

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
September 4, 2019**

MEMBERS PRESENT: Jeff Pauza (Chair); Mark Sammut, John Day, Mike Major, Anne Bentley, Doug Griswold. (David Hillman was absent.)

STAFF PRESENT: Ravi Venkataraman, DRB Administrator.

OTHERS PRESENT: Brian Precourt, Mike Bissonette, David Hall.

AGENDA:

1. Call to Order and Announcements
2. Public Comment
3. Approval of Minutes (7/17/19 & 8/21/19)
4. Disclosures/Potential Conflicts of Interest
5. Applications
 - Sketch Plan, Subdivision, Three Lots, 157 Maple Leaf Lane, B&R Developers, Inc. (SUB19-10\FBZ19-02)
6. Other Business
7. Adjournment

1. CALL TO ORDER and ANNOUNCEMENT

Chair Jeff Pauza called the meeting to order at 7 PM.

2. PUBLIC COMMENTS

There were no comments from the public at this time.

3. MINUTES

July 17, 2019

MOTION by John Day, SECOND by Doug Griswold, to approve the 7/17/19 minutes as presented. VOTING: 5 ayes, one abstention (Jeff Pauza); motion carried.

August 21, 2019

MOTION by Mike Major, SECOND by Anne Bentley, to approve the 8/21/19 minutes as presented. VOTING: 4 ayes, 2 abstentions (Jeff Pauza, Doug Griswold); motion carried.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

Mike Major announced his recusal for the Maple Leaf Lane application. The Chair asked those present if anyone had any concerns about the participation of any DRB member in any matter on the agenda. No concerns were raised.

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 DRB were sworn in.

SUB19-10\FBZ19-02: Sketch Plan to create a three lot subdivision at 157 Maple Leaf Lane in the Mixed Use District, Stormwater Overlay, and Shelburne Road Form Based Overlay District by B&R Developers

Brian Precourt appeared on behalf of the application.

Submittal(s):

- Letter from Hamlin Engineering, dated 8/25/19, regarding the proposed development having no adverse impact on the existing storm water system

STAFF REPORT

The DRB received a staff memo on the application, dated 8/28/19. Ravi Venkataraman said there were three outstanding items to be addressed:

- Open space (needs to be clearly delineated on the site plan)
- Waiver of sidewalk requirement (there is no waiver of sidewalk requirements and the applicant is not requesting a waiver)
- Transitional buffer requirement (staff feels this is not required)

Ravi Venkataraman said the storm water requirements are more strict for Form Based Code. Shelburne Water Quality Superintendent and the South Burlington Storm Water Coordinator will review the storm water plan.

APPLICANT COMMENTS

Brian Precourt said his engineer, Hamlin Engineering, looked at the storm water system and found the proposed development will not have an adverse impact on the system. Only a small amount of impervious surface will be added. Regarding the sidewalk for the three lots, there are 2 and ½ houses across the street with no sidewalk. The proposed houses on the three lot subdivision will be smaller than other houses on the street. The sidewalk and street trees in front of the three lot subdivision will make the streetscape different for the three new houses. The sidewalk will be on-grade.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Sketch Plan, Subdivision, Three Lots, 157 Maple Leaf Lane, B&R Developers, Inc. (SUB19-10\FBZ19-02)

MOTION by John Day, SECOND by Doug Griswold, to classify SUB19-10 for 157 Maple Leaf Lane by B&R Developers, Inc. as a Minor Subdivision, finalize the record, close the hearing, and direct staff to prepare a decision authorizing the applicant, B&R Developers, Inc., to prepare a Final Plan Review application for SUB19-10 with the following recommendations:

1. **The Final Plan must indicate the open space areas within the proposed subdivision and the type of open space these areas are pursuant to Form Based Code, Section 1.5.5.D.**
2. **The Final Plan must depict a sidewalk and street trees pursuant to Form Based Code, Section 1.5.**

DISCUSSION:

- **John Day noted presently a sidewalk waiver is not part of the DRB's jurisdiction.**

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

Mike Major returned to the DRB.

6. OTHER BUSINESS/CORRESPONDENCE

Jeff Pauza reported the Selectboard is beginning the budget process and asked for any items needed by the DRB. Following discussion, the DRB felt a letter from the Chair should be sent to the Selectboard requesting training for the DRB.

7. ADJOURNMENT and/or DELIBERATIVE SESSION

MOTION by John Day, SECOND by Anne Bentley, to adjourn the meeting.

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

The meeting was adjourned at 7:13 PM.

RScty: MERiordan