

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 SITE VISIT
September 7, 2016**

MEMBERS PRESENT: Mary Kehoe (Chairwoman); Mark Sammut, Jeff Hodgson, Judy Christensen. (Ian McCray, Alex Von Stange, Jeff Pauza and Ellery Harkness were absent.)

STAFF PRESENT: Kaitlin Mitchell, DRB Administrator;

OTHERS PRESENT: Dan Morrissey, Pat Collins, Jim Collins, Susan Moegenburg, Susan Baldwin, Mike Bourgea, Amy Bourgea, H. Douglas Hoes and James Baldwin.

AGENDA:

1. Call to Order
2. Site Visit
 - Sketch Plan, Subdivision, 9 Lots, 93 Webster Road (FBZ16-01)
3. Adjournment

The DRB conducted a site visit to 93 Webster Road prior to the start of the regular meeting.

1. CALL TO ORDER and ANNOUNCEMENTS

Chairwoman Mary Kehoe called the meeting to order at approximately 5:10 PM.

2. SITE VISIT

The procedure for a site visit was explained in accordance with the DRB Rules of Procedure and Conflict of Interest Policy by Chairwoman Mary Kehoe.

FBZ16-01: Sketch Plan Application by Civil Engineering Associates on behalf of Susan Baldwin for Sketch Plan approval. The proposed project is an existing two acre lot and will be comprised of the retention of an existing house, the future conversion of this house into a duplex structure, the creation of six (6) single family home lots and one duplex lot for a total of nine new units on a total of nine lots, one of which will be open space. Property is located on at 93 Webster Road is within the Residential District and Stormwater Overlay District. The applicant has opted into the Shelburne Road Form-Based Overlay District and will be reviewed under the requirements of Article XVIII.A.

Susan Baldwin and Dave Marshall appeared on behalf of the application.

Record:

- Cover Letter, prepared by Civil Engineering Associates dated July 12, 2016 and received July 12, 2016
- General Application Form, received July 12, 2016

- Sketch Plan Review Application, received July 12, 2016 and including:
 - Review of Town Plan Housing and Growth Area 2 Objectives
 - Detached Dwelling handout
 - Neighborhood Residential Street handout
 - Service Alley handout
 - SR-FBOD Map View
 - List of Adjoining Property Owners
 - Density Analysis
 - Abutters Map
- Property Owner Authorization Letter
- Proposed Conditions Site Plan Neighborhood Street Plan, prepared by Civil Engineering Associates
- This Staff Report

STAFF REPORT

The DRB received a written staff report on the application, dated 08/17/16.

3. ADJOURNMENT

MOTION by Mary Kehoe, SECOND by Mark Sammut, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at approximately 5:40 PM.