

TOWN OF ESSEX DEVELOPMENT REVIEW BOARD
REGULAR MEETING
MINUTES OF MEETING
July 2, 2026

DEVELOPMENT REVIEW BOARD: Ian Carroll, Chair; Nick Martin, Vice Chair; Sharon Zukowski, Clerk; Hubie Norton; Stephanie

ADMINISTRATION and STAFF: Kent Johnson, Planner.

OTHERS PRESENT: Richard Hamlin; Lori Frigo; Daniel Seff; Jeff Elsa; Jim Weston; Heidi Hulse; Rick Weston; Baki Nelson; Laurie Nelson; Kelly Lyon; Ashley Lyon; Peter Lyon; David Parsons (*online*); Debbie Hernberg; Lorraine Zaloom; Gina Halpin Barrett; Cheryl Van Epps; Lois Whitmore.

1. CALL TO ORDER

Kent Johnson called the meeting of the Town of Essex Development Review Board to order at 6:30 P.M.

2. ELECTION OF OFFICERS

Ian Carroll was elected Chair 5-0. Nick Martin was elected Vice Chair 5-0. Sharon Zukowski was elected Clerk 5-0.

3. AGENDA ADDITIONS/CHANGES

Add upcoming DRB Meeting Agenda to Reading File.

4. AGENDA APPROVAL

The agenda was approved with changes 5-0.

5. PUBLIC TO BE HEARD

a. Comments from Public on Items not on Agenda.
None.

6. APPROVAL OF MINUTES

a. Approve minutes from June 4, 2026 meeting.

Sharon Zukowski made a motion to approve the minutes as presented. Stephanie Bixby seconded. Hubie Norton requested noted on line 159 “statement” should be “stands.” The motion and second were rescinded. The board did not approve the minutes as it appears that the public comments were missing from the minutes. Minutes to be updated and added to next meeting agenda.

7. BUSINESS ITEMS

a. Request from 68 Pinecrest Drive LLC for an extension on their sketch approval of a PUD at 68 Pinecrest Drive.

Nick Martin made a motion to approve the extension of 68 Pinecrest Drive. Stephanie Bixby seconded. The motion carried 5-0.

8. PUBLIC HEARING

a. **Continued from April 2, 2026 - Variance** – Laurie and Baktash Neltson are requesting a variance of the side setback of their property located at 152 Old Stage Road (Parcel ID 2-010-063-007) located in the Agricultural Residential (AR) district. The variance request is to

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accommodate a 24'x14' shed that is 5 feet from the property line. In the AR district, the minimum side setback is 20 feet.

Board Member Zukowski made a motion to continue the hearing to October 1, 2026 until the boundary issue can be resolved, seconded by Board Member Norton. The motion passed 5-0.

- b. **Site Plan** – GLC Lyon Associates LLC is proposing to add a residential triplex at 58 Center Road (Parcel ID 2-057-010-000) located in the High Density Residential (r3) and Business-Design Control Overlay (B-DC) districts.

Board Member Zukowski made a motion, seconded by Board Member Martin, to open the public hearing. The motion passed 5-0.

Chair Carroll made a motion, seconded by Board Member Bixby, to continue the meeting to September 3, 2026. The motion passed 5-0.

9. OTHER BUSINESS

- a. Review of Board Procedures to be scheduled for August 6, 2026 meeting
1. Review ethics policy
 2. Process to review a legal decision

10. PROPOSED EXECUTIVE AND/OR DELIBERATIVE SESSION

- a. All meetings have a potential for an executive and/or deliberative session per 1.V.S.A. §313 & 312 (e)(f).

11. READING FILE

- a. DRB Application Schedule

12. ADJOURN

Board Member Martin made a motion, seconded by Board Member Bixby, to adjourn the meeting. The motion passed 5-0 at 9:37 P.M.

Approved this _____ day of _____, 2026
(see minutes of this day for corrections, if any)