

**Town of Waitsfield
DEVELOPMENT REVIEW BOARD
Meeting Minutes
February 28, 2023**

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 (Chair), Gib Geiger, Steve McKenzie, Jonathan Ursprung

Staff: Planning & Zoning Administrator JB Weir

Others: Kathleen Basile, Steve Basile, Gunner McCain

2. REVISIONS TO AGENDA, IF ANY

No revisions were made.

3. PUBLIC FORUM

Nobody present requested to address the Board during the public forum portion of the meeting.

4. Application #Sub23-03 (Sketch Plan Review/Final Plan Review) by Kathleen Basile for a 2-lot subdivision of an existing 5.4-acre lot and the adjustment of boundaries of 3 existing lots to create: Lot 1 of 3.1-ac, Lot 1-A of 2.4-ac, Lot 2 of 1.4-ac, and Lot 3 of 1.8-ac. The applicant requests that Sketch Plan Review and Final Plan Review occur at the same hearing and has, therefore, waived her right to written determination prior to Final Plan Review. The property is identified as #07008.000, located in the Agricultural-Residential District

Mr. McCain outlined the planned subdivision details, which includes the creation of a second lot from the lot which contains the Basile's existing home, as well as a reconfiguration of some of the existing lots. One new curb cut will be necessary to serve lot 1-A. The lots are all currently owned by Mr. and Ms. Basile, and have been acquired in their existing configuration; this is the first subdivision applied for involving these lots. An existing ROW is available for accessing Lot 5 through a neighboring property; that may not provide the best access, and a ROW through Lot 4 may be considered if future development is proposed for Lot 5.

Questions from board members led to discussion of the slopes present on the site as well as potential wildlife impacts related to development of the sites as proposed.

Mr. McCain explained that the ANR Deer Wintering Areas and Habitat Blocks depicted on associated maps are generally based on topographical and foliage coverage aspects of the property and that much of them have not been ground proofed. He noted that the depicted building envelopes do not split any of these areas, but are located along the edges. Questions regarding how much tree clearing is intended arose; Mr. McCain indicated the areas where wetlands are located and confirmed that nothing will be cut in those sections of the lot, and agreed to amend the application materials to depict clearing areas as appropriate. He confirmed that the wetland areas had been delineated by his staff and affirmed by the State, and agreed to have his staff perform a study of potential habitat areas on the lots and provide a report of those.

MOTION: *Mr. Geiger moved to determine that this is a minor subdivision. Mr. Brines provided the second. All voted in favor.*

MOTION: *Mr. McKenzie moved to adjourn the Sketch Plan Review for Application #Sub23-03. Mr. Geiger provided the second. All voted in favor.*

Mr. Donaldson opened the final hearing for this application.

Further discussion led to the following points:

- Power to the new lots will be underground, and likely will be established from an underground enclosure which already exists for the Basile house, or possibly from the existing pole at the base of Lot 1-A.
- The site of the existing leach field was indicated.
- Lot 2 shows an area where no below grade foundation may be constructed; Mr. McCain explained that this is due to proximity to the mound system which would be installed.
- The water line shown on the plans extends to Hadley Gaylord's property.
- The Lot 2 building envelope includes areas of very steep slopes; it was requested that this envelope be adjusted accordingly.
- Section 3.12 of the Regulations does not allow for a waiver of the stream buffer distance of 75 feet; other language allows for minimal clearing and associated development in stream buffers if necessary for road construction.
- It was confirmed that road slope and driveway slope have different parameters to be met; Mr. McCain agreed to include driveway profiles in updated application materials.
- Clearing envelopes for Lots 1-A and 2 will be provided. It was acknowledged that a better defined clearing plan, in conjunction with a wildlife report provided by McCain's biologist, will help determine if there are undue impacts to the wildlife habitat on the site.
- The driveway to Lot 2 is 500 feet long to the edge of the envelope, and 528 feet to the proposed garage site.

Several additions to the application materials were agreed upon during the meeting; Mr. McCain will provide this information in time for review prior to continuation of the hearing on March 14, 2023. These include:

- Reduction of the building envelope size for Lot 2.
- Potential reduction of the area of stream buffer impacted by the driveway for Lot 1-A, in conjunction with further review of the Regulations by the DRB members.
- A grading plan for the driveway for Lot 2.
- A profile of the driveways for Lots 1-A and 2.
- A clearing plan for Lots 1-A and 2.
- A wildlife assessment completed and associated report from McCain Consulting.
- Depiction of underground power lines on the site plan.

MOTION: *Mr. Geiger moved to continue the hearing for Application #Sub23-03 to March 14, 2023 at 7 pm. Mr. McKenzie provided the second. All voted in favor.*

7. APPROVAL OF MINUTES

The minutes of February 14, 2023 were amended and approved.

8. OTHER BUSINESS

The upcoming schedule was reviewed.

9. ADJOURNMENT

The public portion of the meeting was adjourned at 7:55 pm to move into deliberations.

8. DELIBERATIONS

Respectfully submitted,
Carol Chamberlin, Recording Secretary