

MUNICIPAL OFFICES



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Development Review Board
Minutes for May 25, 2017

Roll Call: Chair Smith, Vice Chair Donahue, Bright and Brown were Board members present and Hatch was present as the Clerk. Public present were Ronald E. Tucker, Katherine Morvan, Joe Morvan, Sherry Doane, Jeff Stetter, Ron Lyon, Tom Bachman, Steve Porter and Patricia Porter. The Hearing was called to order at 7:00 PM.

Approval of Minutes: A motion to approve the minutes of April 27, 2017 was made by Brown and Seconded by Donahue. The motion carried **3-0-1**. Bright abstained.

Applications: Joe Morvan is seeking a Variance from Set Backs for a structure closer to the property line than allowed. The property is located off Dunham Drive in Northfield Falls. Morvan has a copy of a survey that the abutting owner, Timothy H. Swartz wrote "Location OK with Timothy H Swartz, dated 4/23/2017 and signed" stating it was OK for Morvan to be closer to his property line than allowed. Mr. and Mrs. Porter were present and voiced concern that there was confusion with their property line and that of Morvan. There was much discussion between the property owners and the Board members. Mr. Porter, having found a property boundary marker pin and discussed with Mr. Morvan the fact his proposed building was on Mr. Porters' side of the line, moved the proposed building back onto Mr. Morvans' property. There now is a need for a Variance from the set-back to Porters' property as well. Another question raised is the setback from the road. It was determined that the road was a Private Road owned by Ron Tucker who was present for this hearing. He spoke to the setback from the road. He stated he was good with 15 foot setback from the

road and he could get his dump trucks through when needed. There was more discussion between the neighbors and the Board members. Mr. Hatch said he would work with the neighbors to help bring resolution to this situation. A motion to table this Application was made by Bright and seconded by Brown. The motion carried **4-0-0** to table the application until the next regular Development Review Board meeting on June 22, 2017.

Ron Tucker seeks a Subdivision Approval for property he owns between Homewild Lane and Vt. Route 12 A. The Subdivision was approved at the January 18, 2016 meeting of the Planning Commission but the Survey was **not** filed with the Town in the 180 day period following the meeting; therefore, it became Void. He seeks to have this Subdivision approved and he will file the Survey within the allotted time. There was discussion between Mr. Tucker and the Board. A motion to approve the Subdivision as submitted was made by Bright and seconded by Brown. The motion carried **4-0-0** to grant the Subdivision the Mr. Tucker.

Northfield Savings Bank (NSB) seeks a Site Plan Review because of changes made to the Site Plan they originally submitted and was approved. The property is located at 33 South Main Street. Mr. Stetter presented the project changes to the Board members. The changes are due to budget constraints. There will be a reduction in paving near the stream in the rear of the building. The drive through will be reduced to a one lane drive through with a by-pass to allow vehicles to pass by the vehicle at the window. There will not be a canopy over the Drive through. There will be a reduction in the number of trees. There will be employee doors still in the rear but will not be for public entrance into the building. There will be two Handy-cap parking spaces in the front of the building. Site lighting will be reduced due to less parking in the rear. There is contaminated soil on site so digging is minimized as all material removed needs to be shipped off site. There was discussion between the Board members and the four people representing NSB. The questions of the Board members were answered. There was further discussion. A motion to approve the revisions to the site plan as proposed was made by Bright and seconded by Donahue. The motion carried **3-1-0**. Brown voted no.

Other Business: There was discussion among the Board Members and the Clerk about the general process by which the projects are brought before the Board. The members don't get the information about the projects in a timely manner and are not up to speed when the projects are presented. This is often due to the fact the Clerk / Zoning Administrator does not have the time necessary to complete all the tasks before him as he clerks two Boards and needs to address all the work that comes in daily. The projects are not always complete as people don't know where to find the material requested on the applications. This needs to change. The board members need the information in a timely manner. A longer time between the applications and presentations to the Board would help. Notification to the board members at the same time the letters to the abutters go out would be helpful. There was discussion about the ways this could be resolved. The clerk will work to this end to see how changes can be made and the members of the board enjoy more information sooner.

Adjournment: A motion to adjourn was made by Bright. The motion carried **4-0-0**. The hearing was adjourned at 8:37 PM.

These minutes are submitted by Stephen Hatch and are subject to approval at the next meeting; however, they are substantially correct.



Stephen Hatch
Zoning Administrator / DRB Clerk