

Town of Sharon, Vermont  
Planning Commission and Development Review Board Minutes  
March 12, 2024

*The meeting was publicly warned in conformance with the January 2022 amendments to the Vermont Open Meeting law requirements for remote and/or telephonic meetings.*

**Attending:** John Roe, Sue Sellew, Dee Gish, Paul Kristensen & Andrea Morgan (SPC/DRB Clerk, taking notes) in person. Dana Colson via Zoom.

**Visitors:** John Putnam, Caleb Putnam via Zoom.

**Future Meeting Dates – Mark Your Calendar**

- Tuesday April 9<sup>th</sup> 7PM SPB/DRB regular meeting.

John Roe convened the Development Review Board meeting at 7:03 PM.

**Kebalka Subdivision:** Members discussed how best to proceed with the Kebalka's subdivision project. Dee moved request a new subdivision application to change one of the conditions on the 2021 subdivision permit and to create a new lot, waiving the application fee but requiring the applicants to pay for the cost of warning a public hearing. Sue seconded the motion. Sue, John, Dana and Dee approved the motion and Paul opposed it.

Paul moved to withdraw the prior motion. Sue seconded and all approved. Paul moved to request a new subdivision application to change one of the conditions of the 2021 subdivision permit and establish a new lot, charging all applicable fees per the subdivision regulations. Sue seconded the motion and all approved.

Dee moved to close the Kebalka public hearing held on February 13, 2024. Paul seconded and all approved.

**Putnam Subdivision:** Caleb and John Putnam gave an overview of the proposed subdivision. The property is owned by John and Janine Putnam and is located off of Howe Hill Road. The total area is 37.2 acres and the Putnam's intend to divide it into two 18.6 acre lots, one for each of their sons Ian and Caleb. The property is used as a hay field and is in the Current Use Program. It will probably not be able to stay in Current Use after being subdivided because of acreage requirements but it will continue to be hayed and each Putnam son intends to build a residence.

John Roe noted that the plan provided by Jon Harrington does not show where the house, well and septic sites will be on Parcel 1. If this information is not part of this subdivision application, in the future the owner will have to come back before the Sharon DRB to

have the subdivision approved for a residence on that parcel. John Putnam said they want to have both parcels approved for residential use as part of this subdivision application. Caleb added that Jon Harrington is planning to dig test pits on Parcel 1 as soon as the snow melts and will be able to show the house, water, and septic locations on both parcels.

John Putnam asked when in the subdivision process the lot lines should be fixed. John Roe confirmed that they must be shown on the survey and site map at the preliminary review phase.

DRB members asked about access to the property. Caleb oriented them to the survey and to a map he provided showing that the access is via Town Highway 24 which is .03 miles long and is a Class 4 Highway. The Putnams will have to meet with the Selectboard regarding the use of Town Highway 24 and to determine the status of a box culvert.

This property is also the location of Howe Hill Cemetery. The Putnam family has been actively engaged in restoring the cemetery and John asked if there are rules or a special right-of-way needed for access. John Roe said he was not sure, but he believed that people that have family members buried in the cemetery and the cemetery commissioner would be allowed access.

John Putnam said that the family may want to build a pond on the property in the future and wondered if Sharon has regulations regarding pond installation. John Roe said that Sharon does not have specific regulations for ponds. He is going to check the Town Plan for any information. The State requires permit approval through the Agency of Natural Resources. Paul suggested that the Putnams review Sharon's Flood Hazard Bylaw. John Roe said that any wetland and waterways need to be shown on the survey and site plan.

The Putnams plan to prepare materials and come back to the April meeting for their preliminary review. John and Caleb left the meeting at 7:55PM.

**Organizational Matters:** Andrea and Nicola researched SPC term limits and found that in 2007 the Selectboard moved to make SPC terms 4 years but since that time many 3 year appointments have been made. Dee moved to request that the SB establish that SPC/DRB members serve 3-year terms, Paul seconded and all approved.

Dee moved to nominate John Roe to serve as chair of the SPC & DRB, Sue seconded and all approved.

**Subdivision Regulations:** Dee did some research on the differing definitions of streams between the Town's Subdivision Regulations and Flood Hazard Bylaw. Members agreed that these definitions need to be made consistent. Andrea will send Dee's email out to the group.

Members also discussed the need to clearly define the "use" of a subdivision on the permit and the need to develop a process for changing a "use".

John will circulate a draft rewrite of Articles I & II before the April meeting.

**Meeting Minutes:** Dee moved to approve the 2/13/2024 meeting minutes, Sue seconded and all approved.

**Other business:** Andrea gave an update about fireproof record storage options and State regulation of gravel pits.

At 8:45PM Sue moved to adjourn the meeting, Dee seconded and all approved.

DRAFT