

## **Shaftsbury Development Review Board**

December 1, 2021

### **Call to order**

The meeting came to order in person and remotely via Zoom at 6 p.m. Present were board members Tom Huncharek (chair), Lon McClintock, and Mike Day. Also present were Shelly Stiles (zoning administrator or ZA), and applicants Sophia Miskel and James Dunn.

### **Conflict of interest**

No board member expressed a conflict of interest with any item on the agenda.

### **Sign in sheets**

Sheets were passed around and signed.

### **Outstanding minutes**

Mr. Huncharek moved to approve the October 21 minutes. Mr. McClintock seconded the motion. Mr. McClintock asked to strike the sentences in "Other Business, #2" beginning with "the ZA's allegiance" and to print out the new minutes and replace the draft minutes on the website with the revised minutes. The amended minutes were approved 3-0-0.

### **Application #21-0019-1 revised, parcel 09 20 21, Hillbrook Motel request to enclose existing overhang on unit nine, on the north end of the structure, adding 67 s. f. to that unit.**

Sophia Miskel signed a new application for revisions to the existing Hillbrook Motel permit. Ms. Miskel explained that the changes would make the north wall more visually complete and appealing as viewed from Route 7A on the north and make the east wall symmetrical. She said she would move the entrance to apartment 9 slightly southward. The DRB did not object to adding dormer windows to the roofscape (as permitted earlier by the ZA). Mr. McClintock moved to approve the application. Mr. Day seconded the motion, which passed 3-0-0.

### **Other business**

- 1) The December 14 meeting was cancelled for lack of business to conduct.
- 2) Mr. McClintock said the DRB could consider revisions to any permit it issues, but a new application must first be signed. He said he thought the Planning Commission could help by teasing out in the bylaw the difference between a major amendment that the DRB must review and a minor one the ZA could act upon. Mr. McClintock suggested the ZA should require permit applications for any changes related to an approved conditional use, no matter whether they would have not required approval absent the conditional use permit.
- 3) Mr. Huncharek reminded the DRB he would be out of town for all of January and much of February and early March. He will try to meet via Zoom when needed.
- 4) Mr. Huncharek moved to adjourn at 6:30 p.m. Mr. McClintock seconded the motion, which passed unanimously.

Notes by ZA Stiles