

**CORNWALL DEVELOPMENT REVIEW BOARD (DRB)
SPECIAL MEETING MINUTES • July 15, 2024 • 7:00–8:08
In Person (Town Hall) & Virtually (via ZOOM)**

MEMBERS: Barbara Greenwood, Shari Johnson, Douglas Black, Kymberly Breckenridge, Adam Eckhardt

ALTERNATES: Joan Lynch

ATTENDEES: Kim & Jonathan Hescock

1. CALL TO ORDER: 7:00 pm Barbara Greenwood, Chair

Recording begun

2. QUORUM: Established. Barbara noted that as Molly was not in attendance, she asked Adam to fill Molly’s seat ensuring that the matter could be heard by the full Board.

3. AGENDA APPROVAL: Shari MOVED, Joan SECONDED, to approve the Agenda as presented. *Motion passed.*

4. APPROVAL OF MINUTES:

- Kymberly MOVED, Douglas SECONDED, to approve the **Minutes of June 5, 2024** as presented. *Motion passed.*

5. SIGN-INS for members of the public—None

- Douglas administered the oath to Jonathan and Kim

6. SKETCH PLAN REVIEW—Jonathan & Kim Hescock proposed subdivision of ±2.7 acre parcel located at 2217 Route 74, Cornwall into 2 lots.

a. Introduction. Barbara explained the process, noting that the first step in a subdivision application is an informal meeting with the DRB called a “sketch plan review meeting,” which is the focus of this meeting tonight. This unwarned meeting provides the applicants an opportunity to discuss their proposal with the DRB and get some guidance from the Board regarding the advisability of proceeding. The Board will classify the subdivision as minor or major, and perhaps make recommendations for changes. The Board may require a technical review fee to be placed in an escrow account to cover any professional reviews required by the Town. For simple subdivisions this is seldom necessary. At the sketch plan review meeting the Board will prescribe the filing requirements that the applicant must comply with. The next step in the process is filing the application for the subdivision.

b. Housekeeping. Before commencing the review, there were a couple of “housekeeping “ items for the Board:

(1) Conflicts of Interest, Ex parte Communications, Site Visits

- Barbara and Shari visited the site on July 4.
- Douglas visited the property on July 13.
- Kymberly visited on June 30.

(2) Exhibits. The following were accepted into evidence and marked as shown:

Exhibit 1—Application for subdivision dated 5-9-24, received 5-15-24 and 6-3-2024.

Exhibit 2—List of Adjacent Land Owners with attached tax map

Exhibit 3—Draft plat showing proposed subdivision with contour lines marked, dated May 30, 2024

Exhibit 4—Draft plat showing proposed subdivision with no contour lines, dated September 1, 2021

Exhibit 5—Trust Deed between F. Rendol Barlow, Trustee of the estate of Edith J. Catchapaw 1998 Trust ,and Jonathan E. and Kim E. Hescocock, dated March 6, 2006

Exhibit 6—Vermont parcel viewer picture of Hescocock property dated 5-13-2024

c. Hescococks present their proposal.

- (1) The parcel at 2217 Route 74 is ± 2.7 acres; the proposed subdivision would create 2 lots: **Lot 1**— ± 1.7 acres, with dwelling and outbuildings, primary mound septic system (SE corner); **Lot 2**—1 acre, drilled well on west side.
- (2) *Water and Septic.* **Lot 1** has the septic system for the existing 5-bedroom house. House was originally the tenant house for the previously existing farm. Lot 1 may need its own drilled well, it currently uses the well on Lot 2, or if sharing there would need to be an easement to the well. **Lot 2** has the property’s drilled well, formerly was the site of the original farmhouse. The proposed septic would be for a 2-bedroom house with its mound located on Lot 1 adjacent to the existing 5-bedroom mound. There is no plan for the septic system to be shared, an easement will be necessary, providing access to the new mound on Lot 1.
- (3) There is the possibility of both being put up for sale (Hescococks own a smaller house they might move to as they do not need 5 bedrooms). Lot 2 is likely to have a 2-bedroom dwelling built on it. Both ideas are under consideration, but there is no confirmed plan for the future of either Lot 1 or Lot 2.
- (4) Noise will not be more than currently, primarily the Route 74 traffic (including the 18-wheelers coming up Audet Hill).
- (5) A 2-bedroom dwelling is under consideration for Lot 2, set further back from Route 74 than the Hescocock’s dwelling.
- (6) Any shared improvements will need agreements allocating responsibilities and costs of repairs and maintenance.

d. Board comments and questions.

- (1) Distance from well to septic? *Hescocock*: unknown at this time.
- (2) Prior subdivisions in Cornwall within last 5 years? *Hescocock*: None
- (3) Tax map review to confirm abutters. All appear to be listed—Riney, Munson, and Longchamp to the North, directly across Route 74 from the property. Zeno, Quesnel, and Hibernia to the East, West, and South respectively.

e. Classify project—Board determined the proposal to be a Minor Subdivision.

d. Subdivision Regulations §320: provisions that will be required

- (1) As noted in §340, provisions 1, 2, 3, and 4 of §320 are required, as are 6 and 7.
 - However, Board waived compliance with §320(2) as the information from the sketch plan review will already be in the file.
 - The Board noted that a subdivision permit application will again need to be completed and submitted (1).

- Application to include statement of the compliance of the proposed subdivision with the *Town Plan, Zoning Regulations* (3).
- A complete survey of the property depicting the proposed lots; building envelopes, easements and other infrastructure on both lots; location of power lines; well(s) and septic system(s) for both lots; footage measurements for frontages and setbacks (4).
- Water and septic system descriptions as reported by a qualified professional and in conformance with *State of Vermont Water Supply and Wastewater Rules*; footage measurements between well(s) and septic systems to be included; easements to be depicted and language of easements/agreements concerning use of/access to well and septic to be included with application (6, 7).

(2) Other §320 provisions are waived.

(3) Curb-cut—Statement from VAOT approving curb-cut onto Route 74, and any conditions imposed.

(4) Application to be prepared pursuant to §250, following the requirements and procedures for Major Subdivision preliminary plans pursuant to §§242–244 as noted. Submission is due within 6 months of conclusion of Sketch Plan meeting and classification date as a Minor Subdivision.

7. **ANNOUNCEMENT**—For the record, Barbara announced that on June 17, John Dehn (on behalf of himself, Ann Boeckman, and Alex Carver) advised that they were withdrawing their application for a waiver. He added that it is not clear when they will be building a garage but it is unlikely that it will be within the next two years. John thanked the board for its time and consideration.

8. **CORRESPONDENCE**—None

9. OTHER BUSINESS

• **Old:**

- **Zoom Screen Sharing**—Follow up to Douglas’ instruction sheet for sharing a screen during Zoom meetings.
- **Waivers and Variances**—Tabled for discussion at a later date.

• **New:** *None*

10. MEETING AVAILABILITY

- **August 7**—No business scheduled, Board cancelled the meeting.
- **September 4**—All expect to be available, a quorum is expected.

10. **ADJOURNMENT:** At 8:08^{PM} Douglas MOVED, Kymberly SECONDED, to adjourn the meeting. *Motion passed.*

Recording ended

Respectfully Submitted,

Robin Conway, DRB Secretary