

**Town of Waitsfield
DEVELOPMENT REVIEW BOARD
Meeting Minutes
August 12, 2025**

1. CALL TO ORDER: The meeting was called to order at 7:02 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), Steve McKenzie, Rudy Polwin, Jim Tabor

Staff: Zoning Administrator JB Weir

Others: Steve Questore

2. REVISIONS TO AGENDA, IF ANY

No changes were made to the agenda.

3. PUBLIC FORUM

Nobody in attendance requested time to comment.

4. #4240-CU by Miramar Ski Club at 167 Bridge Street, Waitsfield, VT. Applicant requests approval of a side setback waiver for a storage shed. The parcel is identified as #01016.000 in the Agricultural-Residential District.

Mr. Questore provided an overview of the Ski Club's intent to repurpose an existing bike parking structure, by moving it closer to the lodge building and adding an enclosed space to either end for use as storage space. He explained that potential location of the structure is constrained by the leach field, the flood zone, and the existing lodge. The intent had been to keep it in its current location, but Mr. Weir has indicated that where it is now is too close to the property line and would not qualify for a waiver. The new proposed location will move the structure behind the lodge, and it will no longer be visible from the roadway. It will be sided in a manner consistent with the appearance of the lodge. One motion sensor light is planned for, in order to provide safety, and will be pointed into the yard away from neighboring properties.

Mr. Weir noted that the maximum relief allowed through a setback waiver is 17.5', and that this request is seeking a 5' waiver. He also confirmed that the abutting neighbor has been informed of this proposed development, and has no further questions.

It was discussed that site visit by DRB members would be beneficial, in order to gain a better understanding of what is proposed. Mr. Questore indicated that he would be able to stake the area intended for locating the structure, as well as the leach field edge, in preparation for a site visit.

MOTION: *A motion to continue the hearing for Application #4240-CU until August 26, 2025 at 7:00 pm or September 9, 2025 at 7:00 pm, dependent upon when the application can have stakes in place for a site visit, passed unanimously.*

5. APPROVAL OF MINUTES

The minutes of April 29, 2025 were approved.

6. OTHER BUSINESS

Potential upcoming applications were reviewed.

Mr. Polwin raised the matter of sizes allowed in the current ADU language in the Zoning Bylaws, and Mr. Weir explained that this issue is included in the PC's Work Plan, and that they will likely be increasing the allowed square footage.

7. ELECTIONS

Chairperson – Mr. Brines accepted a nomination to serve as Chair and was elected unanimously.

Vice Chair – Mr. McKenzie accepted a nomination to serve as Vice Chair and was elected unanimously.

It was agreed to maintain the same meeting schedule (second and fourth Tuesdays of each month) and the same Town Office location.

The Valley Reporter was designated as the newspaper of record, and it was agreed that the informational posting places for notices will continue to be the Town Office, the Waitsfield Post Office, and Village Grocery.

It was discussed that the DRB terms are not currently staggered to the degree they should be, and that this should be reviewed and changes proposed to the Selectboard for upcoming appointments.

7. ADJOURNMENT – The public portion of the meeting was adjourned at 7:54 pm and the Board entered Deliberative Session.

8. DELIBERATIONS

Respectfully submitted,
Carol Chamberlin, Recording Secretary