

TOWN OF MARSHFIELD DEVELOPMENT REVIEW BOARD

Meeting Minutes

August 14, 2025

The regular semi-monthly meeting of the Marshfield Development Review Board was called to order by Dina Bookmyer-Baker, Chair, at 6:30 on Thursday, August 14, in the meeting room of the Old Schoolhouse Common on School Street in Marshfield, Vermont. The meeting was also accessible via Zoom. The meeting was NOT ADA accessible due to flood-related damage to the Old Schoolhouse Common, though those needing accessibility could attend via Zoom.

Present DRB: Dina Bookmyer-Baker, Les Snow, Gary Leach, Lorraine Banbury (ZA and DRB Clerk) ,

Present Public Attendees: Lynette Combs, Edward Jalbert, Greg Breer, Aaron Fuller

Request by Lynette Combs for a 2-lot subdivision of 5752 Hollister Hill Road Parcel ID: WH068, owned by Ed Jalbert, Agricultural and Rural Residential Districts and Forestry and Conservation district.

The board reviewed a two-lot subdivision application submitted Lynette Combs to subdivide Edward Jalbert's property at 5752 Hollister Hill Road. They attested that abutters were notified. Lynette explained that the subdivision would result in two parcels, with Lot 1 having 300' of road frontage in agricultural and rural residential zones, and Lot 2 being 42' acres in forest and conservation zones with 511.5' road frontage. The board clarified that while Lynette is not seeking design approval or development rights at this time, any future development would require additional DRB approval and compliance with specific criteria.

The property was previously subdivided with a cutout made at that time for a new lot which now has a dwelling on it. They discussed the existing structures on the lot to be subdivided, including a house and two outbuildings.

They reviewed a plot plan based on the previous survey plan and discussed requirements for the final survey. The discussion focused on the requirements for submitting the final plat, with the explanation that it must meet specific requirements outlined in Section 2040 and be recorded within 180 days. They discussed the need for a licensed surveyor, like Lisa who did the original survey, to create the final plat and map all structures accurately. The conversation also covered the next formal steps in the submission process: a 45-day window for decision-making after the application is received, if a subdivision is granted, applicants must file a Mylar copy with the town clerk for the land records, the mylar will be reviewed and signed by the DRB.

The DRB clarified that contours of the land around the existing buildings and developed areas before construction were not necessary on the plat for Lot 1, as it was already developed, nor were they needed for Lot 2, as it was seeking a design review deferral. The group also discussed the existing easement between properties and agreed some of the required information was not applicable to this particular application.

The hearing was closed.

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Request by Greg Breer for 2-lot subdivision of 110 Folsom Hill Road Parcel ID: FO004 in the Village District.

Two-Lot Subdivision:

The board reviewed a two-lot subdivision application submitted by Greg Breer to subdivide his property at 110 Folsom Hill Road. Surveyor Aaron Fuller who created the survey and site plan was also present. Greg attested that abutters were notified.

The ZA explained that the applicant was combining the subdivision application with Site Plan Review, as it with the hearing was more efficient. The ZA presented the site plan showing the proposed division of the property into Lot 1A, which would have no road frontage and be accessed via an existing easement, and Lot 1, which would have 165 feet of frontage on Folsom Hill Road. The application includes construction of a new 3-bedroom house and connects to existing municipal water and sewer lines. The proposed lot coverage is 6.5%, and all necessary setbacks and parking spaces are addressed. The property is confirmed to be within the village district, contrary to GIS information available on state-maintained GIS systems. The application is ready for design review, and if approved, the zoning permit will be granted simultaneously to align appeal periods.

The meeting focused on interpreting zoning regulations regarding right-of-way requirements for lot access. The DRB discussed whether a 50-foot easement was necessary for access to a house. There was discussion if a 50-foot easement for access was required all the way from the development to the road, rather than a 50-foot square easement next to the road as indicated on the submitted survey and site plan. The group debated whether the current proposal met the written language of the regulations, and reviewed the sections on subdivisions and driveways.

The board decided to continue the hearing to August 28th at 6:30 PM to allow time for the town attorney to provide clarification on the interpretation of access requirements. The ZA offered to send the attorney relevant documents for review.

Les moved to adjourn the meeting, Dina seconded. All in favor, the motion passed. Meeting adjourned at 8:30 pm.

Respectfully submitted,

--Lorraine Banbury