



# Town of Georgia

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## GEORGIA DEVELOPMENT REVIEW BOARD

### APPROVED MEETING MINUTES

March 15, 2022

**Minutes approved April 5, 2022**

**Board Members Present:** Suzanna Brown, Gilles Rainville, James Powell, Greg Drew, Cheryl Letourneau

**Board Members Absent:** None

**Staff Present:** Emily Johnson, Zoning Administrator

**Others Present:** Stephen White, Sherry Hanson, Ray Bouffard, Peter Mazurak

**Emily Johnson called the meeting to order at 7:03 p.m.**

**Emily opened the floor for nominations for the position of Chair of the Development Review Board (DRB). James Powell nominated Suzanna Brown; Gilles Rainville seconded. All were in favor.**

**Emily asked if there were any other nominations for Chair of the DRB. Hearing none, Suzanna Brown was elected Chair of the DRB and took to leading the rest of the meeting.**

**Suzanna asked if there was a nomination for Vice Chair of the DRB. Greg Drew nominated Gilles Rainville, but he declined the nomination. Suzanna nominated James Powell; Gilles Rainville seconded. All were in favor.**

**Suzanna asked if there were any other nominations for Vice Chair of the DRB. Hearing none, James Powell was elected Vice Chair.**

**Suzanna next asked for nominations for Clerk of the DRB. Gilles nominated Cheryl Letourneau, but she declined the nomination. Suzanna nominated Greg Drew; Cheryl Letourneau seconded. All were in favor.**

**Suzanna asked if there were any other nominations for Clerk of the DRB. Hearing none, Greg Drew was elected Clerk of the DRB.**

**Suzanna moved the review of the February 15, 2022, meeting minutes to the end of the meeting.**

**At 7:06 p.m. the hearing for Final Plat Review (FP-001-22) for Woodnladder Realty, LLC c/o Ray Bouffard, Owner/Applicant for a three-lot minor subdivision at 4377 Highbridge Rd located in the South Village (SV) zoning district was opened.**

- Suzanna read the background information from the staff report and asked if anything had changed since the Applicant's sketch plan hearing.
- Peter Mazurak, Applicant's engineer, corrected the acreage of Lot 1 to 4.26 acre total to accurately reflect the included area of the 60' ROW. Lot 1 was 3.42 acres, plus 0.84 acres of the ROW, equaled 4.26 total acres for Lot 1.
- Peter also noted that they had gone through the sketch plan decision and addressed the items listed by the DRB including adding a geographical overlay to the submitted maps, addition of future sidewalk locations, and the continuation of the 60' ROW along the western portion of Lot 1.
- Suzanna noted that the future sidewalks along Highbridge Rd needed to be outside the state's ROW. Peter asked if that was the case even if they had received a state access permit. Suzanna replied that yes, the sidewalks would still need to be outside the state's ROW and that future sidewalks going along the private road needed to be going down both sides, not just one side.
- Peter then asked if moving the location of the barn on Lot 2 would be considered development of the lot. He noted that the structure is not salvageable as the foundation had failed.
- Suzanna said that with the way the regulations for the SV were written, building a new structure in a similar area but of a different size does not work.
- Peter then asked if they could increase the size of the replacement structure. Emily stated that you cannot replace a structure with one that is more nonconforming.
- There was more general discussion about Lot 2 and the existing barn.
- Peter noted the remark in the staff report about the language of the draft deeds. Emily noted that she was not a lawyer, but it was just not obvious in the draft deeds which lot owned the land under the 60' ROW. Peter asked the board if adding language onto the final mylar indicating who owns the land would be sufficient. Suzanna said that would be ok.
- Suzanna asked if there were any more questions from the board. Hearing none, she asked the public if they had any questions.
- Stephen White asked how the extension of the 60' ROW along the western portion of Lot 1 would impact his abutting parcel and asked for clarification on where the ROW connects to the Georgia Market parcel. Peter noted the location and general distances of the ROW to Mr. White's parcel.
- Next Sherry Hanson asked Mr. Bouffard and Mr. Mazurak if they were aware that there was some concern about a drainage easement located on Lot 3 granted to abutting properties and if they were not to let them know about it. Ms. Hanson was asked what kind of drainage infrastructure was thought to be there and she was not sure, but just wanted to make them aware. Peter said to build the driveway on Lot 3 (which is in or near the potential easement area) they would only need to dig down about a foot and if they ended up hitting anything while digging/installing the driveway, they would repair it.
- Suzanna asked if there were any other questions and there were none.

**Gilles Rainville motioned to close the hearing; James Powell seconded. All were in favor. The hearing for FP-001-22 was closed at 7:26 p.m.**

**Final Plat Amendment FP-001-21**

- Emily explained that in order for her to include the language requiring an updated mylar with the reference to deferral deeds removed, a motion needed to update the decision.
- Suzanna motioned to include requiring an updated mylar with the reference to deferral deeds removed, Gilles Rainville seconded. All were in favor.

**The February 15, 2022, DRB draft meeting minutes were reviewed. James Powell motioned to accept the February 15, 2022; meeting minutes as submitted. Cheryl Letourneau seconded. All were in favor.**

**Rules of Procedure and Conflict of Interest Policy**

- Emily explained that the Rules of Procedure and Conflict of Interest Policy is the same as the one signed this summer when the DRB was created.
- Gilles asked if this document was the same for all boards in town. Suzanna replied that it was more or less the same, but each board can tweak it to accommodate their needs.
- Suzanna pointed out the conflict of interest section, noting what qualifies as a conflict and when it needs to be disclosed.
- It was also pointed out that when voting, there needs to be at least four board members voting for a motion to pass, not just a quorum of board members present.
- Suzanna asked if anyone had any issues with the document. Hearing none, she signed the Rules of Procedure and Conflict of Interest Policy.

**Gilles Rainville motioned to enter deliberative session; James Powell seconded. All were in favor. The DRB entered deliberative session at 7:35 p.m.**

**Items discussed during deliberative session:**

- Final Plat hearing for FP-001-22

**James Powell motioned to exit deliberative session, Gilles Rainville seconded. All were in favor. The DRB exited deliberative session at 8:10 p.m.**

**Gilles Rainville motioned to end the meeting, Greg Drew seconded. All were in favor. The DRB meeting on Tuesday March 15, 2022, ended at 8:11 p.m.**

**The DRB tasked Emily Johnson to write the draft decision for FP-001-22.**

**Selectboard Concerns:** None

**Next meeting:** April 5, 2022, at 7:00 p.m.

Respectfully submitted,  
Emily R. Johnson, Zoning Administrator