

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
November 2, 2022**

MEMBERS PRESENT: Mark Sammut (Chair); Anne Bentley, John Day, Allyson Myers, Bob Glover, David Hillman, Zeke Plante, Mike Major.
STAFF PRESENT: Lee Krohn, Town Manager.
OTHERS PRESENT: Tracey Beaudin, Jack Milbank, Gail Albert, Media Factory.

AGENDA:

1. Call to Order and Agenda
2. Approval of Minutes (9/21/22)
3. Public Comment
4. Disclosures/Potential Conflicts of Interest
5. Applications
 - Final Plan, Subdivision, Two Lots, 393 & 395 Bostwick Road, Robert Blair (SUB22-03)
6. Other Business
7. Adjournment

1. CALL TO ORDER and AGENDA

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

2. MINUTES

October 19, 2022

MOTION by John Day, SECOND by Allyson Myers, to approve the minutes of 10/19/22 as presented. VOTING: unanimous (8-0); motion carried.

3. PUBLIC COMMENTS

None.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

Those participating in the meeting were asked 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.

SUB22-03: Sketch Plan for a two-lot subdivision at 393 & 395 Bostwick Road in the Residential District and Stormwater Overlay District by Robert Blair/Ross Brooker
Jack Milbank with Civil Engineering Associates appeared on behalf of the application.

STAFF REPORT

The DRB received a written staff report on the application, dated 11/2/22.

APPLICANT COMMENTS

Jack Milbank reviewed the two-lot subdivision on 3 ½ acres. No new structures nor land development are proposed. Any changes to the site in the future will go through the development review process as may exist at that time. There is an existing mobile home on Lot 1 which will remain. A 50' right-of-way provides access to Lot 2. The existing curb cut will remain unchanged. The properties are served by municipal water and sewer.

PUBLIC COMMENT

Gail Albert, Shelburne Natural Resources Committee, said the committee is interested in speaking to the property owner about ways to protect the stream.

DELIBERATION/DECISION

Sketch Plan, Subdivision, Two Lots, 393 & 395 Bostwick Road, Robert Blair/Ross Brooker (SUB22-03)

MOTION by Mike Major, SECOND by John Day, to finalize the record, close the hearing, and direct staff to prepare a decision to approve the Final Plan for a two-lot subdivision at 393 & 395 Bostwick Road in the Residential District and Stormwater Overlay District by Robert Blair/Ross Brooker with the following conditions:

1. **The mylar for SUB22-03 of the Final Plat acceptable to staff and meeting the requirements of Section 620 of the Shelburne Subdivision Regulations shall be recorded in the Shelburne land records within 180 days of the signed approval by the DRB Chair.**
2. **Per Section 600(39) of the Shelburne Subdivision Regulations prior to the mylar being signed the following must be submitted and approved by the Town Attorney:**
 - **The Final Plan application for a minor or major subdivision shall be accompanied by a Certificate of Title showing the ownership of all property and easements to be dedicated or acquired by the town or reserved and said Certificate of Title shall be approved by the Town Attorney.**
 - **Copies of the proposed Offers of Dedication, deeds, easements to the town shall also accompany the Final application and be approved by the Town Attorney.**
3. **The applicant shall provide documentation of compliance with Section 520; projects in this overlay district that result in a change in impervious surface area that triggers a new or renewed individual state shall provide documentation that the project is either exempt or in compliance with EPR Chapter 22.**
4. **The applicant shall demonstrate compliance with Section 530; projects in this overlay district that result in a change in impervious surface area shall either submit documentation that they are exempt from the requirements of EPR**

Chapter 22 or submit a copy of the individual Stormwater Permit Application and attachments to the Town of Shelburne.
VOTING: unanimous (8-0); motion carried.

6. OTHER BUSINESS/CORRESPONDENCE

Staff Changes

Mark Sammut announced Adele Gravitz has resigned. Lee Krohn and Ken Belliveau will temporarily assist in the Planning & Zoning Office. An offer has been made to an individual for the DRB Coordinator position.

7. ADJOURNMENT

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

VOTING: unanimous (8-0); motion carried.

The meeting was adjourned at 7:31 PM.

RScty by tape: MERiordan