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Town of Shaftsbury

Municipal Offices at Cole Hall

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Meeting Minutes

Planning Commission

Date of Meeting: October 23, 2024 in person at Cole Hall and remotely via Zoom

Members Present: Nancy Burns (chair), Zoe Contros Kearnl, Mike Foley. Also present was zoning administrator Shelly Stiles.

1. Call to order

The meeting came to order at 6:00 p.m.

2. Minutes

The October 9 minutes were tabled.

3. Discussion, rewrite of subdivision regulations

The Board reviewed the revisions to the subdivision regulations for the sections on “general planning standards (new section 2.0) and “guidelines” (new section 3.0) through new section 3.3.3. The following changes were adopted (text discussed is highlighted and changes are shown using Word’s Track Changes function):

1.0 GENERAL PROVISIONS

1.1 ENACTMENT

These regulations are established under the authority of 24 V.S.A. Chapter 117, herein referred to as the Act.

1.2 PURPOSE

The purpose of these regulations is to provide for orderly growth and coordinated development in the Town of Shaftsbury with respect to the comfort, convenience, safety, health, and welfare of the people; to implement the Town Plan; to assure conformance with the municipal zoning regulations; and to regulate the approval and filing of subdivision plats.

2.0 GENERAL PLANNING STANDARDS

2.1 Conformance with the Town Plan & Other Regulations. Subdivisions of land shall conform with all applicable requirements of these regulations, the policies of the Shaftsbury Town Plan as most recently adopted, and all other municipal bylaws and ordinances currently in effect

2.2 APPLICABILITY

No subdivision of land, including a boundary line adjustment, shall be made and no land in any subdivision shall be sold, transferred in ownership, or contracted to be sold or leased, and no street construction shall be started until a subdivision permit has been granted by the DRB and other required local and state permits have been issued.

Such approval shall be granted in accordance with the procedures outlined in xxx and as provided below.

A subdivision of land is defined as the division of any parcel of land into two or more parcels for the purposes of sale, conveyance, lease, or development. The term "subdivision" includes resubdivision involving the adjustment of boundaries between two or more existing parcels.

2.3 APPLICATION OF STANDARDS

The Development Review Board shall evaluate any minor or major subdivision of land as defined in xxx in accordance with the standards set forth in this Article. Where these standards conflict with other provisions of these regulations, the more stringent shall apply.

The Board may require the subdivider to submit additional information to determine conformance with the following standards. The Board may also, in light of findings based on these standards, require the modification or phasing of a proposed subdivision

2.4 MINOR AND MAJOR SUBDIVISIONS

Subdivisions shall be classified by the Development Review Board, following an initial meeting with the subdivider, as minor or major subdivisions in accordance with the following:

1. Minor Subdivisions shall include lot line or boundary adjustments which do not fall under the purview of the Zoning Administrator; amendments to an approved subdivision plan that will not substantially change the nature of any previous subdivision or conditions of approval; or any subdivision creating 2 or more but less than 5 lots, which does not otherwise qualify as a major subdivision.
2. Major subdivisions shall include any subdivision creating 5 or more lots over a period of 5 years; or planned unit or open space development that meets the definition of a subdivision.
3. Coordination with Planned Unit or Planned Residential Development Review. Subdivision applications for Planned Unit or Open Space Developments (PUDs and OSDs) shall be reviewed as major subdivisions under this Article.

3.0 GENERAL GUIDELINES

3.2 DENSITY & LOT LAY-OUT. Density, lot size and layout shall conform to zoning district standards, and general standards pertaining to frontage, lot and yard requirements, unless modified or waived by the Development Review Board. In addition:

- i. Lower densities of development may be required by the Board based on site limitations.
- ii. Lot layout shall be appropriate for the intended use, and reflect the purpose of the district in which the lots are located.
- iii. Corner lots shall have sufficient width to permit a front yard setback from each road.
- iv. Side lot lines shall be generally at right angles to straight roads, or radial to curved roads.
- v. Lots with irregular shapes (curves, jogs, dog-legs, etc.) shall not be created unless warranted by conditions of topography, the location of natural features, or existing roads.
- vi. Boundary adjustments involving one or more non-conforming lots may be permitted providing the

boundary adjustment does not increase the degree of non-conformance.

3.3 DISCLOSURE OF SUBSEQUENT DEVELOPMENT PLANS.

1. Whenever subdividers submit a proposal for development on a minor portion of a parcel, they shall provide a general indication of the intended use of the remaining portion of the land in accordance with the following requirements.

2. Such indication shall include at minimum a written description of the proposed type and intensity of use, access, and schedule for the development of the remainder of the parcel.

3. For major subdivisions, a master plan for the entire parcel will be required. It should identify fragile features; proposed development areas; the general location of proposed infrastructure, including road, utility and green space corridors; and an estimate of the type, density, and timing of future development.

Additionally, the Commission suggested that the Development Review Board require the submission of an approved wastewater and potable water supply permit as a condition of approval of all subdivisions.

4. Other business
There was none.

5. Adjournment
Ms. Burns moved to adjourn at 6:52 p.m. Mr. Foley seconded the motion, which passed 3-0-0.