

**TOWN DEVELOPMENT REVIEW  
DRAFT MINUTES  
February 24, 2015**

Members Present: Don Bourdon, Fred Hunt, Ingrid Moulton Nichols, Laurance Lombard  
Members Absent: Charlie Wilson  
Others Present: Janice Graham, Steve Cota, Victoria Brooks, Michael Brands

**I. CALL TO ORDER:**

Chair Bourdon called the meeting to order at 7:30 p.m.

**II. APPROVAL OF MINUTES**

The November 25, 2014 minutes were approved as submitted.

**III. PUBLIC HEARINGS:**

**A. Old Business: None**

**B. New Business:**

**1. T-4534-14 68 Pleasant Street, LLC**

Application is for Conditional Use and Site Plan Approval to construct new access and new parking area. The property is located on 446 Barnard Road and is zoned Light Commercial/ Light Industrial.

Mr. Cota presented the application. Ms. Graham, owner, was present.

The TDRB reviewed the site plan of the proposed parking lot.

The recently relocated business would like clients to park in front of the building and employees park in the rear.

The front parking lot has eight spaces including a handicap space. This would not be changed. The point of access is from Route 12.

The plan submitted shows an open access point to Pomfret Road. This is an old site plan from a previous application. The State required that the access of the southern parking lot on Pomfret Road be removed. This section is currently closed off with a split rail fence and landscaping.

The existing parking has four spaces along Pomfret Road which are head-in spaces, toward the building. The area is tight, forcing one to back out into Pomfret Road. Backing onto a public highway is illegal and dangerous.

A 40' x 60' six-car parking area is proposed directly north of the building. Cars would park on the northern portion and use the southern portion (closer to the building) as access from Pomfret Road.

The entrance onto Pomfret Road would be moved slightly north. The four existing spaces would be grassed over. A curb cut permit from the Select Board is required to relocate the point of entrance.

The applicant prefers not to plant any screening as the area is an open hay field. The abutting neighbor currently mows the field right up to building although the applicant owns 70' north of the building.

The TDRB read the Site Plan and Off-street Parking criteria. Both sections require that evergreen trees or shrubs be planted as a vegetative screen when commercial parking abuts a residential property.

After discussion, the applicant agreed to plant five evergreen trees along the north edge of the parking lot to address the screening requirement.

The applicant will add a foot of sub base material to the lot and 5-6" of hardpak as surface material. This would bring the parking lot and access up to the same level as the Pomfret Road. The area would still be slightly lower than Route 12.

Stormwater would run off into the surrounding fields.

The site map shows a number of monitoring wells for hazardous waste. The site was originally a gas station, built in 1947. The wells to the north have been removed as pollution has been abated. The ones to the south are still active as the gas pumps had been located in this area.

Testimony was voted close.

## **2. T-4549-15 Victoria & Courtney Brooks**

Application is for Conditional Use Approval to establish a one-room bed and breakfast above existing the store. The property is located at 2706 East Woodstock Road and is zoned Hamlet Commercial.

Ms. Victoria Brooks presented the application.

The TDRB reviewed the floor plan and site plan.

The applicant would like to use an extra room as a guest room and therefore is requesting the establishment of a one-room bed and breakfast.

The room is located directly to the rear (south) of the home. There are three ground level entrances. The owner's apartment is located on the second floor above the Taftsville Country Store.

The room measures 12' x 16'. A bathroom and laundry room are located just north of the room.

The Town Planner noted a Certificate of Occupancy cannot be issued until the State Fire Marshall's Office has approved the premises.

The apartment is connected to the Town's sewer system and has an on-site well for water.

There are eight parking spaces directly in front of the store and another five parking spaces on the side along Happy Valley Road.

The TDRB reviewed the Bed and Breakfast criteria.

Testimony was voted close.

**V. OTHER BUSINESS:**

**A. Administrative Officer's Report**

The report was given and discussed.

**VI. DELIBERATIONS:**

**A. T-4534-14 68 Pleasant Street, LLC**

*After discussion, the following findings of fact were established:*

1. The TDRB reviewed the site plan of the proposed parking lot.
2. The recently relocated business would like clients to park in front of the building and employees park in the rear.
3. The front parking lot has eight spaces including a handicap space. This would not be changed. The point of access is from Route 12.
4. The existing parking has four spaces along Pomfret Road which are head-in spaces, toward the building. The area is tight, forcing one to back out into Pomfret Road. Backing onto a public highway is illegal and dangerous.
5. A 40' x 60' six-car parking area is proposed directly north of the building. Cars would park on the northern portion and use the southern portion (closer to the building) as access from Pomfret Road.
6. The entrance onto Pomfret Road would be moved slightly north. The four existing spaces would be grassed over. A curb cut permit from the Select Board is required to relocate the point of entrance.

7. The applicant asked not to plant any screening as the area is an open hay field.
8. The TDRB read the Site Plan and Off-street Parking criteria. Both sections require that evergreen trees or shrubs be planted as a vegetative screen when commercial parking abuts a residential property.
9. After discussion, the applicant agreed to plant five evergreen trees along the north edge of the parking lot to address the screening requirement.
10. The applicant will add a foot of sub base material to the lot and 5-6" of hardpak as surface material. This would bring the parking lot and access up to the same level as the Pomfret Road. The area would still be slightly lower than Route 12.
11. Stormwater would run off into the surrounding fields.

**After discussion, Mr. Lombard moved with a second by Mr. Hunt to approve the application with the following conditions:**

1. **Five evergreen shrubs, at least 2' to 3' feet tall, shall be planted along the north edge of the proposed parking lot.**
2. **The shrubs shall be maintained in perpetuity.**

**The motion passed with a 4-0 vote.**

**B. T-4549-15 Victoria & Courtney Brooks**

**After discussion, the following findings of fact were established:**

1. The TDRB reviewed the floor plan and site plan.
2. The applicant would like to use an extra room as a guest room and therefore is requesting the establishment of a one-room bed and breakfast.
3. The room is located directly to the rear (south) of the home. There are three ground level entrances. The owner's apartment is located on the second floor above the Taftsville Country Store.
4. The room measures 12' x 16'. A bathroom and laundry room are located just north of the room.
5. A Certificate of Occupancy cannot be issued until the State Fire Marshall's Office has approved the premises.
6. The apartment is connected to the Town's sewer system and has an on-site well for water.
7. There are eight parking spaces directly in front of the store and another five parking spaces on the side along Happy Valley Road.
8. The TDRB reviewed the Bed and Breakfast criteria.

**After further discussion, Mr. Hunt moved with a second by Ms. Nichols to approve the application as presented.**

**The motion passed with a 4-0 vote.**

**VII. NEXT MEETING**

The next meeting is scheduled for March 24, 2015. The Town Planner will not be present.

**VIII. ADJOURNMENT**

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town Planner