

**Development Review Board Minutes
Town Office New Haven, Vermont
January 4, 2016**

Members & Alternate Present: Kathy Barrett, Tim Bouton, Donald Johnston, Susan Smiley,
Mike Sweeney, Tom Fyles-Alternate

Members & Alternates Absent: Steve Dupoise, Marie Gordon, Victor Bolduc-Alternate,

Staff: Dave Wetmore, Zoning Administrator, Karen Gallott-Minute Taker

Guests: Alex Carver, Michele Fouts

The Chair, Tim Bouton called the Development Review Board (DRB) meeting to order at 7:00 PM. Fyles will be a voting member this evening.

Adjustments were made to the agenda as representatives for the public hearing were not present at 7:00 PM.

DRB Business

2. Review of minutes

a) December 21, 2015

Barrett made the motion to accept the December 21, 2015 DRB minutes as presented.

Sweeney seconded

Discussion – none

Vote: Yes – 4 (Barrett, Bouton, Fyles, Johnston)

No – 0

Abstention – 2 (Smiley, Sweeney)

Motion carried

3. Review and Sign Decisions

a) Application #2015DRB-04-SD final plat review for a 2-lot Subdivision of parcel #0329-120 by John and Carmen Palmer

Discussion – question regarding the 180 day appeal period, does the DRB keep track of this timeline.

The Zoning Administrator does track the timeline as best as can be done. It is actually the responsibility of the applicant to keep track of the time line to make sure the plat is submitted on time.

The letter from the State VTrans regarding the road access; where is it kept? All documents submitted are recorded as exhibits of the application and are filed and kept as the record of the application.

Barrett made the motion to approve Application #2015DRB-04-SD final plat review for a 2-lot Subdivision of parcel #0329-120 by John and Carmen Palmer as presented.

Smiley seconded

Discussion – none

Vote: Yes – 5 (Barrett, Bouton, Fyles, Johnston, Smiley)

No – 0

Abstention – 1 (Sweeney)

Motion carried

5. Correspondence – none

The Public Hearing Opened at 7:08 PM

a) Application #2015DRB-09-NCU(non-conforming use) request by Michelle Fouts, dba DEI Sapphire Center, for the approval to expand the use and repurpose and construct an addition to an existing garage for instructional space.

Fouts began with background information. DEI Sapphire Center is a licensed therapeutic center for autism children ages birth through 6 yrs of age and is a State licensed facility. The Town had approved interim zoning by-laws which would allow the use of the property as a licensed therapeutic center. That interim by-law was good for two years and has lapsed. DEI Sapphire Center is a non-conforming use under the current by-laws.

Currently, there are four (4) students enrolled. The maximum number of full time students is twelve (12). There would be no changes in the program or number of students attending. The center is currently using the existing house on the property. The center would like to build onto the south side of the detached two story garage a 20 x 16 foot “mud room” that would house all of the utilities (heat, water, electric). An outside stairway would be added to the north side of the structure. Renovation of this building would provide additional space for use with the Center’s programs.

The DRB established that the licensed early childhood center is a non-conforming use.

There was considerable discussion regarding the siting of Sapphire Center. If it was an address off Dog Team Road or if it was off Rivers Bend Road and was Rivers Bend Road a driveway or a private road. E-911’s definition of a private road says there must be three houses on it. If there are two houses, it is considered a driveway.

If the DRB doesn’t recognize Rivers Bend Road as a private road then the addition/renovation of the existing garage must meet setbacks.

The DRB asked that the applicants do some more “home work” regarding this project and come back with some changes to their application plan.

Barrett made the motion to continue this hearing to January 18, 2016.

Sweeney seconded

Discussion – none

Vote: Yes – 6 (Barrett, Bouton, Fyles, Johnston, Smiley, Sweeney)

No – 0

Abstention – 0

Motion carried

Public Hearing was closed

DRB Business Continued

1. Sketch Plan Reviews – none

4. Review for Compliance and Sign Final Plats – none

6. Old Business – none

7. New Business – none

Barrett made the motion to adjourn

Smiley seconded

Discussion – none

Vote: Yes – 6 (Barrett, Bouton, Fyles, Johnston, Smiley, Sweeney)

No – 0

Abstention – 0

Motion carried

The meeting was adjourned at 8:10 PM

Respectfully Submitted By

Karen Gallott



Tim Bouton, Chair



Kathy Barrett, Vice Chair



Donald Johnston, Clerk

Tom Fyles



Susan Smiley



Mike Sweeney