

**Minutes of the Town of Shaftsbury Development Review Board
November 17, 2010
COLE HALL
SHAFTSBURY, VERMONT**

Board Present: Phylis Porio (Chair), Gary Burgess (Vice Chair), Christopher Ponessi, David Mance, Bill jakubowski

Board Absent: Richard Mattison, Fritz Ludwig

Others Present: Suzanne Bushee, Zoning Administrator and Bob Whitney, Recording Clerk

1. Call Meeting to Order:

Phylis Porio called the meeting to order at 7:05 PM.

2. Conflict of Interest Statement

No conflict of interest perceived.

3. Old Business

No old business.

4. New Business:

No new business.

5. Curb Cut:

Betsy Williamson's application discussed. The building permit had been issued without a pre-existing curb cut on the property and construction continued without an approved curb cut permit.

A motion was made by David Mance, seconded by Gary Burgess, to approve the driveway with conditions outlined on the application with regard to culvert and ditching and that a double fee (\$70 instead of the usual \$35) be charged for starting the work before receiving an approved permit. The Zoning Administrator should follow-up in thirty days to see that the work is done. Motion approved 5-0-0.

6. Other Business:

a. Annual Report

Submitted by Chair Phylis Porio, covering the time period July 2009 to June 30, 2010.

Report approved with change of the language "hearings" to "meetings".

The text of the annual report follows:

Development Review Board

The Shaftsbury Town Development Review Board, authorized under Vermont State Law (24 V.S.A. Chapter 117), is the quasi-judicial or decision making zoning function for the town.

The Board dealt with eight subdivision applications, one home occupation permit, two lot line adjustments, one variance request, two site plan reviews, and three appeals in the past year. Subdivision applications require a minimum of two meetings, with many of these applications extending into three or five **meetings**. The Board's goal, in determining the matters that come before it, is to insure that all applications, of whatever nature, fully comply with all of the requirements of the Town's Plan of Development, and the Zoning Bylaws.

The Development Review Board also provided detailed input to the Planning Commission on new bylaws.

In August Wynn Metcalfe resigned from the DRB. Wynn served on the Zoning/Development review Board for 26 years. His participation here, as with all the Shaftsbury Boards and Committees on which he served, provided a tremendous service to our community. It is with regret that we accepted his resignation.

Regular meetings of the Board are held on the first and third Wednesday of each month. Special meetings are held when needed. For more information go to the Town's website at www.shaftsbury.net. You can access and print copies of the Town's Zoning Bylaws, Subdivision Regulations and permit applications on the website.

As with many Town committees and boards, the Development Review Board has two open volunteer positions for Alternates. Interested parties should submit a letter of interest at the Town Office.

Respectfully submitted,

Phylis A. Porio, Chair

Report approved 5-0-0.

b. Adaptive Reuse

Language for an adaptive reuse bylaw was communicated to the Board by Norm St. Onge via electronic mail. The language is reproduced below:

4.1.1.4.6 Adaptive reuse of existing transient lodging properties along Historic Route 7A to single or multifamily dwellings. The maximum number of dwelling units permitted in said building(s) shall be determined by the number of units allowed pursuant to approved and currently valid Vermont state permits for existing water supply and existing wastewater disposal issued by the Department of Environmental Conservation and shall not be controlled by the minimum area per dwelling unit shown in Section 4.1.2. Such adaptive reuse shall be subject to approval by the DRB under Section 3.5 of the Bylaw, Conditional Use Regulations. Existing buildings shall be exempt from setback regulations. All new construction shall comply.

Suggestions for changes to this language were made. These changes concern include a need to specify that a single structure with multiple residences does not have to meet setback regulations, dimensional requirements if property line setbacks are to remain the same, and "transient lodging" language. Chair Phylis Porio will send a note to the Planning Commission with the concerns outlined.

c. Recreation Committee Proposed Lean-to.

Dave Mance related that the Town Recreation Committee has a plan for a lean-to type hut, 6' x 12' in size with an open side, to provide protection for boot changing at the ice skating area. This proposal is an Eagle Scout project, about 100 square feet in size and on Town property. The Board agreed that this project does not need a variance but an application with a site plan should be submitted to the Board.

7. Minutes

Minutes from the October 20, 2010 board meeting were submitted for approval. No quorum was present, so approval was tabled.

8. Adjournment

William Jakubowski made a motion to adjourn, seconded by David Mance. Passed 5-0-0. Meeting adjourned at 7:45 PM.

Respectfully submitted,
Robert Whitney