

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  
March 4, 2020**

**MEMBERS PRESENT:** David Hillman (Chair); Mark Sammut, Mike Major, Doug Griswold, Robert “Zeke” Plante, John Day, Anne Bentley.  
**STAFF PRESENT:** Britney Aube, DRB Coordinator.  
**OTHERS PRESENT:** Adam Hannah, Elizabeth Fankhauser, Markus Fankhauser, Kevin Worden.

**AGENDA:**

1. Call to Order and Agenda
2. Public Comment
3. Approval of Minutes (2/19/20)
4. Disclosures/Potential Conflicts of Interest
5. Applications
  - Design Review, Convert Garage to Mudroom, 1023 Falls Road, Hannah (DR20-02)
  - Sketch Plan, Re-Subdivision to Create New Lot, 59 Webster Road, Webster Road, LLC/Collins (SUB90-07R2)
  - Boundary Line Adjustment, 3685 & 3689 Harbor Road, Gignoux Revocable Trust/Demers (BLA20-01) \**Withdrawn by applicant*
6. Other Business
7. Adjournment

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**1. CALL TO ORDER and AGENDA**

Chair, David Hillman, called the meeting to order at 7 PM and welcomed new DRB Coordinator, Britney Aube.

**2. PUBLIC COMMENTS**

There were no comments at this time from the public.

**3. MINUTES**

*February 19, 2020*

**MOTION by Mike Major, SECOND by John Day, to approve the minutes of 2/19/20 as presented. VOTING: unanimous (7-0); motion carried.**

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

There were no disclosures of potential conflicts of interest. Chairman Hillman asked those present 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.

**DR20-02: Design Review to convert one bay of an existing two car garage into a mudroom at 1023 Falls Road in the Shelburne Falls Mixed Use District, Village Design Review Overlay District, and Stormwater Overlay District by Adam Hannah**

Adam Hannah appeared on behalf of the application.

Submittals:

- Historic Preservation and Design Review Application
- Photographs of house
- Proposed interior floor plan
- Catalog cutsheets for proposed window and doors
- Catalog photo of proposed French-style sliding door
- Google Earth aerial photo of property
- Town of Shelburne Staff Report, dated 3/4/20

STAFF REPORT

The DRB received a written staff report on the application, dated 3/4/20. Britney Aube explained the proposal to convert one bay of a two-car garage into a mudroom and change the window and door. Shelburne Historic Preservation & Design Review Committee approved the application provided the doors and window submitted with the application are installed.

APPLICANT COMMENTS

Adam Hannah said there is no change to the size or shape of the existing building. A single bay of the garage will be converted to interior space. The garage door will be replaced with a window and door and a French door will added at the back of the bay.

PUBLIC COMMENT

None.

DELIBERATION/DECISION

Design Review, Convert Garage to Mudroom, 1023 Falls Road, Hannah (DR20-02)

**MOTION by Mark Sammut, SECOND by John Day, to grant design review approval of DR20-02 to convert one bay of an existing two-car garage to a mudroom and laundry space at 1023 Falls Road by Adam Hannah with the following conditions:**

- 1. The French-style sliding door will have divided lights at the top as shown in the photograph submitted with the application.**
- 2. A zoning permit shall be required prior to the start of construction.**

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

**SUB90-07R2: Sketch Plan for a residential re-subdivision to create a 7<sup>th</sup> lot from the original parent parcel with six lots at 59 Webster Road by Webster Road, LLC/James Collins**

Kevin Worden with Engineering Ventures appeared on behalf of the application.

Submittals:

- Sketch Plan Review Application, received 2/10/20
- Project description prepared by Kevin Worden, Engineering Ventures
- Table of dimensional requirements prepared by Kevin Worden, Engineering Ventures
- Subdivision Location Map
- Preliminary Survey Plat entitled “Webster Road, LLC”, dated 12/23/19
- Overall Existing Conditions Plan, Sheet C1.1, dated 2/6/20
- Existing Conditions & Demolition Plan, Sheet C1.2, dated 2/6/20
- Site Plan, Sheet C1.3, dated 2/6/20
- Town of Shelburne Staff Report, dated 3/4/20

STAFF REPORT

The DRB received a written staff report on the application, dated 3/4/20. Britney Aube explained the re-subdivision of 1.45 acres (Lot 3 of a six-lot subdivision) into Lot 1 of .51 acres with the existing house and Lot 2 of .91 acres. A new house will be built on Lot 2.

APPLICANT COMMENTS

Kevin Worden said three parcels front Webster Road. The front lot with the existing house will be .51 acres. The new lot will be in back on the remaining land. There is less than one acre of disturbance so a state stormwater permit is not required. Bourgea Lane does not have public access or through traffic so there is question whether the access should be considered a street and require sidewalk.

There was discussion of Bourgea Lane which is a private road (35’ right-of-way) that serves the residences on Bourgea Lane. The road is not maintained by the town and is not a through road.

Anne Bentley asked if any other lots in the six lot subdivision can be re-subdivided. Kevin Worden said any lot over an acre can be subdivided. Anne Bentley asked about the significance of the swale in terms of drainage. Kevin Worden said the existing swale is natural. Bourgea Lane crosses the swale. There is a culvert in place. Water drains from east to west then to the swale.

There was a question on grading. Kevin Worden said the only grading to be done will be for the basement of the house. The grading will be shown on the Preliminary Plan.

PUBLIC COMMENT

None.

## DELIBERATION/DECISION

Sketch Plan, Re-Subdivision to Create New Lot, 59 Webster Road, Webster Road, LLC/Collins (SUB90-07R2)

**MOTION by John Day, SECOND by Robert “Zeke” Plante, to classify SUB90-07R2 as a Major Subdivision, finalize the record, close the hearing, and direct staff to prepare a decision authorizing the applicant to prepare a Preliminary Plan Review Application for re-subdivision to create a new lot at 59 Webster Road with the following recommendations:**

1. **The applicant must include comments from the Water Quality Superintendent regarding stormwater management with the Final Plan Review Application pursuant to Shelburne Subdivision Regulations, Section 800(4).**
2. **The applicant should provide relevant information regarding site grading, fill, and cutting pursuant to Section 810(2).**
3. **The applicant must include a state issued Project Review Sheet with the Preliminary Plan Review Application pursuant to Shelburne Zoning Bylaws, Section 530.**
4. **The applicant must provide site plan information with erosion protection/sediment control measures pursuant to Section 975 of the Shelburne Subdivision Regulations.**
5. **The applicant shall provide review letters from Shelburne town departments or agencies listed under Shelburne Subdivision Regulations, Section 600(28) prior to submitting the Preliminary Plan Review Application.**

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

**BLA20-01: Boundary Line Adjustment between two adjacent parcels at 3685 Harbor Road and 3689 Harbor Road in the Rural District, Lakeshore Overlay District, and Floodplain and Watercourse Overlay District by Gignoux Revocable Trust/Demers**

Withdrawn by applicant.

**6. OTHER BUSINESS/CORRESPONDENCE**

*DRB member terms*

It was noted the information on the town’s webpage and in the annual report regarding the terms of office for DRB members is inconsistent. Britney Aube said the Selectboard will be doing appointments at the next meeting and the webpage will be updated.

*Sidewalk Discussion*

David Hillman said the guidance is needed from the Selectboard or Planning Commission on sidewalks in town. Britney Aube will gather information on the matter.

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

**MOTION by John Day, SECOND by Doug Griswold, to adjourn the meeting.  
VOTING: unanimous (7-0); motion carried.**

The meeting was adjourned at 7:50 PM.

*RScty: MERiordan*