

**Shaftsbury Development Review Board
Minutes of the Meeting Held February 4, 2015**

- 1) 7:03 p.m. The meeting was called to order by Mr. Huncharek, who noted a quorum with the presence of Mr. Biddy, Mr. Ponessi, Mr. Mance, and Ms. Donckers. Alternates Mr. Palmer and Mr. Day were also present. No board members were absent.
- 2) Conflict of interest: There were none.
- 3) Sign in sheets were made available to the Strattons.
- 4) Approval of January 7, 2015 minutes. Ms. Donckers noticed a typo which Mr. Huncharek corrected on the original. Ms. Donckers moved to approve the minutes. Mr. Biddy seconded the motion. The motion passed 4-0-1. (Mr. Mance abstained as he was not present at that meeting.) Mr. Huncharek signed the minutes.
- 5) Sketch plan review, Parcel XXX.

The Strattons wish to subdivide off a 2.8 acre parcel from their original 10+ acre parcel on Holy Smoke Rd. to transfer to their son.

Mr. Mance noted the parcels have no frontage on a public road, so by definition the action is a major subdivision. The Board explained to the Strattons that they would need to

 - a) get a road maintenance agreement signed by the neighbors. (The ZA will try to find an example on which they can model the language.)
 - b) ask the fire chief to look at the road and prepare a signed statement that it is acceptable.
 - c) Ask their engineer to show any wetlands with buffers on the preliminary plan and generally review the plan to make sure it meets the preliminary plan requirements.

Mr. Mance moved that the action be declared a two-lot major subdivision, and that a hearing be scheduled as soon as possible. Mr. Ponessi seconded. The motion passed 5-0. Mr. Stratton will find out from his engineer if he can be ready by March 4, or if not then, when, and will let the ZA know. She will warn the hearing and provide the Strattons with the abutters notification document. She provided a copy of the list of abutters with their addresses to the applicant.
- 6) Review of DRB procedures
 - a) Mr. Day will produce a "revision control" version, using Ms. Donckers latest edits from April 2014, for review.
 - b) Whether to permit telephone participation was discussed. Mr. Day noted that NYS law permits board members to participate via phone, but also extends the same right to members of the public and interested persons. It was noted that much of what happens at hearings is visual. It was suggested that if a board member realizes he/she won't be present at hearing continuances, then that person could ask an alternate to serve from the start.
 - c) It was noted that the Board is inconsistent about requiring an a landowner sign a form attesting that he/she has assigned responsibility for testifying to a representative. The ZA will add such a statement and signature line to the application forms.

- d) Various changes – to refer to the definition of interested party at its first mention, to add a new “appearance sheet” to the procedures, and to delete mention of assigning blocks of time to each agenda item were made and captured by Mr. Day.
 - e) There was discussion of whether the board should have regular meetings only once monthly. Since subdivision sections 5.04 and 5.06 require applicants to submit materials 10 days in advance, in effect that gives them only four days to comply in time for a meeting scheduled two weeks hence. In some cases a special meeting or continuance could be scheduled.
- 7) There will be no meeting on February 18 as there are no outstanding applications. Mr. Ponessi moved to adjourn and Ms. Donckers seconded at 8:05 pm. The meeting was adjourned.