

**DRAFT MINUTES**  
**APPROVED ON : 2024**

**TOWN OF FERRISBURGH**  
**PLANNING COMMISSION**  
**MINUTES**  
**Wednesday, June 19, 2024**  
At Town Offices and on Zoom

**Members present:** Bessie Sessions, Bonnie Barnes, Arabella Holzapfel, Gail Blasius, Anne Cohn, Bob Beach, Walter Reed, Mike Quinn

**Members Absent:** Jean Richardson

**Minute taker:** Bonnie Barnes

**Town staff present:** Steven True

**Applicants present:** Carl Cole, Al Viscido, Elaine Viscido

**Members of the Public present:** Aubrey Choquette, Ken Villeneuve, Carol Allen

**Member of the Conservation Commission present:** Craig Heindel

**Member of the Addison Regional Planning Commission present (online):** Katie Raycroft-Meyer

**Alex Belenz of SE Group present (online)**

Meeting was called to order at 6:58 pm by Bob, and quorum determined.

1. Minutes of May 17, 2024 were approved on MOTION of Gail, seconded by Mike. Motion carried.
2. Presentation from Alex Belenz of SE Group, introducing the Scope of Work for Ferrisburgh's Town Center Transit-Oriented Development (TOD) grant. Transit-oriented development focuses on creating and maintaining compact, walkable, mixed-use development near public transportation services and for village centers. SE Group, a Burlington-based consulting team of planners and landscape architects, has experience designing for and working with small towns and village centers in Vermont, among other places. The Ferrisburgh TOD grant is funded by Chittenden County Regional Planning Commission with oversight by Addison County Regional Planning Commission. Alex outlined the Scope of Work approved by the RPCs, to include four phases: 1) description and analysis of existing conditions; 2) public engagement, to include a mix of board and commission and public meetings, as well as a visual preference survey; 3) planning and design, culminating in a master plan which will outline the strategies and actions needed to implement the plan; and 4) recommending changes to town bylaws, both short and long-term. The work on Phase 1 has already begun, and the overall process is expected to finish up in spring of 2025.
3. Application 24-036: Final Plat Review for Two (2) Lot subdivision: Applicant JSCL, LLC, Sue Devon, Manager; Tupper's Crossing; Industrial (IND-2) district; tax id no. 10/01/58.2.

**STAFF REPORT:** In addition to the application, applicant has submitted a wastewater approval letter from a previous subdivision approval, a letter from the Vergennes-Panton Water District indicating probable capacity; a letter from John Bull, road commissioner, confirming two curb cuts, a letter from Kevin LaRose indicating probably adequate septic capacity on the site;

correspondence concerning the need for an updated wetland delineation; and correspondence from Craig Heindel, Conservation Commission.

Planning Commission members discussed how to proceed, given tentative approvals on several key components of the application. Members also discussed how strictly to apply our subdivision checklist when the actual commercial use of the subdivided parcel is currently unknown, specifically with respect to water and wastewater usage. Mike Quinn noted that the building envelopes on the lots were nearly coextensive with the entire lots, setting aside only the setback and isolation distances, and members discussed the different meaning that the term “building envelope” may have when applied to a residential as opposed to a commercial development. Craig Heindel commented favorably on the applicant’s approach to wastewater, and noted that the Natural Resources Atlas indicates an intermittent stream on the property, which either needs to be accounted for on the final mylar, with possibly a riparian buffer, or corrected in the atlas. Carl Cole, on behalf of the applicant, noted that if the Planning Commission were to await final approvals or sign-offs from various state actors or consultants before approving the application, the ability to market the lots this season might be eliminated, given various delays and backlogs.

PUBLIC COMMENT: Aubrey Choquette seeking clarification; Carol Allen re curb cuts.

MOTION to Close Public Hearing: motion carried.

MOTION to Approve Application as presented on the following conditions: confirmation by state of wetlands delineation; confirmation that septic capacity exists for the two lots; the final mylar to show updated wetland delineation, and intermittent stream, if confirmed; revised building envelope; omit previous septic delineation. The final mylar to be presented at a public meeting of the Planning Commission within 180 days. Motion made by Bonnie, seconded by Anne. Motion carried.

4. Application 24-040: Sketch Plan Review for Subdivision Amendment; Applicants Al and Elaine Viscido; 240 Viscido Drive; Rural Agricultural (RA-5) district; tax id no. 16/01/19.

STAFF REPORT: This is an application to amend an existing 4-lot subdivision totaling more than 50 acres. The amendment would create two lots of 20 and 31-plus acres, plus a third lot consisting of the 60’ wide driveway accessing the two lots. Applicant was advised that the third lot would not be a legal lot under the town’s land use regulations.

Bonnie asked for a history of this subdivision, given that the entire parcel lacks adequate road frontage on Pea Ridge Road. Al explained that the entire parcel originally had access via an easement from the property owner to the north; that the neighbors had a falling-out many years ago; that the original easement was extinguished and the current “Viscido Drive” created, with a curb cut from Pea Ridge Road. Al explained that his current desire was to create two lots out of the original four, the southerly lot on which to build a new home, and the northerly lot, with the current home, to be sold. Access to the two lots would be by the existing Viscido Drive with its 60 foot easement, with the new parcel boundary north of the 60 foot easement.

Planning Commission members advised that the current sketch plan did not correctly depict the Viscidos’ wishes, and to return with a map and narrative for their subdivision amendment. At that hearing, the Planning Commission expects to see a revised plat, along with any earlier plats on file, and a history of the original subdivisions, along with the stated requirements for a subdivision amendment.

PUBLIC COMMENT. None

5. **Meeting adjourned at 8:00 pm** on motion of Bessie, seconded by . Motion carried.

6. **Next meeting:** July 17, 2024

Respectfully Submitted,

Bonnie Barnes