

Members Present: Tim Maxham (Chair); Doug Patterson (ice Chair); Nate Hayward (via Zoom); Gareth Hunt; Liza Kilcoyne; Mike Welch; Jim Brightwell; Tm Mullen (Alternate).

Public Present: Julia Lockett Cox; Casey Blanchard; Martha Taylor-Varney (ZA)

7:00PM – **T. Maxham** opened the meeting and the Board was introduced.

Changes to the Agenda

There were none.

Public Comment

No public comment.

Conditional Use/Site Plan review for Professional Services at 439 West Shore Rd. (Cox: 25-56-WS439)

The warning was read, and Applicants were sworn in. ZA M. Taylor-Varney told the Board that the structure under review in this hearing has just been issued its own E911 address – 441 West Shore Rd.

Julia Lockett Cox recently moved into a new 2BR home at 439 West Shore Rd. She and her husband temporarily lived in a 1BR apartment above a detached garage on the same property while the home was under construction. She has now requested a conditional use/site plan review for the garage apartment space for use as professional services, giving them that option for future use of the space, or for it to be used as an ADU.

Used as a professional space, Julia is looking to rent it to a small, quiet business with no more than 3 employees. Examples of an appropriate business would be a photographer, graphic designer, lawyer, architect – someone with a minimal impact on noise level and parking. Client/customer visits will be minimal. The area along the front of the garage has room for 4 parking spaces. The driveway to the garage space also serves the new home.

Business hours will be allowed between 6am and 8pm, Monday – Sunday, although Julia expects hours and days to generally be 9 to 5, Monday through Friday. The extended hours and days allow for the occasional late night or weekend. She is asking for more than she may need to prevent having to come back at a later date to amend this.

Questions from the Board

J. Brightwell – Does the State permit allow for reallocation of septic for use at the new house and the garage space? *Yes, the number of bedrooms in the house will be reduced to 1 allowing for allocation to the garage space for either 1 bedroom, or up to 3 employees if used as a professional space.*

M. Welch – It is intended for only one or multiple professional uses? *Only one, unless it is used by more than one business on alternating days.*

M. Welch – There is a 10-fixture limit [plumbing]. Does this limit allow for multiple occupants? *Yes.*

L. Kilcoyne – Is the office space only on the second floor of the garage? *Yes. There is a small entry space downstairs that has a sink and a half bath. The water to the sink will be turned off to meet the 10-fixture limit.*

J. Brightwell – Is there screening from the neighbors? *Yes, the area is wooded, providing screening from neighboring homes. Those homes are also a distance away.*

T. Maxham – Are both the house and the detached garage/dwelling on the same lot? *Yes.*

M. Welch – Is there lighting on the garage for the parking area? *Yes, there are 3 building mounted lights on the same side as parking, plus a motion sensor light in the driveway. This needs to be added to the site plan.*

T. Maxham stated that, as part of the conditional use review, the Board will need to determine whether the application creates an undue adverse effect.

L. Kilcoyne – As a professional use, would anyone need to ever spend the night there? *No overnights.*

T. Maxham – Will there be any business signs? *Hadn't planned tot, but possibly. Maybe mounted on the building itself. If there is going to be one by the road it needs to be shown in the site plan.*

L. Kilcoyne – If it is going to be a commercial building you will need one parking space designated as a handicap space. The grade from the driveway to the exterior door can easily be adjusted for wheelchair access.

T. Mullen – When the garage doors are up is the level of the driveway the same grade? *Yes, a wheelchair could access the garage this way, then enter the lower space through a door.*

J. Brightwell moved to accept the site plan with the anticipation that the changes discussed will be added; M. Welch second. All in favor.

7:34 PM – **T. Maxham** closed the hearing.

New Business – Rules of Procedure

The Board discussed a draft Rules of Procedure document and will add this to the agenda for the May 14 meeting.

Review of February 12, 2025 Minutes

G. Hunt moved to accept the minutes of February 12, 2025, as written; **L. Kilcoyne** second. All in favor.

Administrator’s Report

1. Zoning Administrator M. Taylor-Varney will not be at the May 14 meeting. There are 2 hearings scheduled. Members will need to decide who will take minutes, run Zoom, and who Martha will send the draft decisions and 4/23 minutes to.
2. The Planning Commission is clarifying definitions for “average natural grade” and “pre-construction grade”, in addition to determining a new process for measuring building height.
3. NRPC is producing a large copy of the preliminary South Hero FEMA map for review by the Selectboard, Planning Commission, and DRB. Martha will notify members when she receives the Town’s copy.
4. The subdivision for Lawrence on Gifford Lane, approved by the Board last Fall, will be coming back for amendments related to septic locations and easements. That hearing is tentatively scheduled for May 28.

Adjournment

8:00PM – **D. Patterson** moved to adjourn; **G. Hunt** second. All in favor.

Respectfully submitted,
Martha Taylor-Varney, ZA

Signed: _____ **Date:** _____
For the Development Review Board

These minutes are unofficial until approved at the next regularly scheduled meeting. All motions were unanimous unless otherwise indicated.