

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  
January 4, 2017**

**MEMBERS PRESENT:** Mary Kehoe (Chair); Mark Sammut, Jeff Pauza, Joanna Watts, Ian McCray, Jeff Hodgson, Ellery Harkness. (Judy Christensen and Ty Parker were absent.)  
**STAFF PRESENT:** Dean Pierce, Planning Director.  
**OTHERS PRESENT:** Jeff Jackson, Kane Smart, Katherine Helm, Mary Griswold, Peter Schneider, Erin Heins.

**AGENDA:**

1. Call to Order and Announcements
2. Public Comment
3. Approval of Minutes (12/21/16)
4. Applications
  - Design Review, Vermod Mobile Home, 82 Shelburnewood Drive, Site #140, Vermod Homes/Shelburnewood Mobile Home Co-op (DR16-18)
  - Appeal, Notice of Violation, 4584 Harbor Road, Shelburne Shipyard, Inc. (A16-09)
5. Other Business/Correspondence
6. Adjournment and/or Deliberative Session

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**1. CALL TO ORDER and ANNOUNCEMENTS**

Mary Kehoe called the meeting to order at 7 PM.

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MINUTES**

*December 21, 2016*

**MOTION by Mark Sammut, SECOND by Ian McCray, to approve the minutes of December 21, 2016 as written. VOTING: unanimous (6-0); motion carried.**

**4. 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.

**DR16-18: Design Review for a new 1,080 s.f. Vermod mobile home on Site #140 at 82 Shelburnewood Drive by Vermod Homes/Shelburnewood Mobile Home Co-op**

Peter Schneider appeared on behalf of the application.

Submittals:

- Village Design Review Application

- Site Plan
- Floor Plan
- Elevations (North, South, East, West)
- Town of Shelburne Staff Report, dated 1/4/17

#### STAFF REPORT

The DRB received a written staff report on the application, dated 1/4/17.

#### APPLICANT COMMENTS

Peter Schneider explained Vermod modular homes are manufactured in Wilder, Vermont, and are durable, zero energy (solar panels on the roof), affordable homes on frost protected foundations or, in this case, auger driven piers. The units are not meant to be moved once installed. Mr. Schneider submitted the lighting specifications.

Jeff Pauza asked if the Vermod home meets the definition of mobile home. Dean Pierce stated the definition was changed to account for units built without using a chassis.

#### PUBLIC COMMENT

None.

#### DELIBERATION/DECISION

Design Review, Vermod Mobile Home, Site #140, 82 Shelburnewood Drive, Vermod Homes/Shelburnewood Mobile Home Co-op (DR16-18)

**MOTION by Mary Kehoe, SECOND by Ian McCray, grant design review approval to Vermod Homes for the construction of a 24'x 53' (1,080 s.f.) mobile home at 82 Shelburnewood Drive, Site #140, with the following conditions:**

- 1. A zoning permit shall be required prior to commencing land development.**
- 2. Exterior lighting specifications shall be provided within the Zoning Permit Application.**
- 3. A Certificate of Occupancy shall be required.**

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

**A16-09: Appeal of Notice of Violation, dated 11/7/16, for land development that does not comply with site plan approval (SP16-04), zoning permit (B16-097), and zoning bylaw dimensional standards (setbacks) at 4584 Harbor Road in the Rural Zoning District, Lakeshore Overlay District, and Floodplain and Watercourse Overlay District by Shelburne Shipyard, Inc.**

Erin Heins, attorney representing Shelburne Shipyard appeared on behalf of the appeal. Attorney Heins stated a variance application has been submitted and a continuance is requested on the appeal.

Mary Kehoe disclosed she lives near the shipyard and keeps her boat at the shipyard, but has no financial interest in the operation and feels she can be impartial in hearing the appeal.

Attorney Kane Smart representing the adjacent property owner, Jeff Jackson, said his client has no objection to the continuance or Ms. Kehoe hearing the appeal.

**MOTION by Mary Kehoe, SECOND by Mark Sammut, to continue the public hearing on the appeal by Shelburne Shipyard (A16-09) until February 1, 2017 when the variance application will also be heard. VOTING: unanimous (6-0); motion carried.**

**5. OTHER BUSINESS/CORRESPONDENCE**

None

**6. ADJOURNMENT and/or DELIBERATIVE SESSION**

**MOTION by Mark Sammut, SECOND by Jeff Pauza, to adjourn the meeting. VOTING: unanimous (6-0); motion carried.**

The meeting was adjourned at 7:20 PM.

*RScty: MERiordan*