

*Draft*

**Town of West Rutland Development Review Board (DRB) Special Meeting & Public Hearing Minutes  
May 29, 2019 - 7:00 pm - at Town Offices, 35 Marble St., W. Rutland**

**DRB Members present:** Mike Moser, Denis Lincoln, Tim Ponto, Deb Higgins      **Member Absent:** Jim Mumford  
**Also Present:** Jeffrey Biasuzzi (Zoning Administrator & Recorder)

**Call to Order:** Chairman M. Moser called the Meeting to order at 7:03 pm, and led the reciting of the Pledge of Allegiance. The Meeting was not recorded.

**Agenda:** M. Moser requested a MOTION to accept the Meeting agenda. T. Ponto made the MOTION to accept the Agenda; all approved, and MOTION passed.

M. Moser requested a MOTION to approve the Minutes of the May 15, 2019 Meeting and Hearings. D. Higgins so MOVED to approve the Minutes. M. Moser, T. Ponto and D. Higgins approved. D. Lincoln abstained, as he was absent at the 5/15/19 Meeting. The MOTION passed.

**Public Concerns and Input:** There was no Public in attendance and no input.

**M. Moser re-opened the Deliberative Session for Application 19-12;** a request by Yvonne Traverse to install over 100 cu. yds. of earthen Fill and construct a Single Family Residence with attached garage, on her Mead Street property (Parcel #26-0490048). The Board invited the ZA to attend and provide Zoning related information.

T. Ponto made a MOTION to exit Deliberative Session. M. Moser, T. Ponto and D. Higgins approved. D. Lincoln abstained.

M. Moser asked for a MOTION on Application #19-12. T. Ponto made a Motion to Approve the Application with the following Conditions:

- a. That the project be completed in accordance with the grading and drainage design detailed in the Application's Site Plan.
- b. That, if while in construction, any amendments to that Site Plan are to be reviewed and approved in advance by the Owner or her Agent; and a copy of the amended Plan be provided to the Zoning Administrator (ZA), and having a signed statement by the Owner or her Agents stating that the amendments will not change the drainage pattern approved in the initial Site Plan.
- c. That only un-contaminated earthen Fill is to be deposited. A record of the source of all Fill materials to be used shall be provided to the ZA in advance of delivery. Stumps and vegetative material from the property is to be trucked off site.
- d. That upon completion of the project and prior to taking Occupancy, the Owner or her Agent request a Certificate of Occupancy, along with a signed statement that the Project has been completed in compliance with the approved Site Plan.

M. Moser, T. Ponto and D. Higgins approved the MOTION to issue the Conditional Use permit. D. Lincoln abstained.

D. Higgins made a MOTION to instruct the Zoning Administrator to draft a Decision for the DRB's review and formal approval. M. Moser, T. Ponto and D. Higgins approved the MOTION. D. Lincoln abstained. The Motion passed.

**Miscellaneous & Other Business:**

The ZA informed the Board that he had received an application from Brian Baily and Josh Butler, requesting a Variance to establish a seasonal Food Trailer business on Bailey Motors lot at 315 Main Street. This has since been amended as an application to set up a permanent snack bar (Unit to be on blocks, wheels off and skirted), conforming to setbacks, with picnic tables in a fenced area of the lot. This accessory commercial structure is a permitted use in the VCII Zoning District.

**Next regular Meeting of the DRB:**

The Board has a quorum issue in scheduling its next regular meeting on June 19<sup>th</sup> 2019. An alternate (Special) Meeting date is scheduled for 7:00 pm Wednesday, June 26, 2019 at Town Office.; providing there is business for the Board.

**Adjournment:** D. Higgins made the Motion to conclude the Special Meeting. All approved and the Meeting adjourned at 8:10 pm.

Respectfully submitted by J. Biasuzzi

Approved: \_\_\_\_\_