

Mendon Planning Commission Minutes (Draft)
February 6, 2017

Present: Justin Lindholm, Phil Douglas, Nicole Kesselring, Fred Bagley, Bill Godair, Neil Langer and Teri Corsones were present. Zoning Administrator Steve Cosgrove was also present for the first portion of the meeting. Inasmuch as there was no meeting in January, no minutes were presented for review and approval.

Biasuzzi Site Plan Review Amendment Application: Jeffrey Biasuzzi was present regarding his and his wife Theresa Biasuzzi's application to amend the site plan approval previously issued for their commercial property located at 2472 U.S. Route 4, in order to permit office and retail use of the space. A notice of public hearing was published in the Rutland Herald on January 20, 2017, and posted in three public places in Mendon. A corrected notice of public hearing was published in the Rutland Herald on January 24, 2017 and posted in three public places in Mendon. The corrected notice was for the purpose of correcting the address of the property, which was the subject of a typographical error in the original application. Mr. Biasuzzi provided a copy of the notice and letter sent via certified mail to the following adjoining landowners on January 21, 2017: Daniel and Estelle Adams; CHIMAYO LLC; and N & B Merrill. Mr. Biasuzzi also provided return receipts for the certified mailings, and a copy of the Permit Notice he posted on January 21, 2017 at the subject property. No adjoining landowners appeared at the hearing. Seth and Heather Fernandes, who have entered into a purchase and sales agreement with Mr. and Mrs. Biasuzzi for the subject property, were also present.

Members reviewed the Site Plan Review criteria set forth in Sections 501 – 503 of the Mendon Zoning Regulations, including parking, loading, vehicular and pedestrian circulation, landscaping and screening, and impacts on adjacent properties from noise, light, odor, water runoff, or excess refuse.

With respect to parking, Mr. Biasuzzi submitted a document of parking calculations, based on square footage of the parking area and square footage of the retail and office areas. He also hand-drew a plan depicting the location of nine parking spaces and a dumpster area available in the approximate 1995 square feet of gravel parking area. Mr. and Mrs. Fernandes indicated that three full-time employees are anticipated, with occasional walk-in customers for the retail space and one to two customers at a time with set appointments for the office space. Hours of operation will be 9-5 on Monday – Friday, 9-3 on Saturday and no Sunday hours unless Valentine's Day falls on a Sunday. (Office appointments may occasionally be set during non-business hours.) There is one company vehicle, which one of the three employees typically drives. With respect to snow removal, Mr. Biasuzzi described a system that is used to ensure that plowed snow does not infringe on the number of available parking spaces.

With respect to loading, Mr. and Mrs. Fernandes indicated that deliveries will be made from a delivery van and from a small box truck; no tractor trailer deliveries will be made. Nine parking spaces are adequate for parking and loading, given the criteria set forth in Section 414 "Parking and Loading Facilities" of the Mendon Zoning Regulations, for the proposed use.

With respect to landscaping and screening, the subject property is in the Village District in Mendon. Section 303 of the Mendon Zoning Regulations provides that each lot in the Village District shall have a strip of land at least fifteen feet in width in the front yard and at least ten feet in width in the rear and side yards which shall be maintained as a landscaped area. Mrs. Fernandes indicated that she plans to plant a series of rose bushes along the front portion of the property, and that requisite size grass areas will be maintained in the rear and side yards. Some perennials may also be planted to achieve a garden effect.

With respect to impacts on adjacent properties from noise, light, odor, water runoff, or excess refuse, no adverse impacts are expected. The existing single access point will not change. Vehicular and pedestrian circulation is adequate, based on the projected numbers of persons at the property at any one time.

Mr. Biasuzzi also provided a copy of Water Supply and Wastewater Disposal Permit WW-1-0499-1 dated July 19, 2000, which permits a maximum of eleven workers on a daily basis. He also provided a document entitled "Plot Plan" containing a narrative description of a survey of the property, and hand-drawn notations of adjoining landowners' names, and a floor plan of the structure depicting planned interior improvements and a new proposed doorway, landing and ramp. Mr. Fernandes indicated that construction of improvements will be completed in 6 – 9 months, depending upon when the exterior work can be accomplished given weather conditions.

Members requested Mr. Biasuzzi to submit a site plan that comports with Section 503(d), including depictions of the structure, parking area with proposed parking spaces, landscape areas and the floor plan, drawn to scale. Members who are available on Thursday, February 9, 2017 at 9:00 a.m. will conduct a site visit at the property to review the submitted site plan.

Fred Bagley made a motion to approve the application to amend the current site plan approval, subject to the applicant submitting the site plan detailed above before the site visit scheduled for Thursday, February 9, 2017 at 9:00 a.m., subject to the various representations detailed above, and subject to the applicant obtaining all necessary state permits. Phil Douglas seconded the motion and the motion carried.

Municipal Planning Grant Application: Elysa Smigielski from the Rutland Regional Planning Commission reported that the application for a Municipal Planning Grant to update the Mendon Town Plan was not successful. She recommends submitting another application in the next round. She also offered to assist the Planning Commission with

basic update work on the Town Plan between now and then. She will coordinate the timing for that work with Teri. Members expressed their gratitude to Elysa for her help.

The next meeting of the Mendon Planning Commission is scheduled for Monday, March 13, 2017 at 5:15 p.m. at the Mendon Town Office (one week later than the usual meeting date on the first Monday of the month given the date of the Town Meeting.)

Respectfully submitted,

Teri Corsones