

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE DEVELOPMENT REVIEW BOARD. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**TOWN OF SHELBURNE
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
May 4, 2016**

MEMBERS PRESENT: Mark Sammut (Chairman); Jeff Pauza, Mary Kehoe, Jeff Hodgson, Ian McCray, Alex von Stange, Ty Parker [arrived 7:31 PM].

STAFF PRESENT: Kaitlin Mitchell, DRB Administrator.

OTHERS PRESENT: William Posey, Gail Albert, Dorothy Pellett, Dave Marshall, Stephen Selin, Betsy Rich.

AGENDA:

1. Call to Order and Announcements
2. Organizational Meeting
3. Public Comment
4. Approval of Minutes (4/20/16)
5. Applications
 - Design Review, Single Family House, Lot #5, 26 Fisher Place, William Posey (DR16-03)
 - Re-Approval, Final Plan, Two Lot Subdivision, 872 Falls Road, Selin\MacGregor (SUB15-04R1)
 - Amendment, Final Plan, Modify Building Envelope, 139 Monarch Road Morris (SUB03-04R8)
 - Pre-Application Conference, PUD, Nine Lots, 1348 Irish Hill Road
6. CBC Reporting Form Discussion
7. Other Business/Correspondence
8. Adjournment and/or Deliberative Session

[Note: Minutes reflect the order of the published agenda.]

1. CALL TO ORDER and ANNOUNCEMENTS

Mark Sammut called the meeting to order at 7 PM and congratulated the Planning Commission, past and present members, for form based code being adopted by the Selectboard.

2. ORGANIZATIONAL MEETING

Kate Mitchell facilitated election of the DRB Chair.

Chair

MOTION by Mark Sammut, SECOND by Jeff Pauza, to nominate Mary Kehoe as Chair of the DRB. There were no other nominations. **VOTING: unanimous; motion carried.**

Mary Kehoe is Chair of the Shelburne DRB.

Vice Chair

MOTION by Jeff Pauza, SECOND by Mary Kehoe, to nominate Mark Sammut as Vice Chair. There were no other nominations. **VOTING: unanimous; motion carried.**

Mark Sammut is Vice Chair of the Shelburne DRB.

Clerk

MOTION by Mark Sammut, SECOND by Mary Kehoe, to nominate Jeff Hodgson as Clerk. There were no other nominations. **VOTING: unanimous; motion carried.**

Jeff Hodgson is Clerk of the Shelburne DRB.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES

April 20, 2016

MOTION by Alex von Stange, SECOND by Mark Sammut, to approve the minutes of 4/20/16 as written. VOTING: unanimous (6-0); motion carried.

5. APPLICATIONS

The function of the Development Review Board as a quasi-judicial board and the hearing procedure were explained. Individuals to give testimony before the Board were sworn in.

DR16-03: Design Review for a new single family house on Lot 5 at 26 Fisher Place by William Posey

William Posey appeared on behalf of the application.

Submittals:

- Application
- Site Plan
- Elevation sketches
- Floor plan sketch
- Roof corner detail and window detail sketches
- Town of Shelburne Staff Report, dated 5/4/16

STAFF REPORT

The DRB received a written staff report on the application, dated 5/4/16.

APPLICANT COMMENTS

Bill Posey stated the six lot subdivision includes an existing older house plus three new single family houses and two duplexes. The design review application is for the second single family house to be built. The house will be 1 ½ story with white vinyl siding. The

master bedroom will be on the first floor. The application has been reviewed by Shelburne Historic Preservation & Design Review Committee (SHP&DRC) where in addition to building details, tree plantings were discussed.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Design Review, Single Family House, 26 Fisher Place, Posey (DR16-03)

MOTION by Mark Sammut, SECOND by Jeff Pauza, to grant design review approval to William Posey for a 1 ½ story single family house on Lot #5 at 26 Fisher Place with the following conditions:

- 1. The applicant shall return to SHP&DRC for any detail changes to the exterior of the building.**
- 2. The applicant shall return to SHP&DRC with details of the landscaping plan.**
- 3. The applicant shall include photographs of each elevation with the Certificate of Occupancy application.**

VOTING: unanimous (6-0); motion carried.

MOTION by Alex von Stange, SECOND by Ian McCray, to advance discussion of the CBC reporting form on the agenda until the next applicant arrives to the meeting. VOTING: unanimous (6-0); motion carried.

SUB15-04R1: Re-approval of the Final Plan for a two lot minor subdivision at 872 Falls Road in the Village Residential District and Village Design Review and Stormwater Overlay districts by Stephen Selin on behalf of Bonnie MacGregor

Stephen Selin appeared on behalf of the application.

Submittals:

- Application for Final Plan Review, date stamped 4/11/16
- Property Owner Authorization Form, dated 4/15/16
- Subdivision Plat prepared by Civil Engineering Associates, Inc. titled “Plat of Survey Minor Subdivision Property of Bonnie MacGregor, 872 Falls Road, PO Box 237 Shelburne, Vermont”, dated July 14, 2015 and date stamped 4/11/16
- Final plans prepared by Civil Engineering Associates, Inc. titled “MacGregor 2 Lot Minor Subdivision”, dated July 28, 2015 and date stamped 4/11/16
- Town of Shelburne Staff Report, dated 5/4/16

STAFF REPORT

The DRB received a written staff report on the application, dated 4/20/16. Kate Mitchel noted there are no changes to the previous approval.

APPLICANT COMMENTS

Stephen Selin stated the description of the easements was not submitted in time to file the final plat within the 180 day timeframe so re-approval of the application is needed.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Re-Approval, Final Plan, Two lot Minor Subdivision, 872 Falls Road, Selin\MacGregor (SUB15-04R1)

MOTION by Mary Kehoe, SECOND by Jeff Hodgson, to finalize the record for SUB15-04R1 for a two lot minor subdivision at 872 Fall Road by Stephen Selin for Bonnie MacGregor. VOTING: unanimous (6-0); motion carried.

MOTION by Mary Kehoe, SECOND by Jeff Hodgson, to close the hearing on the Final Plan re-approval of SUB15-04R1 for a minor subdivision at 872 Falls Road and direct staff to draft a decision indicating approval subject to the following conditions:

- 1. The Mylar and executed legal documents including the utility and the right-of-way for the shared driveway easements shall be recorded in the Shelburne Land Records within 180 days of the signed application approval.**
- 2. A zoning permit shall be required prior to any improvements being made.**
- 3. Any application for a zoning permit shall include documentation that the project is exempt from the requirements of EPR Chapter 22 or submission of a copy of the individual Stormwater Permit Application and attachments including plans, specifications, and calculations.**

VOTING: unanimous (6-0); motion carried.

SUB03-04R8: Amendment to the Final Plan to modify a building envelope on Lot #2 in the Crescent Ridge PRD at 139 Monarch Road by Eric Morris

Kate Mitchell noted the applicant withdrew the application.

Pre-Application Conference for a nine lot PUD at 1348 Irish Hill Road in the Rural District

Dave Marshall, CEA, and Betsy Rich appeared on behalf of the conference. Dave Marshall reviewed the existing property at 1348 Irish Hill Road with meadow, woods, an existing house and accessory structure with an apartment, old gravel pit, ponds, slope greater than 15%, and Class 2 wetlands. The proposed development will locate the houses on the perimeter of the property to retain the open meadow area. The development will be served by on-site septic systems. Access to the lots is still being determined. Betsy Rich stated the goal of the development is to keep the feel and integrity of the site. Houses will be on the edge of the woods and have views. Dave Marshall said a third of the property (meadow) is put into conservation per the subdivision bylaws so the houses will be toward the woods. A tree clearing envelope or limit can be submitted.

The DRB mentioned the following for consideration:

- Visibility of vehicles exiting driveways on the site.
- Not bisecting the open area (meadow) with a driveway.
- More curb cuts as opposed to fewer, unsafe curb cuts.
- Keeping tree removal to a minimum.
- Keeping the open space contiguous.
- Ag land, wildlife corridor, character of the development in the area (individual lots versus clustering), utilizing the trees as a buffer.

Gail Albert, Shelburne Natural Resources Committee, mentioned clustering the houses on the parcel and investigating the nature of the woods (old growth forest) and the nature of the soils (Prime Ag).

Dave Marshall urged the DRB to do a site walk once an application has been submitted.

8. CBC REPORTING FORM DISCUSSION

The DRB discussed replies to questions on the CBC report form. Items to be mentioned include on-the-record review, form based code, need for teleconference equipment, continued work with the Planning Commission on zoning issues, and having alternate members on the DRB attend meetings. Mary Kehoe will present the completed report to the Selectboard.

7. OTHER BUSINESS/CORRESPONDENCE

None.

8. ADJOURNMENT and/or DELIBERATIVE SESSION

MOTION by Mary Kehoe, **SECOND** by Ian McCray, to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 8:03 PM.

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