

WEST WINDSOR DEVELOPMENT REVIEW BOARD

Draft Minutes

July 27, 2011

Present: Glenn Seward, Shannon Harrington, Hal Pyke, Martha Harrison

- 1) Call to Order – DRB Chair Glenn Seward called the meeting to order at 6:35 PM.
- 2) Executive Session – **Glenn made a motion to go into Executive Session to discuss pending litigation. Hal seconded the motion, which passed unanimously.** After discussion, **Glenn made a motion to come out of Executive Session. Hal seconded the motion, which passed unanimously.** Glenn noted that no action was taken.
- 3) Other Business – Subdivision application form: Shannon said she thinks the subdivision regulations should be revised. Shannon suggested including a definition of “adjoiner” in the subdivision regulations. Shannon also noted that the application doesn’t mention “open space” even though open space is mentioned many times in the regulations. Glenn asked if open space is needed at this stage of development. Hal said all undeveloped land is “open space.” Martha said she tried to eliminate the duplications in the checklists. Shannon said the DRB has to consider, during sketch plan review, whether additional plans for stormwater, grading, open space, traffic, etc. are necessary. Glenn noted that, with the authority to waive certain requirements, the DRB can tailor the process to fit the project. Shannon noted the requirement for an 8 ½” x 11” sketch drawn on an existing survey and asked Hal and Glenn if they are expecting sketch plan applicants to come in with survey maps. Glenn said he would think an applicant could come up with an existing survey and sketch the proposed subdivision on a copy of the survey. Hal said the buyer usually gets a copy of the survey when purchasing a property. Shannon said Vermont law does not require a boundary survey when transferring property; often there are just written descriptions from the deed. All agreed that, since the applicant is going to be required to survey the property before getting final subdivision approval anyway, it is not unreasonable to request a survey at the sketch plan stage. Martha noted that applicants can request an informal review with the DRB prior to sketch plan review if they want some guidance before incurring the cost of a survey. Shannon noted the very low fees for subdivision. Martha said the Selectboard has to change the fees if they think they are too low. Glenn asked Martha to put “subdivision fees” on the agenda for the next Selectboard meeting.
- 4) Adjourn – **Glenn made a motion to adjourn at 7:15 PM. Shannon seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison