

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
December 6, 2023**

MEMBERS PRESENT: Mark Sammut (Chair); Mike Major, Bob Glover, Steve Kredell, Anne Bentley, David Hillman, Allyson Myers
STAFF PRESENT: Kit Luster, DRB Coordinator.
OTHERS PRESENT: Scott Homsted, Brian Precourt, Media Factory.

AGENDA:

1. Call to Order and Agenda
2. Public Comment
3. Minutes (11/15/23)
4. Disclosure of Conflicts of Interest
5. Applications:
 - Reapproval, Boundary Line Adjustment, 220 Scout Farm Road/7470 Route 116, Chittenden/Venner & Milne Golf Too, LLC (SUB04-10R4)
 - Sketch Plan, Subdivision, Two Lots, 215 Maple Leaf Lane, Precourt (SUB23-01)
 - Conditional Use\Site Plan, Pedestrian Bridge, Falls Road/Irish Hill Road, Town of Shelburne (CU23-02\SP23-02)
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

Mark Sammut publicly thanked Kit Luster and Aaron DeNamur for organizing the recent gathering with the Planning Commission and DRB.

3. MINUTES

November 15, 2023

MOTION by Mark Sammut, SECOND by Anne Bentley, to approve the minutes of 11/15/23 as presented. VOTING: 6 ayes, one abstention (Allyson Myers); motion carried.

4. DISCLOSURE OF CONFLICTS OF INTEREST

None.

5. APPLICATIONS

SUB04-10R4: Reapproval of a boundary line adjustment due to expiration of the filing deadline for the mylar in the land records for property at 220 Scout Farm

Road/7470 Route 116 in the Rural District by Chittenden/Venner & Milne Golf Too, LLC

Scott Homsted with Krebs & Lansing appeared on behalf of the application.

STAFF REPORT

The DRB received a written staff report on the application, dated 12/6/23. Kit Luster explained the application was approved in April 2023, but the applicant missed the deadline for filing the mylar and is seeking reapproval.

APPLICANT COMMENTS

Scott Homsted stated there are no changes to the application.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Reapproval, Boundary Line Adjustment, 220 Scout Farm Road/7470 Route 116, Chittenden/Venner & Milne Golf Too, LLC (SUB04-10R4)

MOTION by Mark Sammut, SECOND by Mike Major, to direct staff to prepare a decision for SUB04-10R4 with the following conditions of approval:

- 1. All legal documents stipulated in the Final Plan approval of SUB04-10R1 and the legal documents that require revision in the approval of the PUD Amendment application, SUB04-10R3, must be recorded in the Shelburne Land Records within 180 days of the signed approval.**
- 2. The mylar depicting the updated plat proposed in application SUB04-10R4 must be recorded in the land records within 180 days of the DRB approval.**
- 3. Conditions not addressed in this application are not altered by the decision.**

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

SUB23-01: Sketch Plan review for a two-lot subdivision at 215 Maple Leaf Lane in the Mixed Use District, Lakeshore Overlay District, and Stormwater Overlay District by Brian Precourt on behalf of Rinald and Beatrice Precourt Irrevocable Trust

Brian Precourt appeared on behalf of the application.

STAFF REPORT

The DRB received a written staff report on the application, dated 12/6/23. Kit Luster reported the proposal is for a two-lot subdivision at 215 Maple Leaf Lane. Approval for the Pointview Drive access and any homeowners association conditions must be squared

away by Final Plan. Also, comments from town departments on sewer and water connection need to be addressed.

APPLICANT COMMENTS

Brian Precourt stated the lot that is being subdivided has an existing house which will remain on Lot 2 of the subdivision. A new house will be built on Lot 1 after the existing shop and garage are demolished. The access to both Maple Leaf Lane and Pointview Drive may both be retained though this could change. Lot 2 will have Pointview Drive access. Lot 1 will have a Bay Road address. Pointview Drive is a private road maintained by the homeowners association. There is no change to the water and sewer service to Lot 2. Lot 1 will have water and sewer service off Pointview Drive. Comments from the town water and sewer department will be addressed. Electric lines will be underground. The developable land is five lots; the proposal is less than that. Regarding bike/ped access, the town already has the ability to connect a path using the easement on Bayview Lane without encumbering this subdivision.

Bob Glover asked about increasing the impervious surface. Brian Precourt pointed out the existing house footprint will not change. The parking area by the shop/garage will be removed. The house to be built will not have additional impervious surface.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Sketch Plan, Subdivision, Two Lots, 215 Maple Leaf Lane, Precourt (SUB23-01)

MOTION by Mike Major, SECOND by Mark Sammut, to finalize the record, close the hearing and direct staff to prepare a decision for SUB23-01 for a two-lot subdivision at 215 Maple Leaf Lane by Brian Precourt with the following conditions:

- 1. A zoning permit from the Planning & Zoning Office must be obtained before any work starts on the project.**
- 2. Connection to town water and sewer services must be in conformance with the Town of Shelburne Public Works Standards.**
- 3. Final Plan submittal must be in accordance with Article VI, Section 600 of the Shelburne Subdivision Regulations.**

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

CU23-02\SP23-02: Conditional Use\Site Plan for a pedestrian bridge over the LaPlatte River at Falls Road/Irish Hill Road in the Shelburne Falls Mixed Use District and Watercourse Overlay District by the Town of Shelburne

Mark Sammut reported the applicant requested a continuance on the application.

MOTION by Mark Sammut, SECOND by Mike Major, per the applicant’s request to continue the conditional use and site plan application, CU23-02\SP23-02, for a pedestrian bridge over the LaPlatte River at Falls Road/Irish Hill Road by the Town of Shelburne until 12/20/23. VOTING: unanimous (7-0); motion carried.

6. OTHER BUSINESS

DRB Meeting Schedule

December 20, 2023 – application(s)

January 3, 2024 – no meeting

7. ADJOURNMENT

MOTION by Allyson Myers, SECOND by Anne Bentley, to adjourn the meeting. VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 7:36 PM.

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