

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 17, 2018**

MEMBERS PRESENT: Ian McCray (Chair); Jeff Pauza, David Hillman, Mark Sammut, Jeff Hodgson, John Day, Lauren Giannullo
STAFF PRESENT: Ravi Venkataraman, DRB Administrator;
OTHERS PRESENT: Jay Desautels, Melissa Desautels

AGENDA:

1. Call to Order and Announcements
2. Reorganization Meeting
3. Public Comment
4. Approval of Minutes (10/3/18)
5. Applications
 - PUD Amendment, Adjust Boundary Lines, 0 Pond Road, Jay Desautels Revocable Living Trust (SUB04-10R2)
5. Other Business
6. Adjournment

1. CALL TO ORDER and ANNOUNCEMENTS

Chair Ian McCray called the meeting to order at 6:59 PM.

ANNOUNCEMENTS

Ian McCray welcomes new board members John Day and Lauren Giannullo to the Development Review Board.

2. REORGANIZATION MEETING

MOTION by Mark Sammut, **SECOND** by John Day, to move Item 2 to Item 6, after Item 5 (Other Business).

VOTING: unanimous (7-0); motion carried.

3. PUBLIC COMMENT

There were no comments from the public at this time.

4. APPROVAL OF MINUTES

October 3, 2018

MOTION by Ian McCray, **SECOND** by Jeff Hodgson, to approve the 10/3/18 minutes. **VOTING: 5 ayes, 2 abstentions (John Day, Lauren Giannullo); 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.

SUB04-10R2: Application by Krebs and Lansing Consulting Engineers, Inc. on behalf of Jay Desautels Revocable Living Trust to amend an approved Residential PUD and adjust boundary lines between Lots 4 and 5. Property at 0 Pond Road is located in the Rural District, and Floodplain and Watercourse Overlay District.

Jay Desautels appeared on behalf of the application.

Submittals:

- Letter of Transmittal, received 9/24/18
- Final Plan Review Application, received 9/24/18;
- Site Plans (Sheets 1, 2, and 3) prepared by Krebs and Lansing Consulting Engineers, received 9/24/18:
- Town of Shelburne Staff Report, dated 10/17/18

STAFF REPORT

The DRB received a written staff report on the application, dated 10/17/18. Ravi Venkataraman said that staff determined that such minor alterations to the existing PUD qualified for a one-step process. Venkataraman said staff would like to see any changes in legal documents that might occur as a result of the approval of the request.

APPLICANT COMMENTS

Jay Desautels said the request was for a small shift, transferring 0.8 acres from lot 4 to lot 5. The area transferred is a small portion of the field, and is a minute amount compared to the overall 133 acres on the property. This request is allow lot 5 to engage in more agricultural or family-related activities. Lots 4 and 6 already have large fields.

Jeff Pauza asked if the applicant could show where the adjustment is on the projected site plans. Ravi Venkataraman clarified that the plans projected are the proposed plans, and where the 0.8 acres on the plans are. Pauza asked if additional agricultural lands were being added to the overall amount of covenant-restricted lands. Desautels said the request would not increase the amount of agricultural lands; the request is to shift a piece of agricultural lands from lot 4 to agricultural lands in lot 5. No changes to the wetlands and no-cut buffers are proposed.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

PUD Amendment, Adjust Boundary Lines, 0 Pond Road, Jay Desautels Revocable Living Trust (SUB04-10R2)

MOTION by Ian McCray, **SECOND** by Mark Sammut, to finalize the record and close the hearing for PUD Amendment Application SUB04-10R2 by Jay Desautels Revocable Living Trust to adjust the boundary lines between Lots 4 and 5.

VOTING: unanimous (7-0); motion carried.

MOTION by Ian McCray, **SECOND** by Jeff Pauza, to direct staff to prepare a decision to indicate approval of PUD Amendment Application SUB04-10R2 prepared by Krebs and Lansing on behalf of Jay Desautels Revocable Living Trust to adjust the boundary lines between Lots 4 and 5, with the following conditions:

1. The Mylar that indicates the proposed boundary lines and any other features that have changed since the approval of SUB04-10R1 must be filed and recorded within 180 days of this approval.
2. Warranty deeds, open space agreements, and similar or related documents that require updating as a result of this approval (e.g., updated acreages, lot numbers, etc.) must be submitted the Town attorney for review and approval within 60 days of this approval.
3. Conditions not addressed by this application are not altered by this decision.

VOTING: unanimous (7-0); motion carried.

5. OTHER BUSINESS/CORRESPONDENCE

None.

6. REORGANIZATION MEETING

Chair

MOTION by Mark Sammut, **SECOND** by David Hillman, to nominate Jeff Pauza as Chair of the Shelburne DRB. There were no other nominations. **VOTING:**

Jeff Pauza is Chair of the Shelburne DRB.

Vice Chair

MOTION by Ian McCray, **SECOND** by Jeff Hodgson, to nominate Mark Sammut as Vice Chair of the Shelburne DRB. There were no other nominations. **VOTING:**

Mark Sammut is the Vice Chair of the Shelburne DRB.

Clerk

MOTION by Mark Sammut, **SECOND** by Ian McCray, to nominate David Hillman as Clerk of the Shelburne DRB. There were no other nominations. **VOTING:**

David Hillman is Clerk of the Shelburne DRB.

7. ADJOURNMENT and/or DELIBERATIVE SESSION

MOTION by Ian McCray, SECOND by Mark Sammut, to adjourn the meeting.

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 7:17 PM.