

07-16-2025 DRB Meeting

Meeting minutes

Meeting Call to Order

The meeting was called to order at 6:00 PM by Panos Lekkas, Chair of the Development Review Board.

Roll Call

Panos Lekkas conducted the roll call. Present were:

- Jake Saint Pierre
- Panos Lekkas
- Lucas Campbell
- Mike Winters
- Adam Lavigne

Also in attendance was Jay Buerman, representing McNeil & Westlake.

Amend Agenda For Items Not Listed

Panos Lekkas asked if there were any amendments to the agenda. Jay Buerman, as a member of the public, requested 10 minutes to discuss the Nedde Grand Isle subdivision. Adam Lavigne, the DRB Clerk, also requested a minor amendment under the clerk actions to review the DRB clerk job description and the DRB member job description.

Motion To Accept Agenda With Any Amendments (VOTE)

Jake St. Pierre made a motion to accept the agenda with the addendums. Mike Winters seconded the motion.

The motion was carried unanimously.

Hearing #04-25 SKP – McNeil & Westlake

Mike Winters, as the point person for this hearing, introduced the informal hearing for application #04-25 SKP by McNeil & Westlake.

Jay Buerman presented the proposal for a single lot subdivision. He explained that Neil and Judy Westlake own a combined parcel of about 11.6 acres and are proposing to subdivide one lot consisting of about 1.28 acres. The existing property contains a single-family 4-bedroom residence, and the proposed lot is intended for another 4-bedroom single-family residence to be served by an existing 60-foot right of way to Lovers Lane.

Buerman provided details on the sketch plan requirements and application completeness. He mentioned that the existing right of way has a field drive that will be used as a proposed 14-foot maximum width driveway to serve only one residential dwelling.

The board members asked questions about lot sizes, access, and previous subdivisions. Buerman clarified that after the subdivision, lot 1 would be about 10.3 acres and lot 3 would be 1.28 acres. He also explained that a lot 2 had been created and sold about 5-7 years ago.

The board found no significant issues with the proposal. Panos Lekkas stated that the board would write the decision and keep the hearing open for now. Adam Lavigne clarified that for a sketch plan review, they don't write a decision but review it and then go directly to the final plat review.

Jay Buerman - Nedde Grand Isle

Jay Buerman was recognized and raised concerns regarding a decision from last year, #04-24 FP Nedde. There was concern because the Final Mylar had not been recorded within the allotted timeline based on the bylaws.

Jay wanted to clarify what needed to be done now to ensure that #04-24 FP Nedde could be properly recorded. The board informed Jay that they would review the bylaws & the written decision and get back to him soon with next steps.

Updates of ZAO – N/A

There were no updates from the Zoning Administrative Officer for this meeting.

Clerk

Review of minutes from the last meeting

Adam Lavigne presented the minutes from the previous meeting for review.

Jake St. Pierre made a motion to accept the meeting minutes as written. Lucas Campbell seconded the motion.

The motion was carried unanimously.

Distribution of new payment forms to members

Adam Lavigne distributed new payment forms to the board members. He explained that Melissa, the town clerk, only had complete payment information for some members. Lucas Campbell and Mike Winters were asked to fill out the forms, while Brett was noted to be on vacation.

Follow up on oaths of office

Adam Lavigne mentioned that he still did not have oaths of office from Lucas Campbell and Panos Lekkas. Panos Lekkas then administered the oath of office to Lucas Campbell, and Lucas Campbell administered the oath to Panos Lekkas. Both signed their respective oath documents.

Update from the lawyer on Plat vs Mylar details

Adam Lavigne provided an update from the lawyer regarding the final plat for Brett Sylvester's application. The lawyer's opinion was that if the difference between the plat presented to the DRB and the plat Mylar would not be apparent to someone reading the DRB's decision with the Mylar next to them, then requiring a new application might be a step too far.

The board discussed the specifics of the case, including the changes in line lengths on the plat and whether these changes were significant enough to require reapproval. They also discussed the timeline for approval and recording of the plat, trying to determine if they were still within the required 180-day period.

After much discussion and review of dates, the board determined that they were likely still within the required timeframe to sign and record the Mylar. They decided to proceed with signing the Mylar at their next meeting in August, after Brett returns from vacation.

Sign #02-25 CU Minaya Decision

Panos Lekkas signed the decision for application #02-25 CU Minaya.

Review of DRB clerk and member job descriptions

Adam Lavigne presented draft job descriptions for the DRB clerk and DRB members for the board to review before submitting them to the Selectboard. The board went through both descriptions, making several suggestions and amendments.

For the DRB member description, they suggested removing specific mentions of approving or rejecting applications, clarifying the time commitment, and adjusting the language around transportation requirements.

For the DRB clerk description, they suggested clarifying the appointment process, adding file management responsibilities, and specifying the need to arrange meeting venues.

Adam Lavigne agreed to make these changes and finalize the descriptions.

Adjourn – Motion to Close Meeting (VOTE)

Lucas Campbell made a motion to adjourn the meeting. Jake St. Pierre seconded the motion.

The motion was carried unanimously, and the meeting was adjourned.