

Town of Essex Development Review Board
Draft Regular Meeting Minutes
Thursday November 6, 2025

A video recording of the meeting is available on the Town of Essex YouTube Channel at
<https://www.youtube.com/@essexvt>.
Direct link - <https://www.youtube.com/watch?v=Gul6pzQOUa>

Development Review Board Members:

At Meeting: Ian Carroll - Chair, Susan Zukowski - Vice Chair, Stephanie Bixby - Clerk, Dustin
Bruso, Nick Martin, Hubert Norton

Absent: Trefor Williams

Administration and Staff: Kent Johnson – Town Planner, Brittany McGregor – Planning
Technician

Others Present: At Meeting – Margaret Smith, Molly Huss, Anne Miller, RJ Lalancette, Jane
Piper, Elizabeth Bosciglio, Rhonda St. Amant, Chris St. Amant, Meg Zimmerman, Adam
Zimmerman, Susan Zimmerman, Bryan Currier, Shawn Cunningham, Cheryl Van Epps, Patrick
Leclerc. On Zoom – Community Development, Essex, George Cao, Kent Johnson, Ian Wheeler,
JMo Pro, Dawn Hill-Fleury, Lorraine Zaloom, SPloesser's iPhone, read.ai meeting notes, Chris
Morrissey, Patty Davis, Lois Whitmore, Elsy Rivera, sharo, Brittany Crucitti, Gina Halpin Barrett,
Dianna Conley-Leclerc, Cairsten Keese (Orleans RD), Simran Chhetri.

1. Call to Order

- a. Ian Carroll called the Essex Development Review Board meeting to order at 6:31 PM.

2. Agenda Changes/Additions – 0:47 in video

- a. Executive session is being removed. Items 7.a., 7.b. 7.c, 7.d have been withdrawn or
will not be heard tonight. Item 7.f. to be moved to 7.a., item 7.e to be moved to 7.b.,
7.g. to be moved to 7.c.

3. Approval of Agenda – 3:45 in video

- a. **Dustin Brusco made a motion seconded by Hubert Norton to approve the agenda as
amended. Motion passed 6-0.**

4. Executive Session

- a. No executive session was held.

5. Public To Be Heard – 4:18 in video

- a. **6:21 in video.** Anne Miller spoke about the DRB's job and decisions and that they
should be upheld by the town.
- b. **10:44 in video.** Lorraine Zaloom supports the DRB decision in the Scannell
application and is concerned about potential negotiations from the Selectboard. She
was also concerned that the consent agenda is not being used properly. What is
being done about that. Also, is the fire department on board and is there a waiver
for Kimo Drive.

- 44 c. **14:21 on video.** Robert Lalancette thanked the DRB for their work and ditto to Anne
45 Millers comments.

46 **6. Approval of Minutes – 14:49 in video**

- 47 a. Approval of minutes: October 2, 2025.
48 b. Dustin Bruso pointed out that there is a motion missing for the vote that was taken
49 on line 86 that needs to be added. Also, there is a typo on line 115 the word “loot”
50 should be “lot”. On line 28, line 51, and line 81 there are motions that were made
51 but the names of the board members making the motion are missing.
52 c. **It was the decision of the Chair, Ian Carroll that Minutes of October 2, 2025,**
53 **require corrective action and cannot be approved at this time.**

54 **7. Public Hearing – 18:45 in video**

- 55 a. **Boundary Line Adjustment** - Robert Goodman and Martin and Mary McLaughlin are
56 requesting a boundary line adjustment between 320 and 323 Lost Nation Road
57 (Parcel ID 2-013-017-001 and 2-013-017-000) in the Conservation (C1) District. 320
58 Lost Nation Road will receive 0.05 acres from 323 Lost Nation Road. 323 Lost nation
59 Road will decrease in size from 54.3 acres to 54.25 acres. 320 Lost Nation Road will
60 increase in size from 59.3 acres to 59.35 acres.
61 i. Kent Johnson, Town Planner, had no concerns about this. Brian Currier was
62 at the meeting representing the Goodmans and had no comment. Hubert
63 Norton had a question about the concert monuments being used to mark the
64 lot. Bryan Currier responded that the lot would be marked with rebar and
65 plastic caps.
66 ii. **Sharon Zukowski made a motion seconded by Dustin Bruso to open a public**
67 **hearing. Motion passed 6-0.**
68 iii. No members of the public had any comments.
69 iv. **Dustin Bruso made a motion seconded by Nick Martin to close the public**
70 **hearing. Motion passed 6-0.**
71 v. **Nick Martin made a motion seconded by Sharon Zukowski to approve the**
72 **application as presented with the adjustment to item 4. Motion passed 6-0.**
73 b. **26:53 in video. CONTINUED FROM APRIL 3, 2025 - Dousevicz Inc.** - Conceptual
74 discussion of a project at 21 Upper Main Street (Parcel ID 2-090-001-000) located in
75 the Mixed Use-Planned Unit development (MU-PUD) and the Business-Design
76 Control (B-DC) Overlay Districts to construct either two 4-plex residential buildings (8
77 units total) or one 8-unit residential building and associated parking.
78 i. Kent Johnson, Town Planner, felt that there is not a lot of detail being
79 provided. The B-DC items need to be addressed in detail. Also, the town was
80 awarded money from the state to put in a shared use path in front of the
81 property, and it is estimated that additional land would need to be acquired
82 to complete this path. Dustin Bruso asked if the town departments had a
83 preference to two four-unit buildings or one eight-unit building. Kent
84 Johnson said as far as he knows there is no preference. Brian Currier
85 representing Dousevicz Inc. explained that it is still conceptual, which is why
86 there is a lack of detail. He wants to know how the DRB is interpreting the
87 Business Design Control overlay district. Kent Johnson felt that the design

concepts were approvable and detailed the conditions. Ian Carroll pointed out that nothing is going to be approved tonight and that is just conceptual. Dustin Bruso felt that two four-unit buildings would be more in character with the neighborhood. Hubert Norton pointed out different considerations for an eight-unit building and brought up a public works comment about the driveway. Sharon Zukowski prefers the two four-unit buildings. Stephanie Bixby prefers two four-unit buildings. Nick Martin said ditto to Stephanie Bixby and Dustin Bruso recommendations. Ian Carroll prefers two four-unit buildings. Hubert Norton made a comment on storm water and the variance of impervious surface difference between two four-unit vs one eight-unit building.

- ii. **Dustin Bruso made a motion seconded by Nick Martin to open a public hearing. Motion passed 6-0.**
- iii. **46:42 in video. George Cao** does not agree with the conceptualization for various reasons. Also, the developer does not have the right to make the various decisions being presented and there is a lack of transparency.
- iv. **48:29 in video. Megan Zimmerman** ditto to what George Cao said. She is also concerned about sewer allocation and the utility easement. Also, she was told that 21 Main Street would never be developed. She also pointed out that there is a lack of transparency and that the original narrative calls to use leftover sewer allocation. A 25% increase in traffic is also a major concern.
- v. **55:53 in video. Susan Zimmeran** said ditto to Megan Zimmerman and that the applicant does not have any rights to the sewer allocation. The fire department has concerns about the curb cut location, sixteen car parking is too much as well as sanitation and other delivery vehicles.
- vi. **57:32 in video. Chris Morrissey** is concerned about sewer allocation, safety of all the additional cars and road noise.
- vii. **1:00:20 in video. Linda Wheeler** said ditto to the points already brought up and is very concerned about parking and safety concerns.
- viii. **1:01:29 in video. Chris St. Amant** said ditto to all previous speakers and that he was also told this land was not going to be built on.
- ix. **1:02:17 in video. Adam Zimmerman** said he agrees with all points of concern mentioned. Specifically, he said he is concerned with Linda Wheelers' point about traffic. He feels as if he was bait and switched on construction on that site. Why can't this be a single-family home? He would like to see a noise and traffic study and is concerned about trees being removed.
- x. **1:05:33 in video. Nick Martin** said that the details being questioned now will present themselves in future meetings. Stephanie Bixby ditto Nick Martin. Sharon Zukowski agreed that this is only conceptual and not an application. Hubert Norton felt that their impervious surfaces need to be reduced. Dustin Bruso expressed his preference for two four-unit buildings and will wait for full details. Ian Carroll discussed various issues that have been brought up, but the conceptual plan fits the guidelines.

- 131 **xi. Dustin Bruso made a motion seconded by Sharon Zukowski to close the**
132 **public hearing. Motion passed 6-0.**
- 133 c. **1:13:37 in video. Final PUD Plan Amendment** - Leclerc Woods, LLC is proposing four
134 (4) additional units to be added to Kodiak Lane PUD, which was approved by the PC
135 in May 2022 for eight (8) units. The property is located at 1 Leclerc Woods (Parcel ID
136 2-072-001-017) in the Agricultural Residential (AR) District.
- 137 i. Kent Johnson had an abbreviated staff report that only considers the four
138 new units being proposed and from a public works perspective. He had no
139 real concerns and public works felt that any concerns could be easily
140 addressed. Hubert Norton addressed line 71 asking if it was a statement or a
141 question. Nick Martin asked about a bridge impact fee and where the bridge
142 is.
- 143 ii. **1:17:14 in video.** Shawn Cunningham representing Patrick Leclerc reviewed
144 the conditions and are ok with them. Hubert Norton referenced a force main
145 on sheet one and two, but it does not show on sheet three and it might be
146 going through a retention area, and will it function when it is done. Shawn
147 Cunningham said that the location is approximate and felt that it would all
148 fall under the current permit. Hubert Norton also asked why the original
149 application was not for all the units. Bryan Currier referenced Act 250 for the
150 two phased approach. Sharon Zukowski asked about a time frame to retain a
151 service of a licensed water and sewer operator (item 17).
- 152 iii. **Dustin Bruso made a motion seconded by Hubert Norton to open a public**
153 **hearing. Motion passed 6-0.**
- 154 iv. **1:31:18 in video. Brittany Crucitti** wants to make sure that the process is
155 followed by landowners who are properly notified. She also wants to
156 understand how the common land that is required for a PUD will be
157 accessed.
- 158 v. **Nick Martin made a motion seconded by Sharon Zukowski to close a public**
159 **hearing. Motion passed 6-0.**
- 160 vi. **Hubert Norton made a motion seconded by Sharon Zukowski to approve**
161 **the final PUD Plan Amendment striking items five, six, seven, and eight.**
162 **Motion passed 6-0.**
- 163 **8. Other Business – 1:37:34 in video.**
- 164 a. VLCT training – The questions for the training are an overview of DRB function,
165 waivers and how the law looks at waivers, the process for appealing to
166 environmental court, how a town plan should or should not be worked into review,
167 visiting property, Robert's rule. Who decided who an interested person is. And other
168 questions and topics as are or become relevant to the training.
- 169 b. November 13, 2025, the DRB is on the agenda of the Planning Commission to discuss
170 various topics.
- 171 c. Stephanie Bixby suggested that the DRB ask the Selectboard for an alternate
172 member if they need to make a quorum.
- 173 d. Hubert Norton commented on how a MYLAR Plan is handled through Chair
174 signature.

- e. **1:59:47 in video. Cheryl Van Epps** would like to see a discussion about steep slopes and a discussion with the PC. Can you ask VLCT about a failure on a building and harm to public. She also recommended listening to and bring up ethics issues.

9. Adjourn – 2:03:30 in video

- a. **Stephanie Bixby made a motion seconded by Susan Zukowski to adjourn. Motion passed 6-0.**
- b. **Ian Carroll adjourned the meeting at 8:35 PM.**

Respectfully Submitted,
Kariella Audrey Tabone
Secretary

Approved this _____ day of _____, 2025
(see minutes of this day for corrections, if any)

Ian Carroll, Chair