

Development Review Board Minutes
Town Office New Haven, Vermont
May 7, 2018

ORIGINAL

Members Present: Kathy Barrett, Tim Bouton, Tom Fyles, Donald Johnston, Charlie Roy, Susan Smiley

Members Absent: Carol Charbonneau

Staff: Karen Gallott-Minute Taker; Katie Raycroft-Meyer-Zoning Administrator

Guests: Don Mitchell, Cheryl Mitchell, Ethan Mitchell, Tasha Ball, Rob Litch, Jed Malcolm

Barrett, Chair called the Development Review Board (DRB) meeting to order at 7:00pm.

Introductions were made and the new Zoning Administrator, Katie Raycroft-Meyers was introduced.

Election of Officers:

Johnston made the motion to nominate Kathy Barrett for Chair

Roy seconded

Discussion – none

Vote: Yes – 5

No – 0

Abstention – 1 (Barrett)

Motion carried

Bouton made the motion to nominate Tom Fyles for Vice Chair

Roy seconded

Discussion – none

Vote: Yes – 5

No – 0

Abstention – 1 (Fyles)

Motion carried

Bouton made the motion to nominate Donald Johnston for Clerk

Roy seconded

Discussion – none

Vote: Yes – 5

No – 0

Abstention – 1 (Johnston)

Motion carried

Adjustments to the agenda:

Minutes for April 16, 2018 will be deferred

Findings of Facts and Decisions for Recline, LLC and Wright Stowe Revocable Trust will be deferred.

Jed Malcom may present a sketch plan for property in a flood plain

Public Hearing

- a) *DRB2018-02-CU, Don and Cheryl Mitchell. Conditional use permit for a private school on Mitchell Drive. Continued from April 16, 2018.*

Since the April 16th DRB meeting the Mitchells have made improvements: Put in a pull off area, cleared trees along Hallock Road for better sightline; doubled the size of parking; and installed outdoor lighting. The Town indicated the Mitchell's did a great job with the tree removal to increase the site line; but would like the stones moved back out of the town right-of-way.

The DRB went on a site visit tonight that showed:

- Mitchell's will be installing pavers for the side walk
- The teachers will be parking in the garage room for 2 cars
- There are 5 additional spaces for car parking
 - Cars will be backing into these parking spaces
- A pull off area on the driveway was installed
- 4 additional parking spaces were added 30 yards up the driveway at the barn – the Mitchell's see this as an overflow parking for night events.
- At full capacity, the pre school will serve 15 children, ages 3 to 6 years.
- There is a pond on site, but it is a far distance from the site and building that will be used for the preschool.
- The nearest fire access is about ½ mile down Quaker Village Road

Tasha Ball indicated the VT DOE has rules and regulations that this preschool must comply and follow. There will be a ratio of 2 teachers to 15 children.

The DRB read through Sections 352 Site Plan Review Procedure and Section 341 Conditional Uses, of the Zoning Bylaws.

Cheryl Mitchell distributed a new project narrative that addressed the items in relation to Sections 352 and 341. Don Mitchell distributed a traffic study he did: Traffic on Hallock Rd past Mitchell drive March 26-28, 2018 from 7:30 – 8:30 AM and 2:15 – 2:45 PM.

DRB member voiced concern regarding farm and personal traffic on the driveway going past the proposed pre-school to the various residences and to the farm.

Bouton made the motion to close the hearing and go into deliberative session after the DRB Business portion of tonight's meeting.

Smiley seconded

Discussion – Johnston mentioned that the DRB doesn't normally go into deliberative session and he would like the discussion to be transparent.

Vote: Yes – 1 (Bouton)

No- 5 (Barrett, Fyles, Johnston, Roy, Smiley)

Abstention – 0

Motion did not pass

Smiley made the motion to close the Hearing.

Roy seconded

Discussion – none

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

No – 0

Abstention – 1 (Bouton)

Motion carries

The hearing was closed at 7:26 PM

Bouton expressed traffic flow concerns and would like some conditions made.

Johnston would like to see a revised Site Plan that shows the actual changes made and site conditions need to match the Site Plan

Johnston made the motion to accept the DRB2018-02-conditional use of the submittal of the March 26, 2018 Site Plan with the following conditions:

- The proposed 6 lot parking lot needs to be constructed as depicted on the March 26 Site Plan
- Site Plan needs to be revised to show the pull out installed on the South side of the barn
- The walkway from the parking lot to the building needs to be shown
- Show the locations of the outside lighting
- The garage parking shows 3 parking spaces and should be modified to show 2 spaces for parking
- A revised Site Plan needs to show the word "Final"

Fyles seconded

Discussion – The Zoning Administrator will review the final Site Plan and make the final decision and acceptance of the final site plan

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

No – 0

Abstention – 0

Motion carries

Jed Malcom is looking for guidance on the process and if it is something that should go through the DRB; if this renovation was not possible at all; or if it could go through a traditional building permit. The residence is located on Dog Team Road. The residence is not located in FEMA flood elevation but is located in New Haven's flood hazard district. The new owners would like to extend the existing deck another 2 feet to the west and 4 additional feet to the south.

There was discussion regarding FEMA flood district and the New Haven flood plain.

DRB Business

1. Minutes

Minutes for April 16, 2018 were deferred

Review and Sign Decisions

A. DRB2017-12-BLA, Recline LLC boundary line adjustment on North Street – deferred

B. DRB2018-3-BLA, Wright Stowe Revocable Trust, boundary line adjustment on East Street – deferred.

3. Review decision compliance and/or sign final plats – none

4. Correspondence – none

5. Old Business – none

6. New Business – May 10, 2018 there will be a joint meeting with the Planning Commission, Development Review Board, SelectBoard, Conservation Committee. This will be a meeting of open communications among all committees.

Fyles made the motion to adjourn

Bouton seconded

Discussion – none

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

No -0

Abstention – 0

Motion carries

The meeting was adjourned at 8:45 PM

Respectfully Submitted By

Karen Gallott

Kathy Barrett, Chair

Tom Fyles, Vice Chair

Donald Johnston, Clerk

Jim Bouton

Charlie Roy

Susan Smiley