

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  
May 15, 2019**

**MEMBERS PRESENT:** Jeff Pauza (Chair); Mark Sammut, Doug Griswold, John Day, Mike Major, Anne Bentley. (David Hillman was absent.)

**STAFF PRESENT:** Ravi Venkataraman, DRB Administrator.

**OTHERS PRESENT:** Brian Precourt, Gail Albert, Dick and Peg Meunier, Alison Gardner, Louise Piche, Jed Graef (via telephone), Gerry Guillemette.

**AGENDA:**

1. Call to Order and Announcements
2. Public Comment
3. Approval of Minutes (5/1/19)
4. Disclosures/Potential Conflicts of Interest
5. Applications
  - Design Review, Signs, 80 Shelburne Shopping Park, Precourt Investment Co., LLC (DR19-05)
  - Conditional Use\Site Plan, Restaurant, 6305 Shelburne Road, Fiddlehead Brewing Company, LLC (CU05-05R5\SP05-01R3)
  - Sketch Plan, Residential PUD, Four Lots, 33 Thomas Road, Three Jewels, LLC (SUB19-04)
  - Pre-Application Conference, Residential PUD, Two Lots, 136 Southview Drive, Meunier (SUB19-06)
6. Other Business
7. Adjournment

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**1. CALL TO ORDER and ANNOUNCEMENT**

Chair Jeff Pauza called the meeting to order at 7 PM.

**2. PUBLIC COMMENTS**

There were no comments from the public at this time.

**3. MINUTES**

*May 1, 2019*

**MOTION by John Day, SECOND by Doug Griswold, to approve the 5/1/19 minutes as presented. VOTING: unanimous (6-0); motion carried.**

**4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST**

- Mike Major disclosed he is a neighbor of Brian Precourt, but feels he can be impartial in review of the application.

## 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.

**DR19-05: Design Review for a new façade sign and a shopping park directory sign panel at 80 Shelburne Shopping Park in the Village Center District, Village Design Review Overlay District, Village Core Overlay District, and Stormwater Overlay District by Precourt Investment Co., LLC**

Brian Precourt appeared on behalf of the application.

### Submittals:

- Historic Preservation and Design Review Application
- Photographs depicting proposed signage and locations
- Elevations depicting façade sign locations
- Site Plan depicting directory sign panel location
- Town of Shelburne Staff Report, dated 5/15/19

### STAFF REPORT

The DRB received a written staff report on the application, dated 5/15/19. Ravi Venkataraman said Shelburne Historic Preservation & Design Review Committee (SHP&DRC) reviewed the application and recommends approval with the condition a zoning permit is required before installation of the signs.

### APPLICANT COMMENTS

Brian Precourt reviewed the planned sign on the building and on the panel.

### PUBLIC COMMENT

None.

### DELIBERATION/DECISION

Design Review, Signs, 80 Shelburne Shopping Park, Precourt (DR19-05)

**MOTION by Mark Sammut, SECOND by Mike Major, to grant design review approval to Precourt Investment Co., LLC for a new façade sign and a shopping park directory sign panel at 80 Shelburne Shopping Park as submitted and with the condition a sign permit shall be required prior to the installation of the new signage. VOTING: unanimous (6-0); motion carried.**

**CU05-05R5\SP05-01R3: Conditional Use\Site Plan to convert a portion of the existing enclosed light manufacturing use into a restaurant use at 6305 Shelburne Road in the Commerce and Industry South District and Stormwater Overlay District by Fiddlehead Brewing Company, LLC**

**MOTION by John Day, SECOND by Doug Griswold, per the request of the applicant to continue the hearing to June 5, 2019 pending SHP&DRC review of the application. VOTING; unanimous (6-0); motion carried.**

**SUB19-04: Sketch Plan for a proposed four lot residential Planned Unit Development at 33 Thomas Road in the Rural District and the Floodplain and Watercourse Overlay District by Three Jewels, LLC**

Alison Gardner, Louise Piche, and Jed Graef (via telephone) appeared on behalf of the application.

Submittals:

- Cover letter, received 4/19/19
- Sketch Plan Review Application, received 4/19/19
- Site Plans, received 4/19/19
- Town of Shelburne Staff Memo, dated 5/15//19

STAFF REPORT

The DRB received a memorandum from staff on the application, dated 5/15/19. Ravi Venkataraman said the proposal is for a four lot residential PUD with three house sites and one open space lot. The applicant will decide if the lots are building envelope or footprint lots. The DRB can decide the setback standards per Section 1930.3. A Project Review Sheet is needed from the applicant. Trees along the driveway should be shown on the site plan per Section 810. The Fire Chief will review the plan and provide comment. The applicant must submit well log data to show there is enough water to serve three houses.

APPLICANT COMMENTS

Alison Gardner explained the objective is to conserve the land along the river and cluster the houses to keep as much of the land open as possible.

Jed Graef confirmed the letters from Jon Winsten and Liz Pinel, dated 5/15/19, were received concerning keeping the rural character of the area.

There was discussion of the distance from the neighbor's house and setbacks on the property. Jeff Pauza pointed out no structure (fence, patio, or any at grade or above structure) is allowed in the setback.

PUBLIC COMMENT

Gail Albert, Shelburne Natural Resources Committee, said SNRCC was pleased with the PUD proposal to protect the land along the river.

DELIBERATION/DECISION

Sketch Plan, Residential PUD, Four Lots, 33 Thomas Road, Three Jewels, LLC (SUB19-04)

**MOTION by John Day, SECOND by Anne Bentley, to classify SUB19-04, application for a residential PUD at 33 Thomas Road, as a major subdivision, and to finalize the record and close the hearing. VOTING: unanimous (6-0); motion carried.**

**MOTION by John Day, SECOND by Doug Griswold, to direct staff to prepare a decision to authorize Three Jewells, LLC to prepare a Preliminary Plan application for SUB19-04 with the following recommendations:**

- 1. The applicant must include a Project Review Sheet with the Preliminary Plan Review Application pursuant to Shelburne Subdivision Regulations, Section 810(1).**
- 2. The applicant must include a landscaping plan depicting shade hardwood trees on both sides of the private roadway with the Preliminary Plan Review Application pursuant to Shelburne Subdivision Regulations, Section 810(4).**
- 3. The applicant must include well log data from the subject property and/or nearby properties to determine the adequacy of potable water on site pursuant to Shelburne Subdivision Regulations, Section 940.**

**VOTING: unanimous (6-0); motion carried.**

**SUB19-06: Pre-Application Conference for a proposed two lot residential Planned Unit Development at 136 Southview Drive in the Rural District by Richard and Marguerite Meunier**

Dick and Peg Meunier appeared on behalf of the pre-application conference.

Submittals:

- Existing and Proposed Conditions Site Plan, received 5/3/19
- Map showing significant slopes, wetlands, floodplains
- Town of Shelburne Staff Memo, dated 5/9/19

**STAFF REPORT**

The DRB received a staff memo on the application, dated 5/9/19. Ravi Venkataraman explained the DRB does not take action on a pre-application conference. The conference is to discuss any issues with the PUD proposal.

**APPLICANT COMMENTS**

Dick Meunier said the plan is to subdivide their 10.3 acre lot into two lots of approximately five acres each. One lot has the existing house and a new house will be built on the second lot. The guidelines for a PUD will be followed. Access will be from Southview Drive.

**PUBLIC COMMENT**

Gail Albert mentioned the requirements outlined in the recently revised and adopted town plan pertaining to PUDs and clustering houses so the remainder of the land can remain open. Ms. Albert suggested the Meuniers present their plan to SNRCC. Dick Meunier said their engineer (Civil Engineering Associates) is aware of the requirement for 60% of the property to be conserved (open). There are not many trees on the property now, but the goal is to retain the trees. The neighbor will continue to mow the land for hay.

Gerry Guillemette mentioned there is no value in the open land (one acre). A farmer is not going to move equipment to hay one acre of land.

DELIBERATION/DECISION

Pre-Application Conference, Residential PUD, Two Lots, 136 Southview Drive, Meunier (SUB19-06)

The DRB did not identify any issues with the PUD as proposed for 136 Southview Drive as discussed in the pre-application conference.

**6. OTHER BUSINESS/CORRESPONDENCE**

None.

**7. ADJOURNMENT and/or DELIBERATIVE SESSION**

**MOTION by John Day, SECOND by Mark Sammut, to adjourn the meeting.**

**VOTING: unanimous (6-0); motion carried.**

The meeting was adjourned at 7:38 PM.

*RScty: MERiordan*