

**TOWN OF WATERFORD
DEVELOPMENT REVIEW BOARD (DRB)
MEETING DATED OCTOBER 20, 2014
MINUTES**

MEMBERS PRESENT: Bernie Brochu, Kevin Gillander, Dot Borsodi,
Andrea Lott

MEMBERS ABSENT: Jack Newland, Bob duMaire, Charlie McMahon

NON-MEMBERS PARTICIPATING: Ella Kelsey, Barry Gilbert, Bill Willis, Chris
Brimmer, and Secretary, Carol Priest

Bernie brought the meeting to order at 7:00 P.M.

1. September 15, 2014 Minutes

Bernie called for a motion.

Kevin moved to accept the minutes of the September 15, 2014, meeting.

Dot seconded the motion.

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

2. Administrative Officer Business

Chris reported on the zoning activities during the period of September 16 to October 20. He is working with the PC and NVDA to assist with town plan revision and amendments to the zoning bylaw. He issued one permit for a garage, one for an extension of a front-door roof overhang, and is continuing to monitor two properties, on East Village Road and Daniels' Farm Road, as reported at last month's meeting. He announced the formal adoption of the revised permit application by the Selectboard and two-part application / permit document system that is now in place.

3. New Business

Bernie announced that he received a formal letter of resignation from DRB member Charlie McMahon, effective October 14, 2014. The Selectboard will need to appoint someone to fill that vacancy.

4. Ella Kelsey 2-Lot Subdivision Preliminary Plat Permit No. 14-20

Ella Kelsey presented a **preliminary plat** for a 2-lot subdivision at 84 Simpson Brook Road (Tax Map ID: Sheet 5, Block 4, Lot 574). The Z.A. visited the property and has certified that the distance from the shed to the north boundary line is compliant with the zoning bylaw.

Lot #1 3.97 acres +/-
Lot #2 23.61 acres +/-

Bernie called for a motion.

Kevin moved to accept the **preliminary plat** as presented, subject to state and local regulations (i.e., water, waste, septic, and driveway) and not subject to Waterford subdivision regulations.

Andrea seconded the motion.

Bernie called for a vote and all present approved the motion. This will be warned for public hearing on November 17, 2014. The secretary will notify the applicant via certified mail, as required, and she will notify the adjoining landowners via postal mail, as required.

5. Cheryl Vanderbilt 4-Lot Subdivision Preliminary Plat Permit No. 14-22

Bill Willis, on behalf of Cheryl Vanderbilt, presented a **preliminary plat** for a 4-lot subdivision at 1201 Shadow Lake Road (Tax Map ID: Sheet 11, Block 3, Lot 572).

Lot #1 2.6 acres +/-
Lot #2 3.4 acres +/-
Lot #3 2.3 acres +/- w/40' r.o.w.
Lot #4 9.7 acres +/- w/40' r.o.w.

The fee of \$540 has been received. Bill will amend the permit application to reflect changes in acreages from the sketch plan.

Bernie called for a motion.

Dot moved to accept the **preliminary plat** as presented, subject to state and local regulations (i.e., water, waste, septic, and driveway) and not subject to Waterford subdivision regulations.

Andrea seconded the motion.

Bernie called for a vote and all present approved the motion. This will be warned for public hearing on November 17, 2014. The secretary will notify the applicant via certified mail, as required, and she will notify the adjoining landowners via postal mail, as required.

6. Keith Powers 2-Lot Subdivision

Bill Willis reported that he has not received the application or the fees for this subdivision and presented no plat at this time. No action was taken by the board.

7. Old Business

Members discussed the “Development Review Board Procedural Rules and Conflict of Interest Policy” document sent electronically to them after the September meeting. This document needs to be voted upon following the organizational meeting each year, generally the first meeting after Town Meeting. Each member present expressed approval, but no vote was taken, lacking a full board in attendance. The document will be reviewed again at the November meeting.

8. Other Business

The board reviewed a driveway permit application forwarded by Road Foreman Lisle Houghton. The applicant is Howard Jones, for property at 38 Chamberlain Lane in Waterford Springs. Bernie signed the document, and the secretary will forward it to the town clerk.

Bernie noted that the term “modification of agenda” must be included on the DRB agendas going forward. This enables the board to deviate from the established agenda at each meeting, as the need arises. It will be added to the agenda template, as well as the term “Citizens’ Concerns”, which will be linked to the “New Business” section of the agenda.

The secretary reported on the Fall Planning and Zoning Forum to be held October 29th at the Capitol Plaza in Montpelier. Interested board members should contact Joanne at the town office immediately to preregister for this forum. A detailed agenda and online registration can be seen at vlct.org/eventscalendar.

There was no other business brought before the board.

Dot moved to adjourn the meeting.

Kevin seconded the motion.

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

The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Approved by:

Carol Priest, Secretary