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Town of Shaftsbury

Municipal Offices at Cole Hall

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Town of Shaftsbury Development Review Board (DRB)

Regular meeting

Wednesday February 21, 2024

1. Call to Order – Recognition of Quorum

The meeting came to order in person and remotely via Zoom at 6 p.m. Present were Board members Mike Day (chair), Zoe Contros Kearn, Sarah Costin, and Tedd Habberfield. Also present was zoning administrator Shelly Stiles.

2. Conflict of Interest

No one reported a conflict of interest with any item on the agenda.

3. Sign in sheets

Sign in sheets were completed by Jessica Rizzo of MSK Engineers.

4. Approval of Minutes – January 17, 2024

Mr. Habberfield moved to approve the minutes. Ms. Contros Kearn seconded the motion, which passed 4-0-0.

5. Application #23-0102, parcel 14 20 48, address 267 Daniels Road, owner Barth and Elizabeth Vander Els: two-lot subdivision, final plat review.

Engineer Jessica Rizzo of MSK Engineers presented the final plat. The Board found that all items mentioned as needing attention in the January 17 minutes were addressed, to wit:

6.4.1: a title was added.

6.4.2: the deed is referenced in survey note 4. Mr. Mulligan will stamp and sign the plat when approved.

6.4.4: the septic easement has been added. The draft site plan for the proposed septic and potable water systems were shared by MSK Engineers separately in a document titled Vander Els Subdivision & Septic: Septic Design. Ms. Rizzo noted that some slight changes will be made to the site plan before it is submitted to the State. She also noted that some neighbors would be receiving via mail notices of “overshadowing” – where well or septic isolation shields extend onto abutting properties. The permit application will be filed after the notice response period has expired.

6.5.5: MSK Engineers submitted a certificate of service on January 26, 2024 via email.

6.4.6: drainage ways are shown by contour lines.

6.4.7: the zoning district is listed in survey note 3.

6.4.8: the proposed driveway will be shown but is subject to curb cut application approval.

6.4.10: contours are shown.

6.4.12: WWT elements are shown on the WWT permit document referenced in 6.4.4 above.

The permit # 23-0102 was added.

The most recent survey date of 12/08/23 was added.

In addition to items noted at the January 17 meeting, the Board also asked that a DRB Chairperson signature block be added.

Mr. Habberfield moved to approve application #23-0102, with the following conditions:

- 1) The signature block be added.
- 2) The final mylar be stamped by an engineer or licensed individual.
- 3) The wastewater and potable water system permit be approved.

Ms. Costin seconded the motion, which passed 4-0-0.

6. Other business

Ms. Stiles said she had no outstanding applications. The March 6 DRB meeting was therefore cancelled.

Mr. Day said he would be unable to attend the April 17 meeting.

Mr. Habberfield moved to adjourn at 6:25 p.m. Ms. Costin seconded the motion, which passed by acclamation.

Notes by zoning administrator Stiles.