

**Town of Waitsfield  
DEVELOPMENT REVIEW BOARD  
Meeting Minutes  
January 14, 2025**

**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, Chris Cook, John Donaldson (Chair), Gib Geiger, Jim Tabor

**Staff:** Zoning Administrator JB Weir

**Others:** Chris Austin (Grenier Engineering), TJ Kingsbury, Ben Service, Charles Whittaker (Grenier Engineering)

**2. REVISIONS TO AGENDA, IF ANY**

No changes were made to the agenda.

**3. PUBLIC FORUM**

Nobody requested time to address the Board.

**4. SUB24-04** (Preliminary Plan Review) by Mavis LLC for a 14-unit Planned Unit Development off Mad River Park Road. The parcel is identified as #06001.000 and is located in the Agricultural-Residential District and Industrial District.

Sketch Plan Review for this application was held on June 11, 2024.

Chris Austin provided a summary of the proposed project, a clustered PUD at the corner of Route 100 and Airport Road. He noted that the project will be located on a 15-acre parcel to be created through subdividing the existing 26-acre parcel, with the septic system being located on the retained portion of the original parcel.

Mr. Austin noted that the parcel is almost entirely located in the Ag-Res District, with a small portion in the Industrial District. He explained that, after receiving feedback during Sketch Plan Review regarding locating residences in the Industrial District, the project had been adjusted to include seven rather than eight duplexes, for a total of fourteen units. He pointed out the planned access, which Mr. Weir indicated will become a named road, although it will remain as one parcel. Mr. Austin confirmed that the current 20' wide design will satisfy either road or driveway standards. He also indicated that Fire Chief Tripp Johnson had reviewed the plans and expressed no concerns regarding emergency access.

Screening had been discussed at the Sketch Plan Review, and Mr. Austin outlined the plans for retaining existing tree cover. The natural vegetation will screen the development from the Airport Road and Route 100. These trees to be retained, as well as those needing to be cleared for buildings, are now depicted on the updated site plan. He noted that wetland delineation has been completed and all buffers will be left undisturbed.

Septic plans were outlined, as well as the array of onsite drilled wells which serve as water supplies to the dwellings.

Mr. Austin noted that Act 250, Stormwater Discharge, and Erosion Control permits are all in process at the State level.

Mr. Weir had provided a document outlining the project's compatibility with the appropriate sections of the Zoning Regulations. In response to questions from Board members, Mr. Austin confirmed that utilities will be underground, and locations will be depicted on the site plan/plat once the configuration of lines is finalized. Mr. Kingsbury explained that the plans for construction of the duplexes has not yet been finalized. Regarding visibility of the dwellings from Route 100, Mr. Austin characterized the impact as a filtered view of a couple of the new buildings. All exterior lighting will be downcast and shielded.

Mr. Austin confirmed that State approval of a Stormwater Permit is unlikely to require installation of any infrastructure not already depicted on the site plan.

Mr. Austin indicated that his team is prepared for a Final Hearing at any point, unless the Board requires that all State permits be in place first. Mr. Donaldson confirmed that the Board typically will issue a Decision conditioned upon procurement of any necessary State permits.

Ben Service was present, but had no questions to pose regarding the project.

**MOTION:** *Mr. Geiger made a motion to close the Preliminary Plan Review for Application SUB24-04. The motion was seconded by Mr. Tabor, and passed unanimously.*

**5. APPROVAL OF MINUTES** - The minutes of November 12, 2024 were approved.

**6. OTHER BUSINESS** – JB reported that there is currently only one hearing on the horizon, which has not yet been scheduled.

**7. ADJOURNMENT** – The public portion of the meeting was adjourned at 7:28 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary