

**TOWN OF NORTHFIELD, VERMONT
DEVELOPMENT REVIEW BOARD
Minutes of December 7, 2023**

7:00 pm at Northfield Municipal Building

The meeting was called to order at 7:01 pm by Chair Bill Smith.

Roll Call: Present for the meeting were DRB members William Smith, Steve Davis, Joel DeLary, and Larry Garland. DRB member Tim Donahue was absent. Others present were ZA & DRB Clerk Mitch Osiecki; Ann Latulippe (applicant); Leon Matheson (applicant); and Mary & George Doud (abutters).

Approval of Minutes: Joel DeLary moved to approve the minutes of September 28, 2023. Larry Garland seconded. **Vote to approve: 4-0.**

Permit #2023-77 (Subdivision for Ann Latulippe)

Ann Latulippe presented her application seeking approval for a subdivision of the parcel of land at 127 Gould Road. The current lot is approximately 0.52 acres and includes two dwellings, one single-family dwelling and one mobile home. The applicant seeks to divide the lot approximately in half, so that each dwelling will be on separate lots. The proposed lots would be conforming lots, each with sufficient acreage.

Members of the DRB had no questions.

George Doud, an abutting property owner, asked whether a new driveway would be needed.

Ann responded that access to the second lot will be provided via a driveway easement using the current driveway on the property.

There were no further questions from the DRB or any abutting property owners.

Motion: Larry Garland moved to approve the application as presented; Joel DeLary seconded.
Vote to approve: 4-0.

Mitch noted that upon approval of the subdivision permit, the applicant is required to submit a final survey plat within 180 days to be recorded in Town Land Records. Failure to submit the survey plat within 180 days will render the subdivision void.

Permit #2023-78 (Waiver of setbacks for Leon Matheson)

Leon Matheson presented his application for a waiver of setbacks for a proposed addition to his home at 889 Cox Brook Road. The applicant has applied to build a small addition on the back of his dwelling, approximately 160 square feet. The proposed addition will encroach on the required 25' foot setback at the rear of the property, hence the need for a waiver of setbacks.

Mitch noted that the sketch Leon included with his building application shows one corner to the addition to be about 13' from the lot line, which is within the 50% waiver authority of the DRB. Mitch noted that there is no indication of the distance of another corner to the lot line, which looks like it could be closer.

Leon responded that his sketch is not to scale and believes the distance in question is more like 15' from the lot line.

Mitch noted that before approving the zoning permit, he will request that Leon confirm the setback for the make a notation regarding that setback measurement.

There were no further questions from the DRB or abutting property owners.

Motion: Larry Garland moved to approve the application as presented; Joel DeLary seconded.

Vote to approve: 4-0.

Other Business

Mitch providing the DRB with a summary of zoning approvals for Q1 2023. Mitch noted that there were 34 permits processed in Q2, and another 27 processed in Q3. Summaries of Q3 and Q4 will be provided at the January DRB meeting.

Next Meeting: January 25, 2024, at 7:00 pm.

Adjournment: Steve Davis moved to adjourn; Joel DeLary seconded.

The meeting adjourned at 7:25 pm.