ten months, so the new Garage may be occupied in the spring of 2027.

There was some discussion of noise, dust, and vibration. Mr. Heil reported that calcium chloride is used for dust control. He explained that the building will help to mitigate the noise associated with the Garage activities. Mr. Bombard explained that the road crew does their best to minimize the banging of tailgates, but that at times during a snow storm this needs to happen to loosen sand. He indicated that the trucks going down the driveway and Vaughn Brown Road do not make more noise than a car; there are no engine brakes on the Town vehicles. He acknowledged that there may be some deliveries/contractors for which vehicles with engine brakes will be on site.

**MOTION:** *Mr. Schoellkopf moved to find that under Section 4.14 A of the LUDRs, the only applicable factors that may need to be regulated through conditions are traffic and noise, as the other factors included are either satisfied or not applicable. The motion was seconded by Mr. Rickard, and passed unanimously.*

No Board members felt that any further discussion of noise or traffic was needed, and no suggestions were offered for related conditions.

Board members began review of the relevant portions of the LUDRs.

**MOTION:** *Mr. Behn moved to find that the proposed use is an allowed use in the Rural Residential District. The motion was seconded by Ms. Moffroid, and passed unanimously.*

**MOTION:** *Mr. Schoellkopf moved to condition approval of the application on the demonstration of issuance of State permits related to erosion and sediment control and stormwater management. The motion was seconded by Mr. Rickard, and passed unanimously.*

The development proposed for areas of steep slopes was reviewed, as outlined in Section 3.4 of the LUDRs. Mr. Heil explained that the gravel wetland proposed for an area which contains steep slopes will be an improvement for the erosion control needs in that area, and that this will also be under State purview for approval. In response to a question from Mr. Schoellkopf, Mr. Heil explained that the proposed building site will impact a steeper area due to the planned orientation. He indicated that the building cannot be shifted to the east and still provide the appropriate size of area necessary for truck traffic circulation. He noted that there will be a drainage swale in that area, which will tie into the existing steep slope area to address runoff. This area is along a perimeter of the former extraction activity on the site.

Mr. Schoellkopf noted that there is another area of approximately 2400 square feet of impact to steep slopes, as part of the design to increase the safety of the roadway. He indicated that this crossing of steep slopes along roadways is allowable for safety and stormwater runoff improvements.

Mr. Heil explained that the 1300 square foot area of steep slopes in the northern corner of the parcel is along an edge of the stockpile area, and is also an edge of the former extraction work, which is proposed to be flattened in order to serve erosion control needs.

**MOTION:** *Mr. Schoellkopf moved, given the intention of steep slopes regulation is to prevent erosion and provide sedimentation control, and given that the State will be reviewing these aspects*

*of the proposal, to find that the impact to steep slopes has been minimized and serves to provide for safety and erosion control. The motion was seconded by Mr. Rickard, and passed unanimously.*

Section 5.3 of the LUDRs, related to Conditional Use standards, was reviewed.

**MOTION:** *Ms. Moffroid moved to find that Section 5.3 A 1 and 2 are satisfied due to the minimal increase in noise impacts anticipated based upon the existing activity taking place at the site. The motion was seconded by Mr. Schoellkopf, and passed unanimously.*

Section 3.11 of the LUDRs, related to performance standards, was reviewed.

Mr. Schoellkopf indicated that no conditions related to performance standards are needed, as what is outlined in Section 3.11 A 1-3 serves to regulate the activity anticipated by the proposed use.

**MOTION:** *Mr. Behn moved to find that specific performance standards were discussed, and that no additional conditions are determined to be needed under Section 5.3 A 4 of the LUDRs. The motion was seconded by Mr. Rickard, and passed unanimously.*

**MOTION:** *Mr. Behn moved to find that Section 5.3 A 3 is satisfied through the submission of the Traffic Study Addendum. The motion was seconded by Ms. Moffroid, and discussion followed.*

Mr. Schoellkopf spoke of the traffic safety concerns expressed by neighbors at the previous meeting, and indicated that there are tradeoffs regarding safety due to the relocation of the Garage, but that the proposed site will allow for some significant safety improvements by removing truck traffic from the Village/School area. He noted that the speed limit is 40 MPH on Route 100 when approaching the Vaughn Brown intersection from either direction, and offered that the creation of the Multi Use Path crossing which will be nearby will potentially serve as a catalyst to further reduce the Route 100 speed limit. Mr. Heil noted that the existing slope of the Vaughn Brown intersection with Route 100 is less than 4%. It was also noted that the sight lines for entering Route 100 are better at Vaughn Brown Road than at Main Street.

Mr. Schoellkopf explained that this finding is based upon a net improvement in safety, moving the Garage-related traffic from the Village/School area to a less densely populated area.

**VOTE:** *The motion made by Mr. Behn passed unanimously.*

**MOTION:** *Mr. Schoellkopf moved to find that Section 5.3 A 5 is satisfied, as testimony provided that the building is designed to enable future solar installation. The motion was seconded by Mr. Rickard, and passed unanimously.*

**MOTION:** *Mr. Behn moved to approve Application #2025-04-CU, subject to the conditions approved during the hearing as well as all usual conditions. The motion was seconded by Ms. Burfoot, and passed unanimously.*

### **Other Business**

The Norton subdivision plan with changes requested had been provided for review in advance of the mylar being created.

Ms. Robbins posed questions to the Board regarding the potential development of an ADU as well as a potential lot-line adjustment impacting a parcel located in the Meadowlands Overlay.

### **Executive Session**

**MOTION:** *A motion to enter Executive Session to discuss legal matters passed unanimously.*

The meeting entered Executive Session at 8:53 pm and returned to open session at 9:11 pm.

## Adjournment

The meeting adjourned at 9:12 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

## Development Review Board

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Chris Behn Date

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Jeff Schoellkopf Date

Megan Moffroid Date

Maria Burfoot Date

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Jon Rickard Date