

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 20, 2023**

**MEMBERS PRESENT:** Mark Sammut (Chair); Mike Major, Anne Bentley, Bob Glover, Allyson Myers, David Hillman, Steve Kredell.  
**STAFF PRESENT:** Kit Luster, DRB Coordinator.  
**OTHERS PRESENT:** David Shenk, Ryan Morse, Catherine Buscaglia, Michael Bissonnette, Media Factory.

**AGENDA:**

1. Call to Order and Agenda
2. Public Comment
3. Minutes (9/6/23)
4. Disclosure of Conflicts of Interest
5. Applications:
  - Sketch Plan, Form Based Zoning, Multi-Family Building, 24-Units, 4309 Shelburne Road, Shenk Enterprises (FBZ23-02)
6. Other Business
7. Adjournment

**1. CALL TO ORDER and AGENDA**

Chair, Mark Sammut, called the meeting to order at 7 PM.

**2. PUBLIC COMMENTS**

None.

**3. MINUTES**

*September 6, 2023*

**MOTION by Mike Major, SECOND by Allyson Myers, to approve the minutes of 9/6/23 as presented. VOTING: unanimous (6-0)[Steve Kredell not present for vote]; motion carried.**

**4. DISCLOSURE OF CONFLICTS OF INTEREST**

None.

**5. APPLICATIONS**

**FBZ23-02: Sketch Plan for a 24-unit multi-family building under Form Based Code in the Mixed Use district, DR-FBOD Mixed Use Neighborhood Overlay District, and Stormwater Overlay at 4309 Shelburne Road by David Shenk, Shenk Enterprises**

David Shenk and Ryan Morse appeared on behalf of the application.

STAFF REPORT

The DRB received a written staff report on the application, dated 9/20/23. Kit Luster explained the applicant is doing a sketch plan review voluntarily to get feedback from the DRB on their proposal. Items to consider include shared parking between the Dutch Mill Restaurant and the apartment building, and the dumpster placement for both uses.

#### APPLICANT COMMENTS

David Shenk stated the proposal is to build a two story, 24-unit residential building behind the Dutch Mill Restaurant and a duplex on the northern side of the parcel. The buildings will fit with the character of the neighborhood. There will be a newly graded access road and a buffer on the rear side of the project. There are 48 parking spaces shown for the 24 apartment units (two spaces per unit) plus 16 parking spaces for the restaurant. Some of the parking spaces may have to be rearranged. The dumpster will be in a centralized, enclosed, roofed, sheltered area in the back by the parking area and not visible to the Howard Center building on the adjacent lot. Stormwater features on the parcel are already built. The sewer and water lines will be extended with all new infrastructure. The pedestrian connections are part of the street type in form based code. There will be connecting sidewalk to the buildings. The duplex which is in the build-to zone will be built to form based code. Elevations, circulation, and other details will be provided at the next level of review. Comments from the appropriate town departments will be solicited on the proposal.

There was discussion about the existing sign being removed. David Shenk said discussions with VTrans are underway. There are no changes proposed for the restaurant. There was discussion of shared parking. David Shenk said the residential and restaurant parking should balance each other to ensure the parking needs of both are met.

#### PUBLIC COMMENT

Michael Bissonette, owner of the Dutch Mill Restaurant, testified he could use more parking at the restaurant so what is shown is beneficial.

#### DELIBERATION/DECISION

Sketch Plan, Form Based Zoning, Multi-Family Building, 24-Units, 4309 Shelburne Road, Shenk Enterprises (FBZ23-02)

**MOTION by Mark Sammut, SECOND by Allyson Myers, to direct staff to draft a memorandum of understanding to be sent to the applicant on the items discussed including comments from the Fire Department (and other appropriate town departments), pedestrian circulation (sidewalk, bike racks), dumpster enclosure, comments on wastewater, stormwater, water, and adequate parking for the residential and restaurant uses.**

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

**6. OTHER BUSINESS**

*DRB Meeting Schedule*

October 4, 2023 – application(s)

October 18, 2023 – application(s)

October 26, 2023 – Regional Planning Essentials of Lane Use Planning training session

**7. ADJOURNMENT**

**MOTION by Mark Sammut, SECOND by Anne Bentley, to adjourn the meeting.**

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

The meeting was adjourned at 7:42 PM.

*RScty by tape: MERiordan*