



WAITSFIELD DEVELOPMENT REVIEW BOARD MEETING AGENDA

Development Review Board Members

Duncan Brines
Chris Cook
John Donaldson,
Chair
Gib Geiger
Steve McKenzie,
Vice-Chair
Rudy Polwin
James Tabor

Planning & Zoning Administrator/ E911 Coordinator

J.B. Weir

Town Administrator

Vacant

Town Clerk

Jennifer Peterson

Treasurer

Vacant

**Waitsfield Town
Office**
4144 Main Street
Waitsfield, VT
05673
(802) 496-2218

Tuesday, September 10th, 2024 @ 7:00pm
Meeting to be held in-person and via Zoom

**PUBLIC ACCESS TO THIS MEETING WILL BE AVAILABLE BOTH IN-PERSON
AT THE TOWN OFFICES OR REMOTE VIA ZOOM. TO PARTICIPATE
REMOTELY, PLEASE USE THE FOLLOWING LINK:**

<https://us02web.zoom.us/j/9190265312>

Meeting ID: 919 026 5312

Or call: 1 929 205 6099

1. CALL TO ORDER

2. REVISIONS TO AGENDA, IF ANY

3. PUBLIC FORUM

4. Sketch Plan Review by Jennifer Stella and Todd White at 157 Mehuron Drive, Waitsfield, VT. Applicants request sketch plan review for a subdivision of an existing 17.1-acre lot into four lots of 15-acres, 1.5-acres, 1-acre, and 0.5-acres. The parcel is identified as #37007.000 in both the Village Residential District and the Agricultural-Residential District.

5. APPROVAL OF MINUTES – August 13, 2024

6. ADJOURNMENT

7. DELIBERATIONS

Documents related to the above item(s) are available for review in the Town Office, on the town website, and via email. Reasonable accommodations shall be provided upon request to ensure that the meeting is accessible to all individuals regardless of disability. Please contact the Planning & Zoning Office and at 496-2218 x4 for more information.



DEVELOPMENT REVIEW BOARD

STAFF REPORT by J.B. Weir for September 10, 2024 meeting

Application #:	Sketch Plan Review
Landowner:	Jennifer Stella and Todd White
Property Address:	157 Mehuron Drive
Parcel Number:	#37007.000
Meeting Dates:	Sketch Plan Review on September 10, 2024
Proposal/Type:	Sketch Plan review for a 4-lot subdivision of an existing 17.1-acre lot into four lots of 15-acres, 1.5-acres, 1-acre, and 0.5-acres. The parcel is located in both the Village Residential District and the Agricultural-Residential District.

A. GUIDING ORDINANCE and POLICY PROVISIONS:

1. Waitsfield Subdivision Regulations, amended on January 21, 2008.
2. Waitsfield Zoning Bylaws, as adopted March 2, 1971 and amended through January 8, 2024.
3. Waitsfield Town Plan, as adopted on October 9, 2023.
 - a. Agricultural-Residential District (12-6)

B. MATERIALS SUBMITTED:

1. On August 29, 2024, applicants submitted a sketch plan review application, a proposed site plan, and a letter concerning Septic Suitability and Soils Report, dated 8/8/2024 (Chase & Chase Surveyors and Septic Designers).
2. On September 9, 2024, the PZA included in the file an ANR Natural Resources map generated using the ANR Atlas.

C. PROJECT SUMMARY:

The property is located off 157 Mehuron Drive and consists of 17.1-acres. Applicants propose a 4-lot subdivision of an existing 17.1-acre lot as follows: Lot 1 being approx. 15-acres, Lot 2 approx. 1.5-acres, Lot 3 approx. 1-acre, and Lot 4 approx. 0.5-acres. Lot 1 would consist of a rebuild of the single-family home that was destroyed by fire in June of 2024. Lots 2 and 3 are proposed for single-family homes. Lot 4 is proposed an undeveloped. Access is proposed via existing curb cut using an existing driveway with a deeded ROW. Preliminary soil testing found one area in the lower field of the subject property which would be suitable for a mound system for a 3-5-bedroom residence, and an additional area suitable for a shared mound system which could accommodate two 3-bedroom residences.

Permits issued for this property include:

- SUB #89-08 (5-lot subdivision, issued 1/18/2000)
- Permit #1612 (30' x 50' SFR)
- Permit #3199 (64 sq. ft. covered porch)

D. SKETCH PLAN REVIEW

Subdivisions are subject to review under [Article 3](#) of the Subdivision Regulations. A preliminary analysis of applicable subdivision regulations is provided below.

Section 2.2 (C) (1): The Board needs to classify the application as one for a minor or major subdivision. Applicants propose a 4-lot subdivision which would qualify as a minor subdivision under Section 2.1. Pursuant to Section 2.1, a major subdivision shall include any new private road or driveway greater than 800 feet in length. Although the length of the driveway to the proposed new lots is not known at this time, the driveway to applicant's property is existing and any additional driveways off the existing are unlikely to exceed the 800-foot threshold.

In addition, the Board may classify the project as a major subdivision, regardless of the number of lots proposed, in the event that the proposed subdivision poses a significant threat of an undue adverse impact to natural or cultural resources identified in the Town Plan or through site investigation. Per the ANR Natural Resource map included by the PZA, the eastern portion of the existing lot (closest to Route 100/Main Street) includes mapped habitat blocks. Half of the western half of the parcel is also mapped as habitat blocks. *The PZA notes that the mapped block closer to Route 100 is really only a fragment of what used to be a larger block, but has been disconnected from the whole due to the development of applicant's home and driveway. The large habitat block remains on the western portion of the parcel and is part of the larger block that parallels the Fayston/Waitsfield line.* Per the ANR Wetlands Inventory mapping, there are no jurisdictional wetlands in the area of proposed development.

The PZA recommends that the Board deem this application one for a minor subdivision.

Section 2.2 (C) (2): No waivers have been requested.

Per Section 2.2 (C) (3), the Board should determine whether to include recommendations for proposed changes in subsequent submissions, including any requests for additional studies or supporting documentation, which, in the Development Review Board's judgment, would be necessary for the proposed subdivision to comply with applicable subdivision review standards under Article 3, the goals, objectives and policies of the Waitsfield Town Plan, and with other municipal regulations currently in effect.

Applicant's property is split between two zoning districts. The western portion of the existing lot, which seems to encompass the single-family home, appears to be within the Agricultural-Residential District. Lot 1, which would include the rebuild of applicants' home, is proposed as approximately 15-acres and thus would satisfy the dimensional standards of Table 2.07 (D) for the Agricultural-Residential district (1-acre minimum lots). The easternmost portion of the property closer to Route 100 is the area proposed for the new lots. That easternmost portion of the parcel is within the Village Residential District, which has a minimum lot size of 1/5 of an

acre (Table 2.02 (E)). Accordingly, the minimum lot size requirement is met as the proposed lots of 1.5-acres, 1-acre and 0.5-acres each exceed that minimum.

The proposed building envelopes for the new lots are drawn on the plat. It is unclear what the distances are from the proposed envelopes to either the property lines or the centerline of Mehuron Drive. Also unclear is any road frontage distances. *The PZA recommends the Board's feedback include this information for the Preliminary Plan Review.*

The PZA also recommends that any approved plat for this project include a note for Lot 4 that all development is deferred and that any proposed development on Lot 4 be reviewed by the Board.

ATTACHMENTS:

- A. Sketch Plan Application
- B. Site Plan
- C. Septic Suitability and Soils Report, dated 8/8/2024 (Chase & Chase Surveyors and Septic Designers)
- D. ANR Natural Resources Map

RECEIVED

AUG 29 2024

29 August 2024

TOWN OF WAITSFIELD

To: JB Weir, Zoning Administrator for the Town of Waitsfield, VT
From: Jennifer Stella & Todd White, 157 Mehuron Drive, Waitsfield, VT

RE: Application for Sketch Plan Review

Enclosed please find our application for sketch plan review for a minor subdivision at 157 Mehuron Drive.

We propose to create four lots from our existing 17.1 acre parcel. This would create 4 total parcels: Lot 1 being approx. 15+/- acres; Lot 2 being approx. 1.5+/- acre; Lot 3 being approx. 1+/- acre; and Lot 4, being approx. .5 acre.

Access would be from a single curb cut in the meadow, using our existing driveway with deeded right of way (see Stella/White sketch, attached).

Preliminary perc testing has been completed, and supports our preliminary subdivision plan (see letter from Chase & Chase Surveyors, attached)

Should you have any questions, we may be reached by phone at 1-802-917-3230 (Jennifer) and 1-603-715-4413 (Todd). Thank you.

Sincerely,
Jennifer Stella & Todd White
PO Box 87
Waitsfield, VT 05673

Attachments:

- 1-Application
- 2-Sketch Plan from Jennifer Stella and Todd White
- 3-Letter re perc testing from Chase & Chase

53/TW
AHT

TOWN OF WAITSFIELD

4144 Main Street, Waitsfield, Vermont 05673

SUBDIVISION APPLICATION

802-496-2218

Application #: N/A Sketch Plan Review

Fee Paid: 25

Date Application Received: 8/29/27

Sketch Plan Review (applies to minor and major) \$25

Minor Subdivision: 1-4 lots, \$150/lot; Amendment \$75

Discussion Phase Meeting Date: 9/10/27

Major Subdivision: 5 lots, 800' road, PUD/PRD: \$175/lot

Warned:

Abutter Notifications Sent:

Classification: Major / Minor Site Visit Date:

Final Plan Hearing(s) Date:

Decision:

Date Signed:

Comments:

Mylar Due Date:

Slide #:

Name of Development

Has this been subdivided in the past? If yes, when by

Lots Act 250 # (if applicable)

Owner/Applicant: Todd White/Ken Stella Telephone 603 715 4413

(If not owner, please submit letter authorizing agent status)

e-mail: jstella@pm.me

Mailing Address: PO Box 87, Waitsfield 05673

Physical Location of Property: 157 Mehuron Drive (37007)

Parcel #: 675-214-10886 Zoning District Vil-Res Flood Hazard Area: Y (N) Wetlands: Y (N)

Total Acreage of parcel to be subdivided: 17.1

Number of Lots Proposed: 4

Approx Acreage in Each Lot: Lot 1: 15.1 Lot 2: 1.1 Lot 3: 1.1 Lot 4: .5 Lot 5: Lot 6:

Lot 7: Lot 8: Lot 9: Lot 10: Lot 11:

Do the proposed lots meet the requirements of the Zoning District? (Y) N

Signature [Signature]

Please submit the information listed below with this application.

		Sketch Plan	Preliminary Plan	Final Plan
✓	(A) Application Information			
	Application Form [number of copies]	2	2	2
	Application Fee	✓	✓	✓
	Name of project, if any	✓	✓	✓
	Name, address of applicant (landowner and subdivider, if different)	✓	✓	✓
	Written description of proposed development plans, including number and size of lots; general timing of development	✓	✓	✓
	Waiver request, in writing [optional]	✓	✓	
	Evidence of written notification to adjoining owners of intent to subdivide; to include copies of any waiver request if any*		✓	
	(B) Plan/Plat Mapping Requirements	Sketch	Prelim. Plan	Final Plat
	Materials	Paper	Paper	Mylar
	Date, North Arrow, Legend	✓	✓	✓
	Preparer Information, Certifications	✓	✓	✓
	Scale (not less than 1 inch = 200')	✓	✓	✓
	Project boundaries and property lines	Drawn	Drawn	Surveyed
	Existing and proposed lot lines, dimensions	Drawn	Drawn	Surveyed
	Adjoining land uses, roads and drainage	✓	✓	✓
	Zoning district designations and boundaries	✓	✓	✓

157 Mehuron Dr - Sketch Plan - Subdivision

Proposal Estimated
 Lot 1 = 15 acres Lot 3 = 1 acre
 Lot 2 = 1.5 acres Lot 4 = .5 acre

Jennifer stella & Todd white

JS/TW
AH 2

August 8, 2024

Jennifer Stella & Todd White
157 Mehuron Dr
Waitsfield, Vt
jrstella@pm.me

Re: Septic Suitability/Soils Report
for the lower field

**Chase
& Chase**
Surveyors & Septic Designers, Inc

301 North Main Street, Suite 1
Barre, Vt. 05641
Phone 802-479-9636
Fax 802-479-4017
email: cdchase@chasesurveyors.com
billchase@chasesurveyors.com
kjurentkuff@chasesurveyors.com

Dear Jennifer & Todd,

On July 19th, 2024 we performed soils exploration on the lower field portion of your property. We found one area suitable for a mound system for a 3-5 -bedroom single-family residence and an additional area for a shared mound system that could serve two 3-bedroom residences. The depth to water table (presented as redoximorphic features) was the most limiting factor but meets the state's mandated vertical isolation for a mound system.

There may be other permits required in conjunction with the wastewater and potable water supply permit desired such as wetlands, stormwater or erosion control, town building and driveway permits etc.

Additionally we identified an area suitable for a replacement mound system designation for your existing residence as would be required if you were to further develop the property.

Thank you,



Craig Chase
VT Licensed Septic & Water System Designer BW



LEGEND

Deer Wintering Areas

Habitat Blocks

- 10 - Higher Priority
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1 - Lower Priority
- 0

Wetland - VSWI

- Class 1 Wetland
- Class 2 Wetland
- Wetland Buffer

Wetlands Advisory Layer

Wetland VRAM - 2021

- <= 0
- 1 - 60
- 61 - 75
- 76 - 100

Parcels (standardized)

Roads

- Interstate
- US Highway; 1

State Highway

1: 6,503

September 6, 2024



NOTES

Map created using ANR's Natural Resources Atlas

330.0 0 165.00 330.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere

© Vermont Agency of Natural Resources

1" = 542 Ft. 1cm = 65 Meters

THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

Town of Waitsfield
DEVELOPMENT REVIEW BOARD
DRAFT Meeting Minutes
August 13, 2024

1. CALL TO ORDER: The meeting was called to order at 7:00 pm, and was held in person at the Waitsfield Town Offices and online via Zoom.

DRB Members Present: Duncan Brines, John Donaldson, Steve McKenzie (Chair), Jim Tabor
Staff: Zoning Administrator JB Weir
Others: Sammi Moulton, John Pitrowski, Mick Rookwood, Taylor Armstrong

2. REVISIONS TO AGENDA, IF ANY

No changes were made to the agenda.

3. PUBLIC FORUM

Nobody requested time to address the Board.

4. Application #4201-CU by Rookwood Properties d/b/a Featherbed Inn at 5864 Main Street, Waitsfield, VT. Applicant requests conditional use approval to construct a 288 sq. ft. sauna as an accessory structure to the inn operation. The parcel is identified as #99185.000 in the Agricultural-Residential District.

Mick Rookwood provided an overview of the proposed sauna building, which will replicate the sugar shack, using old barn beams and having an exterior appearance the same as the barn. He noted that there will be no public access to the sauna, and no plumbing is required. In response to questions from Board members, Mr. Rookwood explained that the structure will be screened from the road by foliage, and will have one downcast porch light on the side facing away from Route 100. The total height of the building from the ground will be just under fifteen feet, including the planned cupola.

MOTION: *Mr. Donaldson moved to close the hearing for Application #4201-CU. The motion was seconded by Mr. Brines. All voted in favor.*

5. Application SUB 24-01 by Shea Property Services off Main Street/Route 100, Waitsfield VT. Applicant requests approval for a subdivision of an existing 24.7-acre lot into three lots of 22.64-acres, 1.06-acres and 1-acre. The parcel is identified as #99031.005 in the Agricultural-Residential District.

John Pitrowski reviewed the application information, which outlines developing a duplex on each lot, with a common drive serving the houses. Water will be provided via an extension of the municipal line, and an in-ground shared septic system is planned, for which the State permit materials have been submitted. Wetland and deer yard delineations have been completed for

the entire acreage, very little of either extends onto the parcels planned for development; stream and wetland setbacks/buffer areas have been established and depicted on the plans. The impervious surface to be created by the project falls well under the half-acre threshold for requiring stormwater permitting. Mr. Pitrowski indicated that the balance of the property consists of 22.5 acres, for which there are no current development plans. He also noted that the Sheas will likely have the duplexes built and use them as rental properties.

Sammi Moulton and Taylor xxx requested that they be considered interested parties. Ms. Moulton's parents own land adjacent to the property being subdivided, and Mr. xxx lives on an adjoining parcel.

Mr. Pitrowski answered some questions from those present, first clarifying that Lot 5 is not being designated as open land in perpetuity; it is not included in this development plan, but may be proposed for development in the future. He also allowed that the driveway surface has not yet been decided upon, but that VTrans will likely require that the apron be paved; the VTrans access permit is pending. He outlined the power lines, which will be underground to the two properties from a common pole.

Mr. Donaldson raised the matter of ensuring that a homeowners' agreement is in place; Mr. Pitrowski indicated that there would be no issue with that requirement being a condition of any permit issued.

Mr. McKenzie asked about screening, particularly along the northeastern side of the property. Mr. Pitrowski noted that there is no intent to plant trees where the sight distance might be encumbered, and that no trees of significant size should be within a certain distance of the septic system. He indicated that there will be plantings in place closer to the houses. He also noted that, while most of the trees on the plan are deciduous, it is intended to keep existing conifers, where possible, along the water line.

Mr. xxx inquired about raising the first-floor level of the proposed buildings, noting that the field where they will be located was under water during the most recent flooding. Mr. Pitrowski indicated that no basements are planned, and that the buildings will be slightly above the level of Route 100's elevation at the point where the driveway will be located. He agreed it would be prudent to raise them a little higher based upon the water level seen recently, to elevations of 673' and 672' respectively. He noted that the grading plan would need to be revised were the houses planned to be located higher than these elevations.

Mr. xxx also asked about the hedge line between the Shea and Armstrong properties; Mr. Pitrowski explained that it appears the trees are along both side of the property line, and that it may be possible to adjust the water line placement if necessary in order to save trees. Mr. xxx also asked about the existing waterway running through the property, which Mr. Pitrowski explained is considered to be part of the stream/wetlands area which needs to be protected by a buffer area, in which no impacts are permitted.

MOTION: *Mr. Tabor moved to close the preliminary hearing for this subdivision. The motion was seconded by Mr. Brines. All voted in favor.*

Mr. McKenzie opened the Final Plan Review for this subdivision.

MOTION: *Mr. Donaldson moved to close the hearing for Application SUB 24-01. The motion was seconded by Mr. Brines. All voted in favor.*

6. APPROVAL OF MINUTES

The minutes of June 11, 2024 were amended and approved.

The upcoming schedule was reviewed.

7. ADJOURNMENT

The public portion of the meeting was adjourned at 7:45 pm to move into deliberations.

8. DELIBERATIONS

Respectfully submitted,
Carol Chamberlin, Recording Secretary