

**Town of Waitsfield  
DEVELOPMENT REVIEW BOARD  
Meeting Minutes  
November 14, 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 (Vice-Chair), Jonathan Ursprung

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

**Others:** Shane Mullen, Karen Sauther, Elizabeth Stevenson

**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 #4149-CU** by KS Coffee at 8 VT Route 17, Waitsfield VT. Pursuant to Table 2.03 (C) (34) of the Zoning Bylaws, applicant seeks conditional use approval to operate a mobile coffee trailer (takeout restaurant) on a mixed-use property. Applicant also requests a front setback waiver down to 32 feet. The property is identified as #99164.000, located in the Irasville Village District.

Ms. Sauther noted that her official setback waiver request is for up to the full 30% allowable, as she may need to situate the trailer only 28 feet from the centerline of the road in order for it to fit well in the parking area.

Mr. Donaldson indicated that permitting the trailer as a takeout restaurant is suitable, and that parking appears to be adequate at the site. Mr. Brines asked about snow plowing, and Ms. Sauther explained that the proposed location will create less of an impact to both traffic flow and plowing at the site. She confirmed that the trailer is currently sited in the proposed location, and indicated that the trailer will remain on wheels, but that skirting will likely be added in order to improve the structure's appearance.

Hours were discussed; Ms. Sauther explained that previously she has been open from 7:30 am to 12:30 pm but plans to change the hours to 8:00 am to 1:00 pm for the winter. Mr. Donaldson indicated that it is not necessary to specify hours of operation for this application.

Ms. Sauther noted that she will be applying for a sign permit for the site, but has no intent of going outside what is allowed in the standard sign regulations.

**MOTION:** *Mr. McKenzie moved to close the hearing for Application #4149-CU. The motion was seconded by Mr. Brines. All voted in favor.*

**5. Application #SUB23-06** (Sketch Plan Review/Final Plan Approval) by Elizabeth Stevenson off 1053 Brook Road, Waitsfield VT. Applicant proposes a 2-lot subdivision of an existing 13.63-acre parcel: Lot 1 is proposed as 11.2-acres and consisting of the existing single-family

residence and lot 2 is proposed as 2.4-acres for a future residence. The applicant has requested a waiver to combine sketch plan review and final plan approval into a single meeting. The property is identified as #26005.000, located in the Agricultural-Residential District.

It was noted that this is a re-hearing of a previously approved application (May 2022), for which the requisite mylar was not filed within the stipulated 180-day period.

Ms. Stevenson confirmed that nothing had changed, and no amendments to the application had been submitted.

**MOTION:** *Mr. Geiger moved to grant the requested Sketch Plan waiver, and to consider this a minor subdivision. The motion was seconded by Mr. McKenzie. All voted in favor.*

**MOTION:** *Mr. Brines moved to close the hearing for Application #SBU23-06. The motion was seconded by Mr. Ursprung. All voted in favor.*

## **6. APPROVAL OF MINUTES**

The minutes of October 24, 2023 were approved.

## **7. OTHER BUSINESS**

The upcoming schedule was reviewed.

## **8. ADJOURNMENT**

The public portion of the meeting was adjourned at 7:18 pm to move into deliberations.

## **9. DELIBERATIONS**

Respectfully submitted,  
Carol Chamberlin, Recording Secretary