

**TOWN OF WATERFORD
DEVELOPMENT REVIEW BOARD (DRB)
MEETING DATED FEBRUARY 20, 2017
MINUTES**

MEMBERS PRESENT: Andrea Dinneen, Kevin Gillander, Bernie Brochu,
Dot Borsodi, Mike Barrett

MEMBERS ABSENT: John Gillott

NON-MEMBERS PARTICIPATING: Chris Brimmer, Sandra Barrett, Melissa Manseau

Andrea brought the meeting to order at 7:05 P.M.

1. Modification to Agenda

Additions to the standard agenda were:
Public Hearing on application 17-S-01 Melissa Manseau
Reduction of Board from 7 members to 5
Search for clerk replacement including job description

2. January 16, 2017 Minutes

Andrea called for a motion.
Mike moved to accept the minutes of the January 16, 2017 meeting.
Bernie seconded the motion.
Andrea called for a vote and Kevin, Bernie, Dot, and Mike approved the motion.
Andrea abstained as she was not present at the January meeting.

3. Zoning Administrator Report

Chris issued one permit since the last meeting for a change in use from an accessory structure to a single family dwelling.

Chris provided paper and email copies of the Waterford, Vermont Unified Development Bylaw prepared by the Planning Commission. The Bylaw combines flood, subdivision, and zoning regulations into a single document. It has not been formally approved yet but is in use in its current form. The DRB will use it going forward for guiding decisions. Chris and Mike will keep the board informed of modifications as they are made. Primitive camp regulations are under discussion.

New Business

Melissa Manseau, Permit #17-S-01

Site Plan Review for a residential service, wedding venue

Melissa reviewed her application with the board. She expects no more than 150 people per event which would require parking for 50 cars per the public assembly use guidelines. The venue is outdoors with tents, food, tableware, and liquor being provided by caterers. Melissa will provide porta-potties as part of her service. The interior of the barn is off-limits for now. She will submit a new application if the barn is put to use for events.

The board and ZA entered deliberative session.

Upon exiting deliberative session, Andrea called for a motion.

Mike moved to recess the deliberative session to the March 20th DRB meeting.

Bernie seconded the motion.

Andrea called for a vote and all present approved the motion.

Chris offered to draft a recess memo to the applicant requesting a deed with the following information:

- the right of way delineated including any restrictions
- designation of wetlands on the property
- any secondary septic sites, for example, for the nearby development

4. Old Business

Pike Industries, Permit #16-S- 01

Site Plan Review/Conditional Use

Chris presented a Findings and Decisions document he had prepared, detailing the decision made by the board at the January meeting. He explained that until the findings are signed, the decision made last month by the board is not final.

Andrea called for a motion.

Bernie moved that the Findings and Decision be approved with the correction to the spelling of Caledonian Record.

Mike seconded the motion.

Andrea called for a vote and Kevin, Bernie, Dot, and Mike approved the motion.

Andrea abstained as she was not present at the January meeting.

Bernie signed the document as acting Chair for the January meeting.

Gerard Gingue, Permit #17-SUB-01

3 lot minor subdivision

Andrea asked how this permit moved through the DRB with only one meeting. Chris explained it was a simple subdivision and the new rules allow it. While filling the duties of interim clerk, he warned the meeting without direction from the board. He further explained that no formal decision or findings were required on this type of application. The approved motion at the last meeting was the final step.

5. Citizens' Concerns

There were no citizens' concerns presented.

6. Other

Board membership

The November and December DRB meetings could not conduct business because there was no quorum. At the last Selectboard meeting, DRB membership was reduced from 7 to 5 to allow 3 members to constitute a quorum . By consensus, and strictly based on attendance, the group agreed to ask the Selectboard to name John an alternate, leaving Kevin, Bernie, Dot, Mike, and Andrea regular members.

Clerk

Fred Saar and Bill Dimick have circulated draft job descriptions. Fred notified Andrea there are several qualified applicants. Andrea will forward the draft job descriptions to the rest of the board.

VLCT Advice

Andrea wrote to VLCT lawyers via the web site regarding two questions that came up. The clerk can be a voting member of the DRB. The ZA cannot. And the ZA has 30 days to render a decision. There is no time limit on the DRB in statute unless the town chooses to insert such language.

Andrea asked for a motion to adjourn the meeting.
Kevin moved to adjourn the meeting.
Dot seconded the motion.
Andrea called for a vote and all present approved the motion.

The meeting adjourned at 9:00 P.M.

Respectfully submitted,

Andrea Dinneen, Chair