



**DEVELOPMENT REVIEW BOARD
WARNED PUBLIC HEARING
COMMUNITY MEETING ROOM OF THE OLD TEGU THEATER
43 Portland Street in Morrisville, VT 05661
6:00 PM Wednesday, March 12, 2025**

I. CALL MEETING TO ORDER

II. APPROVE PRIOR MEETING MINUTES

1. Approve minutes of 12-11-24

III. HEARING OF APPEALS AND DEVELOPMENT APPLICATIONS

1. #2025-005 submitted by Chris Chauvin, on behalf of CCS Development LLC (SPAN 414-129-11317, 28 James Rd, Lot 1, 0.88 acres) requesting the DRB consider a conditional use and site plan approval for a proposed Day Care Facility caring for more than six full-time children and more than four part-time children per Section 204.5a Use Table, Section 500 Site Plan Approval, Section 630 Conditional Uses and Article IX Definitions of the 2023 Morristown Zoning and Subdivision Bylaw. The subject property is in the Industrial (IND-1) Zoning District.

IV. ADJOURN

Morrisville/Morristown Development Review Board
P.O. Box 748 / Morrisville, VT 05661
Phone (802) 888-6373

Meeting Minutes of 11 December 2024

Members Present - Donnie Blake, Gary Nolan (Chair), Melissa LeBlanc (Alternate), Chris Wiltshire, Mary Ann Wilson, Lenny Wing (Alternate)

Members Absent - Susanna Burnham, Christy Snipp, Paul Trudell

Staff Present - Zoning Administrator Todd Thomas, A/V Operator Andy Churchill

Guests Present - Conservation Commission Co-Chair Ron Stancliff, Anderson Leveille, Marc & Diane Cote, Engineer Tyler Mumley, Novia & Victor Russell

Call to Order - Chair Nolan called the meeting to order at approximately 6:00 PM. Zoning Administrator Thomas asked the Board to add a discussion regarding composition of the DRB to the end of the agenda. The Board, by consensus, was amenable to this request.

Approve Previous Meeting Minutes - Member Blake moved to approve the October 23rd meeting minutes. The motion was approved by a vote of 4-0-2, with Members Wiltshire & LeBlanc abstaining.

Hearing: Request to Amend Permit 2024-147 at 49 Miller Bridge Road (49 Ace LLC)

Anderson Leveille appeared before the Board representing 49 Ace LLC who was requesting relief from Condition 12 of Permit 2024-147 at 49 Miller Bridge Road in the Low Density Residential Zone. Condition 12 required a sidewalk to be constructed along the full frontage of the subject property within 1 year of groundbreaking for the duplex approved by Permit 2024-147. Mr. Leveille, again per his informal meeting with the Board on October 23rd, formally asked for a longer construction window for the sidewalk than was a conditional requirement of his duplex approval. He said that constructing the new duplex is expensive, and that if he could be allowed to complete the sidewalk within 2 years of occupancy of the duplex (instead of within 1 year of groundbreaking as currently required), it would really help with project cash-flow - with the new duplex rents funding the cost of sidewalk construction. Member LeBlanc expressed concern that the sidewalk may not get built if this longer timeline was granted. Zoning Administrator Thomas said that he was comfortable with the longer timeline because this permit will run with the land and that the property could not be sold with a clean title, assuming the duplex gets built, if the sidewalk is not constructed as required. Member Wing noted that the sidewalk segment in question was not connected to the town's larger network of maintained sidewalks at this time. Member Wiltshire moved to approve the request for permit relief, allowing for the sidewalk construction deadline to be extended to 2 years from the date of the occupancy of the new duplex because the sidewalk was an extension and did not fill an existing gap in the system. The motion was affirmed by a vote of 6-0. At the close of the hearing, adjacent property owner Marc Cote asked questions about the Town's plans to plow and

maintain Mr. Leveille's and his soon to be constructed sidewalk segments. Mr. Thomas asked him to speak to Town Manager Brent Raymond about these issues.

Hearing: Minimum Lot Size Waiver Request at 274 Golf Course Road (Russell) - Novia & Victor Russel, owners of 274 Golf Course Road, appeared before the Board requesting a Minimum Lot Size Waiver that would allow their existing 3 acre lot to be split in half via a future administrative subdivision. Engineer Tyler represented the Russell Family at the hearing. Mr. Mumley said that he was the engineer for the duplex under construction on the adjacent lot to the Russell Family, and that the soil in the area was adequate to host a septic system for the Russell's future subdivision lot. Mr. Thomas said that he would approve this subdivision lot if the requested lot size waiver was granted. Mr. Mumley reminded the Board that it recently granted the same Minimum Lot Size Waiver for that same adjacent lot with the under-construction duplex. Member Wilson asked if the future subdivision lot, assuming the waiver was granted, would have its own driveway or if it would share the Russell's existing driveway. Mr. Mumley said that each lot would have its own driveway, and the proposed house would be built up along the road like the other houses on Golf Course Road. Conservation Commission Co-Chair Ron Stancliff expressed concerns about a house built on a lot as small as 1.5 acres in size. Member Blake explained that due to the Legislature's recent statewide zoning preemption, 2 houses could be built on this lot whether this waiver was granted or not, and that granting the waiver only allowed the two houses to be subdivided and held in separate ownership. Member Wiltshire confirmed that no clear-cutting would be required to create the new house lot. Member LeBlanc said the future house would be sited in the existing hay field, so there was no environmental or neighbor settlement pattern impact per the waiver criteria found in Section 204.4 of the Zoning Bylaws. Mr. Thomas, when asked, confirmed that at 23%, the requested waiver was less than the 25% maximum allowed. Member Wiltshire, given the open field location and the limited neighborhood impacts of the proposed house site, moved to approve the Minimum Lot Size Waiver as requested. The motion was affirmed by a vote of 6-0.

Agenda addendum for Development Review Board composition

Member Wiltshire explained that with his children both located out of state and the resultant travel demand created, he thought he could serve the Board better as an Alternate Member instead of as a full-time Member. Member Wing said that he would be happy to trade roles with Member Wiltshire and become a full Board Member. Member Leblanc moved for the Board to recommend to the Legislative Bodies that Member Wiltshire be moved from a full-time Board Member to an Alternate Board Member, and that current Alternate Member Wing be appointed as a full Board Member. The motion was affirmed by a vote of 6-0. Mr. Thomas said that he would send this appointment recommendation to the Legislative Bodies on Thursday.

The meeting adjourned at 6:45 PM, submitted by Todd Thomas

Tax Map Number: _____ Permit Number: _____
XX
All questions **must** be completed in full or application will be **Denied** (Please print or type information)

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Application Completeness Review Morristown VT Zoning Office Memo

INCOMPLETE APPLICATION - Before the Town deems the application complete for processing, the following items must be received in the town zoning office. Until received, the application will remain incomplete, and any submitted documents held in the project's parcel file.

28 James Rd – Change of use to Day Care Facility

REVIEW PROCESS - A Development Review Board (“DRB”) public hearing is required for this conditional use application per Section 204.5a, Use Table because this parcel is in the IND zoning district and a “Day Care Facility” use is requested. **Conditional use reviews** include **Site Plan Approval**, and the applicant is responsible for providing the items below to complete the application and move the request forward. Please reach out with any questions.

☒ **\$250.00 fee:** Payable to “Town of Morristown”

☐ **Site Plan:** Using a copy of a professionally prepared survey or boundary survey (not aerial image) depicting the following missing elements are required with Site Plan Approval elements depicted per **Section 205, 402 and 500**. Section 502 requires all elements to be depicted on one site plan.

☐ The proposed playground fence (shown on the first sketch submitted) appears close to or on the adjoining parcel. Depict the current westerly property line and the proposed fence on the same sketch to confirm the proposed fence will not cross the westerly property line. Each fence section requires a note on max height. **Section 425.2** exempts fences if no taller than 6-feet on side or rear property lines and no taller than 4- feet on roadside. There also appears to be a playground structure on the adjoining parcel to the west, please clarify if that is part of this proposed use.

NONE ☐ If there are any changes to the existing parking spaces, driveway entrance onto James Rd, the trash area or walkways, please note or state none on the site plan or in an email/memo.

Office space ☐ The remaining 2,000 sq ft of the existing 6,000 sf building is not identified for use, please mark the site plan or describe proposed use to be considered under this application (i.e. discontinuing the school use in favor of a specific new use under **204.5a**)

No Change ☐ Per **Section 470** please provide location, design, dimensions and height of all signs to determine compliance with this section (max square footage in IND is 150 sf). There are bonus sign provisions in Section 474 which you may consider in this application.

No change ☐ Stormwater drainage per **Section 632.3** – A VT15 culvert discharges above the proposed playground area – how will the stormwater path on the parcel be impacted, i.e. fence structure relocation of water before James Rd, etc.

No change ☐ Lighting – If proposed, any exterior lighting must be depicted for the building, signage or parking lot & must comply with **Section 490**. If none, please state in an email or memo for the application.

No Change ☐ Section 502 has a list of several site plan elements (a – l). Please clarify if any underground propane tanks are existing or proposed (**Section 502, g**), screening of the parking lot is required by Section 505 b, with a 5-foot landscaped buffer “to reasonably screen 10 or more off-street parking spaces from roadside view” which is not depicted on the submitted site plan, for example, Sections 505, c, d and e require salt tolerant shade trees at 2.5 inch caliper or greater with specific spacing and location requirements. It is not clear from the initial sketch plan submitted if all existing trees comply or if new plantings are required until the existing trees are marked on the site plan, by type and caliper, and observed in healthy condition.

End of Memo

Conditional of use: From a School for troubled teens to a day care facility.

The property known as 28 James Road in Morrisville is owned by CCS Development. The property is a one level 6000 SF commercial building on a one-acre lot with on-site parking.

The past use of the property was a school for troubled teens.

The owner is planning on leasing part, 4000 SF, of the building to a day care facility (Little Roots Learning).

Little Roots is working with the State of Vermont to become a licensed day care facility caring for 8 infants, 10 toddlers and 20 preschool (fulltime) and 15 afterschool and 15 summer (parttime) children.

The number of employees will include 9-12 full-time employees and 2-3 part-time employees (summer/afterschool). Land Use Regulations require 1.5 parking spaces per employee, utilizing 12 fulltime employees, $12 \times 1.5 = 18$ spaces required, 25 provided.

Sewer Allocation for the property is 988 gallons per day. Allocation is being reviewed based on the information above and if additional allocations is needed it will be purchased.

Other than a sign(s) and a fenced in outdoor play area, no other exterior work is planned. Attached is an aerial showing the approximate location of the play area.



TRUETT
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Project Location

No.	Description	Date	By
1	Revisions		

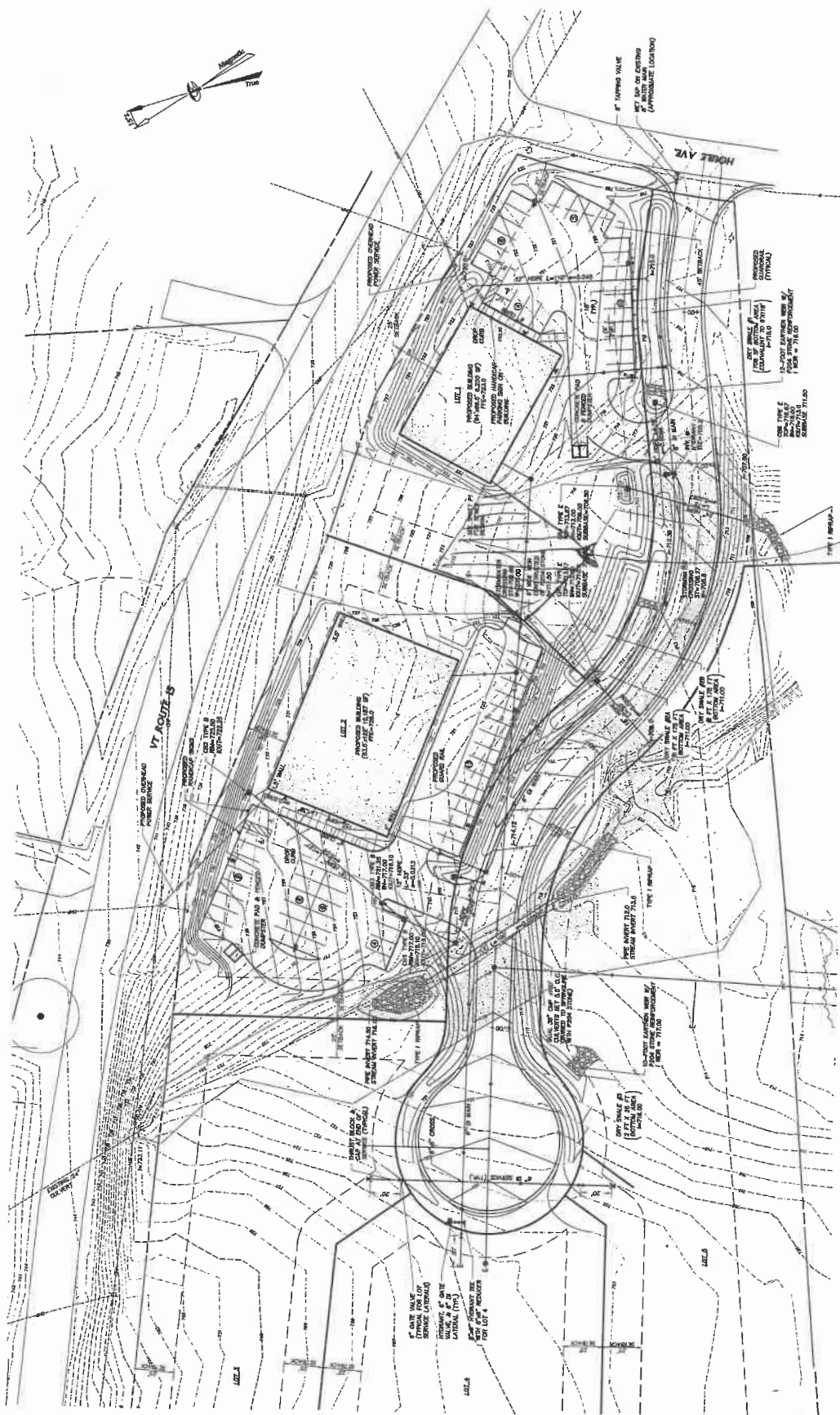


Project Title
CCS Development Corp.
Business Park
VT Route 15
Morrisville, Vermont

Sheet Title
Site Plan

Drawing Number: 200804-01
Project Manager: J. [Name]
Date: 10/12/2011
Project Reference: 100
Scale: 1" = 30'
Sheet Size: 11" x 17"
Approved: [Signature]

SP2



outside play space

NOTES:
1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE VERMONT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAYS.
2. THE LANDS ARE DEEMED TO BE AVAILABLE FOR THE PURPOSES OF THE VERMONT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAYS.
3. REFER TO SHEET P1 & P2 FOR SURVEY DATA.





28 James Rd - Abutters

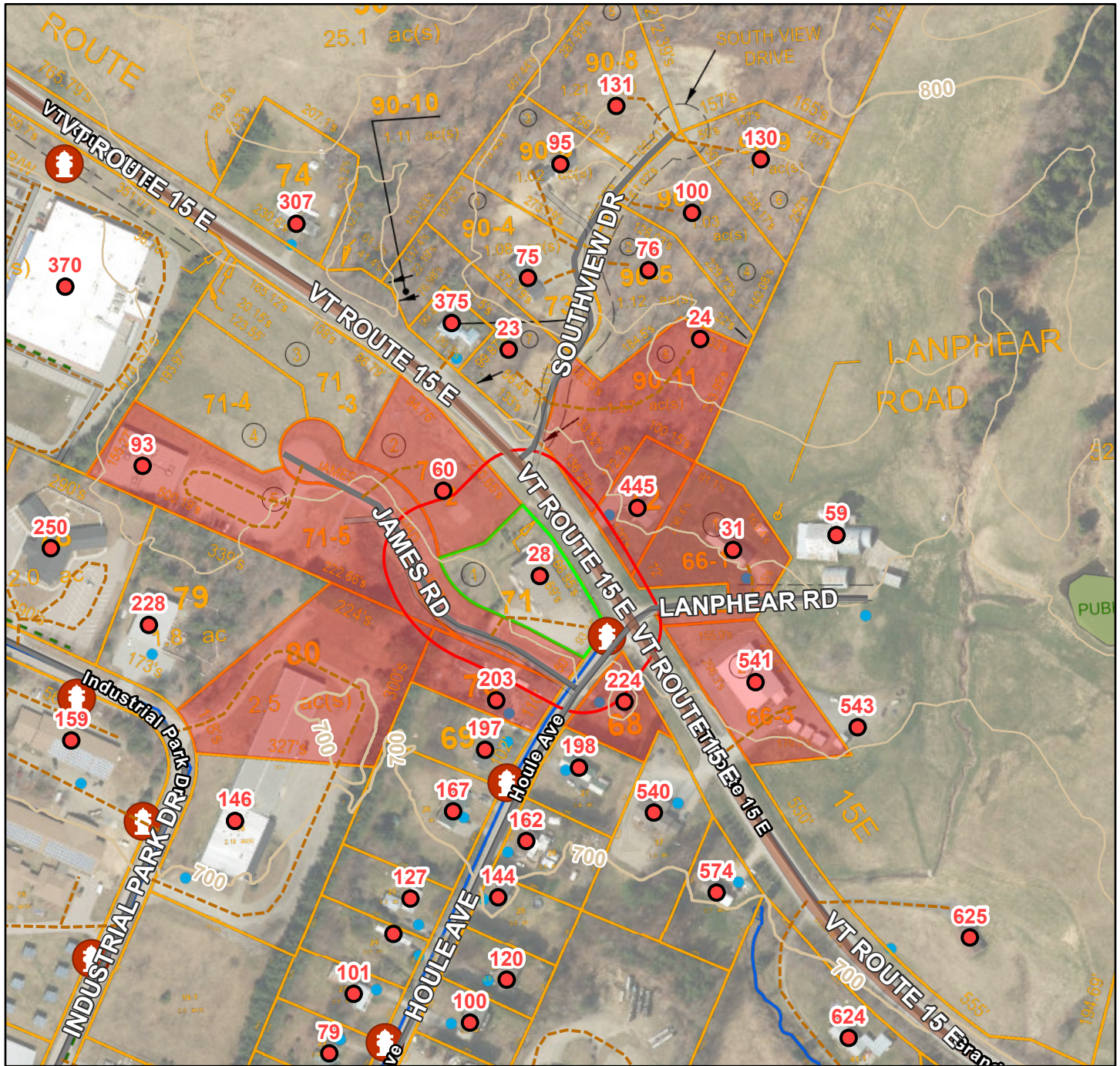
Town of Morristown, VT

1 inch = 269 Feet



www.cai-tech.com

February 10, 2025



	VT E911 Hydrants		PWater		WaterLines
	VT E911 Road Centerlines		Private Road		ESI15035
	Address Points		Property Line		Sanitary line
	VT E911 Driveways		Public Road		Water Lines
			Right of Way		PUBH

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



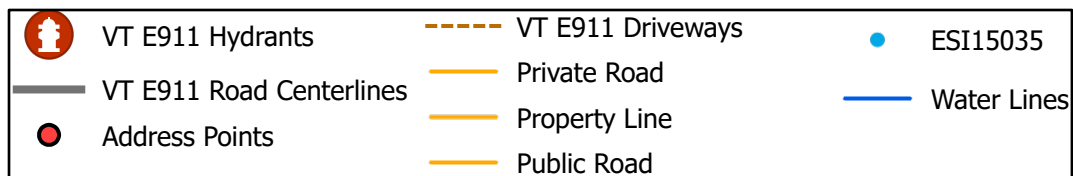
Town of Morristown, VT

1 inch = 68 Feet



www.cai-tech.com

February 10, 2025



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TOWN OF MORRISTOWN NOTICE OF PUBLIC HEARING DEVELOPMENT REVIEW BOARD

The Morristown Development Review Board (DRB) shall hold a public hearing on **Wednesday, March 12, 2025, at 6:00 P.M.** in the Municipal Office Building, 43 Portland Street, Morrisville, VT to take comment on and consider the following application:

#2025-005 submitted by Chris Chauvin, on behalf of CCS Development LLC (SPAN 414-129-11317, 28 James Rd, Lot 1, 0.88 acres) requesting the DRB consider a conditional use and site plan approval for a proposed Day Care Facility caring for more than six full-time children and more than four part-time children per Section 204.5a Use Table, Section 500 Site Plan Approval, Section 630 Conditional Uses and Article IX Definitions of the 2023 Morristown Zoning and Subdivision Bylaw.
The subject property is in the Industrial (IND-1) Zoning District.

Town Notice: Per Title 24 V.S.A. §4471, Appeal of DRB Decision to Environmental Court: Only an interested person who participates in the DRB hearing may appeal a decision to VT Superior Court – Environmental Division. Participation in a local regulatory proceeding shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.

To examine the application materials at the Morristown Municipal Office between the hours of 8:00 A.M. and 4:00 P.M., Monday through Thursday, and 8:00 A.M. and 1:00 P.M., Fridays, or to ask any questions, please call 802-888-6373 or email zoning@morristownvt.gov.

Brent Raymond, Acting Zoning Administrator