

Minutes of the Town of Shaftsbury  
Development Review Board

April 7<sup>th</sup> 2010

COLE HALL

SHAFTSBURY, VERMONT

**Board Present:** Phylis Porio (Chairperson), Gary Burgess (Vice-Chair), Bill “Jake” Jakubowski, Christopher Ponessi, David Mance, Fritz Ludwig

**Board Absent:** Rick Mattison

**Others Present:** Norm St. Onge (Planning Commission, Chairperson), Chris Williams (Planning Commission), Todd Moyer, Tony Zazzaro (Zoning Administrator), Megan Wick-Albert (recording secretary).

**1. Call Meeting to Order:**

Phylis Porio called the meeting to order at 7:00 PM.

**2. Other Business:**

**A. Meeting with the Planning Commission board members regarding Subdivision regulations, Zoning bylaws and the Town Plan:**

There was thought to focus on readability and a checklist which makes it easier to make sure everything that's required is present for each subdivision application.

Regarding Item 1 of the bylaws it states “should be guaranteed” describing good agricultural land, but should read “shall be guaranteed” and reference to the state statutes.

It was suggested to reference to the aquifer map by adding it as an appendix. Addressing erosion control, it should follow the Vermont Statutes requirements. Question of why street standards are as stated was brought to attention. It was answered with that they are as stated in order to prevent water from sitting on the road.

Approved makes for culverts were questioned because it references to certain materials. It was suggested not to reference to any materials, simplifying it to comply with state standards. Chris Ponessi suggested increasing the size from 12” to 15” for sub-base material and if 12” use of construction fabric is required.

For dead-ends and cul-de-sac's, it was discussed to have at least a 60 ft. radius and 50 ft. right of way. Paved and unpaved roads and their standards were not clearly defined and it was discussed to put this definition before the plat submission guidelines.

In regards to road composition under Section 6, road base it was discussed to change Paved to 12” and Unpaved to a sub-base of 15” and 6” of gravel. For roads with possible poor conditions it was discussed to add construction fabric as a standard. Chris Ponessi will work on a draft of this.

Phylis mentioned that private and public streets are also not clearly defined in the bylaws. A definition in the bylaws should state that a private street serves three lots. It could be classified as residences or addressed in the zoning bylaws since it's in regards to creating houses, not lots.

Regarding wavers for the amount of lots for street requirements in Section 3, it was suggested to increase it to defer more lots specifically on a private street.

The waste water section is now obsolete. In Section 4.02 “if applicable” should be taken out. Dave said he would write a draft of this section and send it to both boards to review.

In Section 5.01 a penalty clause for advertising lots was suggested. In the 2<sup>nd</sup> paragraph it should be a separate section that could be titled “Property lot line adjustment.”

Pertaining to sketch plan submissions, major and minor subdivisions should have a more explicit definition. Dave will create a draft and send to the Planning Commission. Chris suggested adding “not under Act 250 review” to the definition of minor subdivision. In Section 5.03 applicants that apply have 180 days to act or it will be voided and they must reapply.

For Section 5.04 item #18, a signature block and buildings on surrounding properties should be drawn on the preliminary plat as well. For Section 5.02 it could be in bullet format instead of a paragraph to make it easier to read.

Section 5.05 approval expires after a certain amount of days with submitting final plats, but it needs to be explicit when that is. In another section, such as 5.06, it could state what failure to submit for final and the public hearing would constitute and during what time frame. Jake said he would make a draft of this and send it to the Planning Commission.

For Section 6, it was discussed that open space hasn't been utilized for lack of affordable municipal infrastructure and requirement of an association for maintenance. Density bonus was expressed as important. Todd Moyer said it would be helpful in creating potential condominiums. Jake suggested the percentage in the bylaws and subdivision regulations isn't worth it. Chris Williams suggested writing something for the Zoning bylaws that addressed anticipated growth and what would be an appropriate percentage. The given chart has unforeseen results and it was agreed guidelines without setback requirements would be ideal.

Specified board members will send drafts of the discussed sections and both boards will get back together in 4 weeks.

#### **B. Curb cut ordinance:**

It was discussed that the Development Review Board should no longer approve curb cuts.

**Jake Jakubowski motioned to send a letter to the Selectboard that they should no longer approve curb cuts. Gary Burgess seconded. Motion approved 6-0-0.**

#### **6. Minutes:**

##### **March 17<sup>th</sup>, 2010**

Stated under item 2A in these minutes, it should read “ Jake Jakubowski recused himself from the board for this matter due to a perceived bias on the part of the applicant.”

**Dave Mance motioned to approve the minutes of March 17th, 2010 as amended. Chris Ponessi seconded. Motion approved 5-0-1.**

#### **7. Adjournment:**

**Dave Mance motioned to adjourn the meeting at 9:30 pm. Gary Burgess seconded. Motion approved 6-0-0.**

Respectfully Submitted,  
Megan Wick-Albert