



# DEVELOPMENT REVIEW BOARD

Meeting Type: ..... **Regular Meeting**  
 Date: ..... **Thursday, April 13, 2023**  
 Time: ..... **6:00 p.m.**  
 Place: ..... **Community Room or Via Zoom**  
 Address: ..... **43 Bombardier Road**  
 Contact: ..... **(802) 893-1186**  
 Website: ..... **www.miltonvt.gov**

## MEETING MINUTES

<i>Bruce Jenkins,</i> <i>Chair</i>	<i>Nick Smith,</i> <i>Vice Chair</i>	<i>Julie Rutz,</i> <i>Clerk</i>	<i>Scott Turner</i>	<i>Maryalice</i> <i>Callahan</i>	<i>Henry Bonges,</i> <i>Alternate</i>	<i>Robert Brisson,</i> <i>Alternate</i>
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### MINUTES

#### 1. Call to Order

The meeting was called to order by B. Jenkins at 6:04 P.M.

#### 2. Attendance

**DRB Members Present:** Bruce Jenkins, Chair; Julie Rutz, Clerk; Maryalice Callahan  
**DRB Members Absent:** Nick Smith, Vice-Chair; Scott Turner; Bob Brisson, Alternate; Henry Bonges, Alternate  
**Staff:** Amanda Pitts  
**Hearings:** Karl Marchessault, Jeff Jimmo, adjacent property owners (see sign in sheet)

#### 3. Agenda Review: None

#### 4. Public Forum: None

#### 5. Staff Updates: None

#### 6. Continued Hearing/New Business:

- a. **Sizzling Sausage LLC c/o Jeff Jimmo**, owner and applicant, is requesting Final Plan approval for a proposed 2-lot subdivision located at **13 Sweeney Farm Rd**, described as Parcel #203054-000000, SPAN 396-123-10541. The project proposes that the new lot created will be served by a private driveway, and on-site septic and well. The subject property is recorded as having 63.63 acres and is located within the Medium Density (R3) zoning district, and the Catamount Planning Area.

**Karl Marchessault, O-Leary Burke Civil Associates, and Jeff Jimmo, owner/applicant represented the applicant for this hearing. Karl Marchessault gave the background of the proposed subdivision. B. Jenkins administered the oath and read through the numbered items.**

1. *The applicant shall secure a Project Review Sheet or Permit Navigator Summary from the Department of Environmental Conservation and all applicable permits.*
2. *DRB shall determine approval of a waiver to create lot 2 without the minimum road frontage.*

3. *Applicant shall provide pull-off areas every 500 feet to accommodate emergency vehicles for driveway to Lot 2 per section 3002.H.*
4. *Applicant shall obtain zoning permit for swimming pool prior to construction and install in accordance with section 3006.*
5. *Applicant is advised to maintain both lots in conformance with section 3011.*
6. *Staff advises that the draft legal documents reflect the driveway easement.*
7. *This project shall be completed, operated, and maintained as set forth in the plans and exhibits as approved by the Development Review Board and on file in the Department of Planning and Zoning, and in accordance with the conditions of this approval. No changes, erasures, modifications, or revisions, other than those required by this Decision, shall be made on the plan after approval unless a revised plan is first submitted to the Department of Planning and Zoning for approval.*
8. *In accordance with 24 V.S.A. §4463(b), the applicant must file a final subdivision plat for filing in the town's land records within 180 days of the Development Review Board's final approval. The plat must be deemed Final by Planning Staff prior to being eligible for recording as the final survey plat. Upon written request by the applicant prior to the expiration of the 180 days, the Zoning Administrator may grant a written 90-day extension to the filing deadline if other local or state permits are still pending.*
9. *Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the requested changes. The revised plans must be deemed Final by Planning Staff prior to being eligible for a Zoning Permit from the Zoning Administrator and/or recording the final survey plat. The Applicant is advised to submit an electronic .pdf plan for staff review prior to submitting all copies of the Final Plan set.*
10. *A Zoning Permit is required prior to any additional construction and an associated Certificate of Compliance is required following completion.*
11. *Omission or misstatement of any material fact by the applicant or agent on the application or at any hearing which would have warranted refusing the permit or approval shall be grounds for revoking the permit or approval at any time.*
12. *The DRB may schedule a site visit.*
13. *The DRB shall motion to recess or close this hearing. If recessed, a specific time, date, and place shall be designated to resume the hearing. If closed, the DRB shall issue a decision within 45 days.*

**Nancy Huie and Scott Holley asked questions regarding the proposed subdivision and answers were provided by the applicant.**

**Motion to close hearing by J. Rutz at 6:27 pm. Second by M. Callahan. Motion carried.**

**7. Other Business**

A. Quorum of previous meetings members was not sufficient to vote on minutes.

**8. Motion to adjourn meeting by J. Rutz at 6:29 pm. Second by M. Callahan. Meeting adjourned.**

**9. Deliberative Session**

*Private session for deliberations on applications and written decisions in accordance with 1V.S.A. 312.*

+Respectfully submitted,

Amanda Costello

APPROVED MINUTES:

\_\_\_\_\_ Date: \_\_\_\_\_  
Bruce Jenkins, Chair

Filed with the Milton Town Clerk’s Office on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST: \_\_\_\_\_, Milton Town Clerk