

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  
June 6, 2018**

**MEMBERS PRESENT:** Joanna Watts (Chair); Mark Sammut, Jeff Pauza, Lisa LaMantia, David Hillman. (Ian McCray and Jeff Hodgson were absent.)

**STAFF PRESENT:** Ravi Venkataraman, DRB Administrator; Kevin Unrath, Pierson Library Director.

**OTHERS PRESENT:** Mendy Mitiguy, Allan Mackenzie, Cathy Townsend.

**AGENDA:**

1. Call to Order and Announcements
2. Public Comment
3. Approval of Minutes (5/16/18)
4. Applications
  - Design Review, Replace Roof and Exterior Repairs, 935 Falls Road, 802 Lee Properties, LLC/Allan Mackenzie (DR18-14)
  - Design Review\Conditional Use\Site Plan, Enclose Porch for Office Space and Signage, 30 Harbor Road, Mitiguy (DR18-12\CU18-03\SP18-05)
  - Conditional Use\Site Plan, Temporary Relocation of Library, 166 Athletic Drive, Town of Shelburne (CU18-04\SP18-06)
5. Other Business
6. Adjournment

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**1. CALL TO ORDER and ANNOUNCEMENTS**

Chair Joanna Watts called the meeting to order at 7 PM. There were no announcements.

**2. PUBLIC COMMENT**

There were no comments from the public at this time.

**3. APPROVAL OF MINUTES**

*May 16, 2018*

**MOTION by Joanna Watts, SECOND by Lisa LaMantia, to approve the minutes of 5/16/18 as written. VOTING: unanimous (5-0); 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 DRB were sworn in.

**DR18-14: Design Review for a new roof, five replacement windows on the second floor, update to the exterior stairway railing, and replacement of the rear deck at 935 Falls Road in the Shelburne Falls Mixed Use District, Stormwater Overlay**

**District, and Village Design Review Overlay District by 802 Lee Properties, LLC/Allan Mackenzie)**

Allan Mackenzie appeared on behalf of the application.

Submittals:

- Historic Preservation and Design Review Application
- Site Plan
- Photographs of building and exterior stairway
- Sketch of proposed updated stairway
- Town of Shelburne Staff Report, dated 6/6/18

STAFF REPORT

The DRB received a written staff report on the application, dated 6/6/18.

APPLICANT COMMENTS

Allan Mackenzie stated the new roof will be of similar material to the previous roof. The railing on the staircase will be raised to 32” per the standard. Decking will be replaced as needed. The apartment on the second floor will have interior renovations. Five new windows in total will be installed on the east, north, and west sides of the building.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Design Review, Replace Roof and Exterior Repairs, 935 Falls Road, 802 Lee Properties, LLC/Allan Mackenzie (DR18-14)

**MOTION by Joanna Watts, SECOND by Lisa LaMantia, to grant design review approval of DR18-14, application by 802 Properties, LLC/Allan Mackenzie to replace the roof, install five replacement windows on the second floor, update the rail system on the exterior stairway, and replace the rear deck at 935 Falls Road with the condition a zoning permit shall be required prior to the commencement of construction. VOTING: unanimous (5-0); motion carried.**

**DR18-12\CU18-03\SP18-05: Design Review\Conditional Use\Site Plan to enclose an existing porch for office space and amend the condition of approval concerning signage at 30 Harbor Road in the Village Center District, Village Design Review Overlay District, and Stormwater Overlay District by Mendy Mitiguy**

Mendy Mitiguy appeared on behalf of the application.

Submittals:

- Historic Preservation and Design Review Application, received 4/24/18
- General Information Application, received 4/24/18
- Administrative Site Plan Review Application, received 4/24/18
- Conditional Use Application, received 4/24/18
- Existing conditions photographs, received 4/24/18
- French Door detail and cut sheet, received 4/24/18
- Window detail and cut sheet, received 4/24/18
- Parcel Boundary Map, received 4/24/18
- Site Plan, received 4/25/18
- North Elevation, received 5/10/18
- West Elevation, received 5/17/18
- East Elevation, received 5/17/18
- Town of Shelburne Staff Report, dated 6/6/18

#### STAFF REPORT

The DRB received a written staff report on the application, dated 6/6/18.

#### APPLICANT COMMENTS

Mendy Mitiguy said the existing open deck space on the building will be enclosed for an office for the retail business. The French doors are for the office. There was discussion of the signage. Mendy Mitiguy explained the conditional use application is for the two signs that have been in place since 1995. The top sign will have two smaller slat signs underneath. The signage will use the same hanger and be the same square footage.

#### PUBLIC COMMENT

None.

#### DELIBERATION/DECISION

Design Review\Conditional Use\Site Plan, Enclose Porch and Signage, 30 Harbor Road, Mendy Mitiguy (DR18-12\CU18-03\SP18-05)

**MOTION by Mark Sammut, SECOND by Joanna Watts, to finalize the record, close the hearing, and authorize staff to prepare a decision indicating approval of DR18-12\CU18-03\SP18-05, applications to enclose an existing porch for office space for the existing retail business, add French doors, and do signage as depicted in the materials filed for the record with the following conditions:**

- 1. A zoning permit shall be required prior to commencing land development.**
- 2. Rescind/remove the condition that the two retail stores within the building shall be treated by the town as a single business for the purpose of outdoor display permits per the amended sign code.**

**VOTING: unanimous (5-0); motion carried.**

**CU18-04\SP18-06: Conditional Use\Site Plan for temporary relocation of the Pierson Library and associated activities to the Shelburne Fieldhouse at 166 Athletic Drive in the Residential District by Town of Shelburne**

Kevin Unrath, Library Director, appeared on behalf of the application.

Submittals:

- Site Plan Application, received 5/5/18
- Conditional Use Application, received 5/3/18
- Site Plan, received 5/3/18
- Town of Shelburne Staff Report, dated 6/6/18

STAFF REPORT

The DRB received a written staff report on the application, dated 6/6/18.

APPLICANT COMMENTS

Kevin Unrath said the plan is to relocate the library temporarily to 166 Athletic Drive during construction from mid-July 2018 until June, 2019.

Lisa LaMantia asked about a change in traffic at the fieldhouse with the library there. Kevin Unrath said the estimate is 45,000 visitors for the year and 20% of that number will likely be on foot or bikes. Seven cars/hour are anticipated. There are 48 available parking spaces for the library at the site. Library programs will be held at the fieldhouse and other locations. Most of the library collection (80%) will be available at the fieldhouse. The Fire Marshall felt the fieldhouse was a good temporary space for the library.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Conditional Use\Site Plan, Temporary Relocation of Library and Activities to 166 Athletic Drive, Town of Shelburne (CU18-04\SP18-06)

**MOTION by Mark Sammut, SECOND by Joanna Watts, to finalize the record, close the hearing, and direct staff to prepare a decision indicating approval of CU18-04\SP18-06 for temporary relocation of the Pierson Library and activities to 166 Athletic Drive by the Town of Shelburne as depicted in the materials filed for the record with the condition the conditional use approval shall be in force on the site (166 Athletic Drive) until the library renovation is complete and the library has vacated the premises. VOTING: unanimous (5-0); motion carried.**

**5. OTHER BUSINESS/CORRESPONDENCE**

Joanna Watts announced the housing development on a portion of the Kwiniaska Golf Course has requested another extension. The DRB can grant extensions for good cause.

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

**MOTION by Joanna Watts, SECOND by Mark Sammut, to adjourn the meeting.**

**VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 7:35 PM.

*RScty: MERiordan*