

DEVELOPMENT REVIEW BOARD MINUTES

TUESDAY, July 1, 2025

Present: Steve Justis, Steve Kappel, Jeff Cueto, Glenn Weyant, Kim Watson (6:41 PM).

Present via Zoom: Clarice Cutler

Also Present: Kevin Thompson, Zoning Administrator; Sharon Bissell, Timothy Morris, Chase & Chase Surveyors

The meeting was called to order at 6:37 PM by Ms. Cutler.

Additions to the Agenda/ Public Comment: None

Sketch Plan Review. A request by Marc Fontaine and Sharon Bissell for a preliminary Sketch Plan Review of a 2-lot subdivision at 150 Fontaine Lane, Parcel ID# 08-005.100, Tax Map # 09-00-77.116. The property is in Zone D/Rural Residential-Agricultural district. The proposal will create separate lots with lot-1 containing the existing residence and ADU and lot-2 containing the Sawmill and proposed conversion of one structure to a 2-bedroom dwelling.

The sawmill has been on the market, and the goal would be to sell the pieces separately. There are no buyers for both the business and the house. A boundary line adjustment has already been approved by the zoning administrator. This is considered a minor subdivision. A new wastewater permit has been granted by the State that grants a separate septic system for the mill and allows for a 2-bedroom dwelling on the existing house site. No curb cut is needed. None of the proposed development encroaches on the river corridor. The ANR map with wetland layer was shown to the group. The proposed sub-division map shows setback lines and electrical utility easements. There was clarification of the ownership and location of Mays Way. If there is slope in excess of 25%, there is a requirement that it be on the final plat. Since contours are required in 10-foot increments, that will need to be on the final site plan. Ms. Watson asked that the locus indicates the entire lot, abutters. Mr. Cueto felt that the entire portion of both lots be shown, including Mays Way. The group agreed that for clarity, both lots in the subdivision be shown on the final plat.

For the final hearing, the ZA needs the language for the right of way as well as a written request to waive a new survey. Table 6.1 shows the requirements. The final hearing is scheduled for August 5, presuming all required materials are provided to the Zoning Administrator.

Other Business: Next month will be final hearings for Fontaine/Bissell and Brazier subdivisions. There may also be a sketch plan review for a gluten-free bakery on County Rd. There have been 31 permits received so far this year.

Motion: Approve minutes of June 3 as amended. Made: Mr. Cueto. Second: Mr. Justis. Results 6-0. The motion passed unanimously.

Motion: Adjourn. Made: Ms. Cutler. Second: Mr. Kappel. Results 6-0. The motion passed unanimously, and the meeting was adjourned at 7:39.

Respectfully submitted,

Rosie Laquerre, Board Recorder