

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
October 3, 2018**

MEMBERS PRESENT: Joanna Watts (Chair); Jeff Pauza, David Hillman, Mark Sammut, Jeff Hodgson. (Ian McCray was absent.)
STAFF PRESENT: Ravi Venkataraman, DRB Administrator.
OTHERS PRESENT: Jared Vincent, Shawn Sweeney, Dave Marshall, Stephen Kredell, Stacey Thibaud, Michael Koch.

AGENDA:

1. Call to Order and Announcements
2. Public Comment
3. Approval of Minutes (9/19/18 site visit and regular meeting)
4. Applications
 - Site Plan\Conditional Use, Expand Vehicle Business, 85 Executive Drive, Bruce and Susan Thibaud (SP99-01R1\CU99-05R1)
 - Boundary Line Adjustment, 3537 Harbor Road, JCK Properties, LLC (BLA18-03)
 - Sketch Plan, Subdivision, Two Lots, 5059 & 5061 Shelburne Road, Sweeney (SUB12-04R4)
5. Other Business
6. Adjournment

1. CALL TO ORDER and ANNOUNCEMENTS

Chair Joanna Watts called the meeting to order at 7 PM.

ANNOUNCEMENTS

Mark Sammut mentioned the resignation of Joanna Watts from the DRB at the conclusion of the meeting and thanked Ms. Watts for her guidance and service.

2. PUBLIC COMMENT

Shawn Sweeney spoke positively on the redesign and new layout of Rice Lumber which recently reopened.

3. APPROVAL OF MINUTES

September 19, 2018 – Site Visit & Regular Meeting

MOTION by Joanna Watts, SECOND by Mark Sammut, to approve the 9/19/18 minutes from the site visit at 6747 Spear Street with the following correction(s)/clarification(s):

- **Item #2, 1st paragraph, last sentence – change “with respect to” to “given”.**
- **Vote on motion to adjourn should reflect all seven members voting.**

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

MOTION by Mark Sammut, SECOND by Joanna Watts, to approve the 9/19/18 minutes of the regular meeting 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.

SP99-01R1\CU99-05R1: Site Plan\Conditional Use to expand a vehicle sales and repair business and reconfigure property at 85 Executive Drive in the Mixed Use District and Stormwater Overlay District by Bruce and Susan Thibaud

Dave Marshall, Steve Kredell, Mike Koch, and Stacey Thibaud appeared on behalf of the application.

Submittals:

- Cover letter prepared by Civil Engineering Associates
- Revised set of HydroCAD models for storm water impacts and management
- Revised set of site plans including Existing Conditions Overall Site Plan and Existing Conditions Partial Site Plan
- Town of Shelburne Staff Memo, dated 9/27/18

STAFF REPORT

The DRB received a staff memo on the application, dated 9/27/18. Ravi Venkataraman noted the paved circular pods in front of the structure are for temporary display of vehicles. Per Section 1980.7 the vehicles must be presented in a neat fashion. Also, per Section 1960.4 the required number of bike spaces must be shown on the site plan.

APPLICANT COMMENTS

Dave Marshall explained the application seeks to renovate the building so the client experience is better and more efficient than today. Changes include improved circulation, new sales entrance, vehicle presentation pods, and connectivity to the Route 7 sidewalk.

Steve Kredell reviewed the drive-through to the service area that is being created, noting Volvo wants to create a similar experience at all Volvo sales sites. The building is being dressed up to make the customer experience better.

Mike Koch stated the existing dealership is 12,900 s.f. and the proposed addition is 7,700 s.f. which equates to 43 vehicle spaces per the regulations. The requirement for bike parking is 10% of the number of vehicle spaces. A bike rack with the required number of bike spaces is located on the south side of the building.

Jeff Pauza asked about lighting. Dave Marshal said the lighting is intended to remain the same. The signs are not self-illuminated and additional lighting is not proposed.

There was discussion of handicap parking spaces. Dave Marshall said the spaces are located at the closest and most reasonable access to the building. Tracey Thibaud added there is signage on how to enter the building. Service customers are encouraged to enter through service, but other customers can park near the service department.

David Hillman asked how vehicles will be parked on the pods. Tracey Thibaud said vehicles will not be driven to the pods after a rainstorm. The pods may not be used in winter.

Joanna Watts asked about screening and removal of trees. Ravi Venkataraman said staff has no issues with landscaping/screening. The berm on the southern edge of the property appears to be effective screening. The applicant reviewed the screening in place between the residential use and the storm water channel.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Site Plan\Conditional Use, Expand Vehicle Business, 85 Executive Drive, Thibaud (SP99-01R1\CU99-05R1)

MOTION by Joanna Watts, SECOND by Jeff Hodgson, to finalize the record, close the hearing and direct staff to prepare a decision to indicate approval of SP99-01R1\CU99-05R1, applications to expand a vehicle sales and repair business and reconfigure access at 85 Executive Drive in the Mixed Use District and Stormwater Overlay District by Bruce and Susan Thibaud with the following conditions:

- 1. A zoning permit is required before any land development can commence.**
- 2. The applicant must provide the exact amount of bicycle parking to be installed per the proposal with the zoning permit application.**

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

BLA18-03: Boundary Line Adjustment to merge two adjacent parcels at 3537 Harbor Road in the Rural District and Lakeshore Overlay District by JCK Properties, LLC

Jared Vincent appeared on behalf of the application.

Submittals:

- Boundary Line Adjustment Application, received September 10, 2018
- Tax map with parcels highlighted, received September 10, 2018
- Existing Conditions Site Plan, received September 10, 2018
- Town of Shelburne Staff Report, dated July 18, 2018

STAFF REPORT

The DRB received a written staff report on the application, dated 7/18/18. Ravi Venkataraman said staff had no issues with the boundary line adjustment which moves the lot toward conformity in the district.

APPLICANT COMMENTS

Jared Vincent said the lots are acting as one lot now. It is not known why the lots were divided previously.

PUBLIC COMMENTS

None.

DELIBERATION/DECISION

Boundary Line Adjustment, 3537 Harbor Road, JCK Properties, LLC (BLA18-03)

MOTION by Mark Sammut, SECOND by Joanna Watts, to finalize the record and approve the boundary line adjustment, BLA18-03, prepared by JCK Properties, LLC for property located at 3537 Harbor Road with the condition the Mylar shall be recorded within 180 days of the approval. VOTING: unanimous (5-0); motion carried.

SUB12-04R4: Sketch Plan for a two lot (re)subdivision in a Mixed Use PUD at 5059 and 5061 Shelburne Road in the Village Center District, Village Core Overlay District, Village Design Review Overlay District, and Stormwater Overlay District, by Shawn Sweeney

Shawn Sweeney with Sweeny Design appeared on behalf of the application.

Submittals:

- Cover letter, dated September 5, 2018 and received September 11, 2018
- Sketch Plan Review Application, received September 11, 2018
- Statement indicating Professional Advisor, dated September 5, 2018 and received September 11, 2018
- Proposed Conditions Site Plan, received September 11, 2018
- Town of Shelburne Staff Report, dated August 1, 2018

STAFF REPORT

The DRB received a written staff report on the application, dated 8/1/18. Ravi Venkataraman said a formalized letter is needed saying the holder of the PUD (Champlain Housing Trust) has conferred density to Mr. Sweeney and the density is acceptable.

APPLICANT COMMENTS

Shawn Sweeney said he wants to subdivide the lot in order to have a more reasonable residential mortgage for the residential use and a separate mortgage for the carriage barn which is a commercial use. No changes to the buildings are proposed. Mike Monte with Champlain Housing Trust has no issues with the density and will sign the letter when necessary.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Sketch Plan, Subdivision, Two Lots, 5059 and 5061 Shelburne Road, Shawn Sweeney (SUB12-04R4)

MOTION by Mark Sammut, SECOND by Jeff Hodgson, to classify the application, SUB12-04R4, as a Major Subdivision and finalize the record, close the hearing, and direct staff to prepare a decision authorizing the applicant to prepare a Preliminary Plan application with the following conditions:

- 1. The applicant must submit a site plan review application with the Preliminary Plan Review application as stipulated in Section 1930.2.**
- 2. The applicant shall garner comments from various town departments as stipulated under the Shelburne Subdivision Regulations, Section 600 (28), and include the comments in the Preliminary Plan Review Application.**
- 3. The applicant should provide a formal letter or statement from Champlain Housing Trust that indicates CHT has conferred the density to the applicant.**

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

5. OTHER BUSINESS/CORRESPONDENCE

Mark Sammut noted Lisa LaMantia has resigned from the DRB and is thanked for her service. There are now two open positions on the DRB.

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 7:36 PM.

RScty: MERiordan