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**Town of Wallingford
Development Review Board
Tuesday 28 April 2026 — 7 p.m.
Wallingford Town Hall
75 School Street, Wallingford**

Members Present: B. Dobbins (Chair); D. Ballou (Vice-Chair)
Members Phone-in: E. Blaisdell; J. Burkett
Members of the Public: G. Mayer (Wallingford permit); T. Mitchell; J. Mitchell; K. Rohrer (Mitchell permit)

I Call Meeting to Order

Chair called meeting to order at 19:01 hrs. (7:01PM)

II Agenda Additions/Deletions

B. Dobbins asked if there were any additions or deletions to the agenda. D. Ballou made a motion to accept the Agenda as written. J. Burkett seconded motion. Motion PASSED.

III Introduce the DRB Members, who may disclose any Conflicts of Interest

B. Dobbins introduced the members of the DRB.

J. Burkett asked about notifying public about B. Dobbins and E. Berner married. B. Dobbins and J. Burkett discussed. B. Dobbins asked if anyone was troubled with the fact that to Zoning Administrator and B. Dobbins were married. J. Burkett objected to the question saying it was a matter of transparency. B. Dobbins asked if there was transparency now. J. Burkett agreed.

IV Open Public Hearing for Application (per pages 4-5 of Rules of Procedures)

Swear-in applicants and Interested Parties

Read the warning of the hearing:

#26-09 170 River ST., Wallingford, VT 05773. Town of Wallingford [Applicant]. Conditional use: Replace current sand shed with new building. No change in footprint

G. Mayer sworn-in as Interested Party.

G. Mayer described the new building and stated that the new building would be slightly larger than the existing sand shed but smaller than the combined footprint of the sand shed and salt shed. The current buildings would be removed, and the new building will be a combination of salt and sand shed. The overall footprint will be the same if not a but smaller than the current footprint.

1 B. Dobbins read emailed received from abutting property owner (attached). G. Mayer
2 asked if that was property next to property. B. Dobbins affirmed it was. G. Mayer stated
3 that the contractors are fully licensed and insured contractors. B. Dobbins asked if that
4 insurance would cover damage to any adjacent property. G. Mayer did not know and
5 offered to look that up although he assumed the insurance would. G. Mayer will get
6 information back to DRB.

7
8 J. Burkett asked who was representing applicant and who signed the application. E.
9 Berner stated that Kathey Luzader [Chair, Selectboard] signed the application, there was
10 no one representing the Town and that Phil Baker (Road Commission) was on vacation. B.
11 Dobbins stated the Glen Mayer, Vice-Chair, Selectboard was present. G. Mayer said he
12 would take questions and bring back any concerns to Selectboard.

13
14 J. Burkett asked for diagram of building [site plan]. E. Berner stated there was no diagram
15 included in information packet.

16
17 J. Burkett cited 17 March email from Sandi [Town Administrator] asking Kyle, "we are
18 going to be installing a foundation then erect a structure on similar property." What is
19 meant by similar property? G. Mayer explained that the structure would be slightly larger
20 than the current footprints of the current salt and sand sheds. The new structure would
21 be a combination of both the sand and salt sheds. The footprint would be the combined
22 salt and sand shed

23
24 E. Blaisdell asked how much was slightly larger.

25 G. Mayer did not have that information but thought the new structure would be 60 feet
26 by 80 feet. He reiterated that new structure would be the overall size of the two existing
27 structures.

28
29 B. Dobbins confirmed that the town was replacing two structures with one. B. Dobbins
30 asked if the ultimate footprint would be any bigger than the two in use existing footprints
31 now. G. Mayer replied slightly smaller. G. Mayer explained the Town was not subject to
32 Act 250 since the proposed building will be the same overall footprint.

33
34 B. Dobbins explained the confusion being that two existing buildings will be replaced with
35 one. J. Burkett thought the footprint would be bigger. She stated it would be great to
36 know the current sand shed dimensions. G. Mayer explained he could look it up and
37 explained the Town was very careful not to exceed the current total footprint, the Town
38 was just combining the two buildings into one.

39
40 J. Burkett asked what the building would be made out of. G. Mayer explained it would be
41 a cement foundation 4-feet above and 4-feet below ground. Timber frame with steel
42 siding and steel roof.

43

1 J. Burkett asked if setbacks would be same. G. Mayer affirmed they would be the same.

2

3 J. Burkett asked about door. G. Mayer explained front would be open. There would be a
4 door in the back. The salt would be stored in the back.

5

6 J. Burkett stated that Klye stated during a flood even the rise would be one (1) foot. She
7 questioned that because during Irene it was a "raging river down there." She like the 4-
8 foot wall. G. Mayer stated if water did get in, there would be egress for the water to flow
9 around. J. Burkett also stated she like the idea of the salt in the back.

10

11 B. Dobbins stated for clarification, the Board needs information concerning the insurance
12 for damage to any adjacent structures and a plat showing the exact current footprint.

13

14 B. Dobbins asked if there any more questions. There were none.

15

16 B. Dobbins further suggested that the Board not act pending documentation is received. J.
17 Burkett made a motion. D. Ballou seconded. E. Berner asked what was the motion. B.
18 Dobbins: Let this carry until such time as we get the information concerning the insurance
19 and the plat for the property.

20

21 G. Mayer asked when the DRB would need the information . E. Berner asked when did the
22 Town intend start the construction. G. Mayer stated he thought construction wouldn't
23 start until August. Short discussion followed concerning the timeline for Permitting. Motion
24 PASSED.

25

26 E. Berner asked if B. Dobbins was closing the hearing. B. Dobbins for the sand shed, yes.

27

28 *#26-10 1156 Hartsboro Rd., Wallingford, VT 05773. Todd & Julia Mitchell [Applicants]*
29 *Conditional use: to operate a short-term rental in ARR Zoning District.*

30

31 B. Dobbins swore in T. Mitchell and J. Mitchell, then read the application.

32

33 B. Dibbins asked if Mitchells had anything to add to application. T. Mitchell explained they
34 planned to retire to property in 5- years. In meantime friends and family would use
35 property. He mentioned he was a member of the Ski Patrol in Michigan.

36

37 T. Michell gave their business background in Ohio. Adding they are not a large corporation.
38 They plan to start cleaning out some damaged trees starting the next day. He added that
39 they have installed a security system, fire extinguishers and UV filtration system to
40 eliminate bacteria from the well. They had emergency water shut off through Wi-Fi. J.
41 Mitchell added that the house was monitored fire.

42

43 J. Burkett asked about a property manager. They are interviewing Property Managers and
44 cleaners.

1
2 J. Burkett asked about House Rules. T. Mitchell replied they were not marketing it to
3 College kids for Frat parties. Will have quiet times listed. They [the Mitchells] are finding
4 that it's an early to bed – early to rise community. They plan to limit to 8 guests or less,
5 will market to older individuals. J. Mitchell added that are marketing to families.
6

7 J. Burkett asked about quiet hours. J. Mitchell acknowledged Town Ordinance between,
8 11Pm – 7:00AM. They intend to limit to 9:00-10:00PM. T. Mitchell mentioned the
9 backyard firepit and the current fire restrictions, adding there will be links for the guests
10 to check on open fire-burning status during their stay.
11

12 J. Burkett asked if they would allow dogs. J. Mitchell said no, they are discouraging dogs
13 on the property. She discussed the large fenced front area. T. Mitchell said their children
14 are older and could bring dogs.
15

16 B. Dobbins are asked about septic system. They stated their Vermont Wastewater permit
17 was filed with the Town. The house has three bedrooms. J. Mitchell said they are focusing
18 more on 6 guests.
19

20 B. Dobbins asked D. Ballou if he had questions. D. Ballou had none.
21

22 B. Dobbins asked E. Blaisdell if she had questions. E. Blaisdell had none.
23

24 B. Dobbins asked J. Burkett if she had questions.
25

26 J. Burkett stated she believed that they had adequate parking. T. Mitchell said there is an
27 attached 2- car garage and probably room for 6 cars on the property.
28

29 B. Dobbins asked if Board was ready to move forward. E. Berner reminded him there was
30 an Interested Party.
31

32 B. Dobbins swore in the interested party.
33

34 K. Rohrer asked if there any issues with the short-term rental would they (she) come back
35 to the Town. E. Berner replied that it would depend on the issue. If it was a Condition in
36 the Facts of Findings, E. Berner explained a letter would be sent. If the Mitchells did not
37 reply, a second letter would be sent. If still not resolved, a third letter would go to the
38 Select board for approval to go the Town attorney. If the issue had nothing to do with a
39 Condition in the Facts of Findings, the issue would be between neighbors, and the Town
40 would not get involved.
41

42 B. Dobbins asked if K. Rohrer had any more questions. K. Rohrer did not.
43

1 T. Mitchell explained that using the company Air BnB made it easier for them as Air BnB
2 provides insurance and pays the taxes to the State.

3
4 After further discussion, B. Dobbins asked if there were any more questions. J. Burkett
5 talked about having good neighbors since they would know the comings and goings up
6 and down the road. The Mitchells said they have a neighbor that does that already.
7 Another brief discussion followed concerning their neighbors.

8
9 **V Close the Hearing, OR continue the Hearing to a specific date, time and place**

10 B. Dobbins asked if there were any more questions if not Hearing was closed. E. Berner
11 reminded B. Dobbins there had to be a motion to close the hearing. B. Dobbins asked D.
12 Ballou if he would like to make a motion to close the Hearing. D. Ballou made a motion to
13 close the Hearing. B. Dobbins asked J. Burkett to second. J. Burkett did. Motion PASSED.

14
15 B. Dobbins made a motion to approve the application as received. E. Blaisdell seconded
16 the motion. E. Berner asked if there were any Conditions. J. Burkett stated applicable
17 information back to E. Berner. B. Dobbins asked what information. J. Burkett listed contact
18 person, Wastewater Permit (E. Berner stated it was already on file with Town). J. Burkett
19 asked if E. Berner needed anything from Fire Marshall. E. Berner replied no.

20
21 T. Mitchell explained they have tried to contact Fire Marshal and said they have the Fire
22 checklist and it will be on file with the Guest information. J. Mitchell explained they are
23 working through the checklist. B., Dobbins asked for a copy of the list. J. Burkett made a
24 motion to approve with information.

25
26 *[Below for clarity of Conditions to go to Zoning Administrator:*

27 *Listed emergency contact person*

28 *Fire Marshall checklist]*

29 E. Blaisdell seconded motion to approve with Conditions. Motion PASSED.

30
31 E. Berner explained the process for rest of the paperwork to the Mitchells.

32
33 Further discussion followed concerning Beavers, ponds, etc.

34
35 **VI Enter deliberative session (if necessary). Exit deliberative session and give instructions
36 to Z.A**

37 N/A

38
39 **VII DRB Member**

40 B. Dobbins asked T. Burdick to introduce herself to the DRB.
41 Born and raised in Mendon. Moved to Wallingford in 2011. Mentioned garden and
42 woodchucks, skunks, deer, ticks, possums, etc.

43

1 B. Dobbins asked if she had questions for the DRB. T. Burdick stated she had read about
2 the shed and thought it had been approved. E. Berner explained that the money and
3 construction had been approved but the Town needs to have a Permit. E. Berner explained
4 that because the shed being in the flood area the State also had to look at it to ensure that
5 it aligns with the Town Flood plan. Further discussion followed.
6

7 J. Burkett asked if T. Burdick traveled or worked that would prevent her from attending
8 DRB meetings in-person or call in. T. Burdick said no.
9

10 T. Burdick asked if DRB was going to continue to meet on Tuesday. J. Burkett said she
11 preferred Wednesday evening. B. Dobbins asked if J. Burkett could come on a Wednesday.
12 J. Burkett indicated she could. B. Dobbins asked E. Blaisdell if Wednesday would be
13 problem, E. Blaisdell had no problem. E. Berner stated change discussion should go down
14 to miscellaneous business or discussion. B. Dobbins said they were already there. D.
15 Ballou stated Wednesday was his Trivia Night. J. Burkett stated she thought the DRB
16 changed the day because J. Biasuzzi could not make Wednesday, but with a new member
17 the DRB could go back to Wednesday. E. Berner reminded the DRB that Wednesday was
18 line dancing night. Meeting day will continue on Tuesday.
19

20 B. Dobbins asked for any further questions. There were none. Discussion followed.
21

22 E. Berner explained to T. Burdick that the DRB approvals would go to the Selectboard for
23 final approval. B. Dobbins asked for a motion to approve T. Burdick's application. D. Ballou
24 made the motions. E. Blaisdell seconded. Motion PASSED.
25

26 VIII **Approve Minutes of March 2026**

27 J. Burkett had changes to minutes. E. Berner stated that J. Burkett's name was misspelled
28 throughout the minutes. B. Dobbins made a motion to table Minutes approval until next
29 meeting. D. Ballou seconded. Motion PASSED. J. Burkett will forward changes to E. Berner.
30

31 IX **Facts of Findings from 18 March 2026 Hearing**

32 B. Dobbins asked if DRB was just approving Facts of Findings. B. Dobbins asked if there was
33 any discussion. D. Ballou pointed out that there were corrections to the Draft. B. Dobbins
34 asked if the changes were incorporated. E. Berner said yes.
35

36 J. Burkett asked if the Conditions were on a separate page. E. Berner pointed out the
37 Conditions were on page 2.
38

39 J. Burkett asked if Facts would include the same Conditions as previous application
40 (Mitchell). E. Berner pointed out that the DRB had already approved the Conditions stated
41 in the Facts of Findings in the Minutes. Discussion followed that there was no stated Fire
42 Marshal requirement in the Facts. E. Berner explained that it had not been made a
43 Condition of approval in the Facts of Findings. Additionally, it was not a requirement of
44 the State to have a Fire Marshal or checklist. Discussion followed.

1
2 B. Dobbins asked for a motion. D. Ballou made a motion to approve the Carter Facts of
3 Findings. J. Burkett seconded. Motion PASSED.
4

5 **X Discuss updates/changes to DRB procedures**

6 B. Dobbins asked for any changes or updates to Procedures. E. Berner found typos. J.
7 Burkett asked to Table until next meeting. Motion to Table by E. Blaisdell. J. Burkett
8 seconded. Motion PASSED.
9

10 **XI Request any Public input**

11 No members of Public present
12

13 **XII Other miscellaneous business or discussion**

14 B. Dobbins asked what was going under miscellaneous Business. E. Berner reminded him
15 that it had been discussed earlier (meeting day change)
16

17 No other business
18

19 **XIII Adjourn: Next scheduled meeting is 26 May 2025**

20 D. Ballou made a motion to adjourn. B. Dobbins seconded motion. Motion Passed.
21 Meeting adjourned at 20:14 hrs. (8:14PM).
22

23 Respectfully submitted by: E. Berner
24
25
26
27

28 _____
Bruce Dobbins, Chair DRB.