

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

**1. CALL TO ORDER:** The meeting was called to order at 7:00 pm, and was held online via Zoom.

**DRB Members Present:** Duncan Brines, John Donaldson (Chair), Gib Geiger, Jim Tabor, Jonathan Ursprung

**Staff:** Planning & Zoning Administrator JB Weir

**Others:** Chris Austin, Kathleen Basile, Nancy Emory, Tom Emory, Lisa Loomis (Valley Reporter), Gunner McCain, Alice Peal (Planning Commission), John Pitrowiski, Bryce Simon, Charlene Spaulding, Courtney Spaulding, Edward Spaulding

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

The order of the hearings was changed.

**3. PUBLIC FORUM**

No members of the public were present.

**4. Sketch Plan Review** by the Emory, Jr. Family Trust – Thomas and Nancy Emory for a two-lot subdivision of an existing 10.2-acre lot into two lots of 5.1- acres each. The parcel is identified as #42006.000 and is located in the Agricultural-Residential District.

Mr. Austin provided an overview of the subdivision plans, which are intended to provide a second home site at the property. He made note of the driveway location, planned installation of underground power, the anticipated building site on the new lot, and other aspects of the plans. He confirmed that there are no steep slopes involved and that a minimum amount of tree clearing will be needed for the house site. There is some deer wintering area on the property, but most of that acreage will not be disturbed.

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

Mr. Donaldson explained that the Board will likely request some level of wildlife review be completed and documented for the subdivision application.

It was confirmed that the driveway will be under 800' in length.

**MOTION:** *Mr. Ursprung moved to close the Sketch Plan Review. Mr. Geiger provided the second. All voted in favor.*

**5. Application #SUB23-03** (Final Plan Review - Continued) by Kathleen Basile off 446 Center Fayston Road, Waitsfield VT. Applicant proposes 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 property is identified as #07008.000, located in the Agricultural-Residential District.

This hearing is continued from February 28, 2023.

Mr. McCain indicated that all the information requested at the last hearing has been submitted, and reviewed the list of those items. It was confirmed that a curb cut has been issued for a new driveway location slightly downhill from the original proposal, negating the need to encroach on the stream buffer.

No further information was requested by the Board.

**MOTION:** *Mr. Geiger moved to close the hearing for Application #SUB23-03. Mr. Brines provided the second. All voted in favor.*

**6. Application #SUB23-02** (Final Plan Review) by Shea Property Services off Center Fayston Road, Waitsfield VT. Applicants propose to subdivide an existing 33.1-acre lot into five lots of 1.7-acres, 1.61-acres, 1.75-acres, 3.34-acres, and 24.7-acres. The property is identified as #99031.001, located in the Agricultural-Residential District.

This hearing was continued from February 14, 2023.

Mr. Pitrowiski outlined the changes made to the application since the last meeting, noting that documentation of those changes has been submitted. He pointed out that, following a conversation with Fire Chief Johnson, a dedicated fire lane will be created, along with appropriate turning radius areas as requested. Mr. Pitrowiski also noted that the lower curb cut/access has been removed and that all four sites will now be served by one road. Some utility lines have been moved to avoid crossing the existing water line that runs through the property; that water line and the associated cistern are now depicted on the site plan. Sight line information for the access to Center Fayston Road was submitted; some trees will be removed to facilitate these sight distances.

Further materials submitted depict the development zones, and Mr. Pitrowiski confirmed that the remaining area of approximately 6.8 acres will remain as open space. The clearing limits, requested for Lot 4, were provided on a map; the house site has been moved back slightly and the clearing will be limited to approximately .34 acres. Other submitted documents include a wetland confirmation letter from DEC, a grading plan as requested, and representation of both planned and existing power lines (above and below ground).

Mr. Pitrowiski explained that the house footprints are likely to be modified slightly when actual development/construction is applied for.

**MOTION:** *Mr. Geiger moved to close the hearing for Application #SUB23-02. Mr. Brines provided the second. All voted in favor.*

## **7. APPROVAL OF MINUTES**

The minutes of March 14, 2023 were approved.

## **8. OTHER BUSINESS**

The upcoming schedule was reviewed.

## **9. ADJOURNMENT**

The public portion of the meeting was adjourned at 7:35 pm to move into deliberations.

## **10. DELIBERATIONS**

Respectfully submitted,  
Carol Chamberlin, Recording Secretary