

**TOWN OF KILLINGTON  
DEVELOPMENT REVIEW BOARD  
Meeting of April 21, 2022**

**PRESENT:** Vito Rasenas, Chair\*  
Jon Wysocki, Vice Chair\*  
Jessica Ralston  
Roger Rivera\*  
Merisa Sherman

**START:** 6:31 p.m.  
**END:** 8:28 p.m.

Daryl Arminius, Director of Planning & Zoning  
Jim Haff, Interim Zoning Administrator  
Lucrecia Wonsor, Recording Secretary

**GUESTS:** Holly George\*; Dave McComb\*; Aaron Weidenaar

\*via *Zoom* Video Conferencing

1. **Open Meeting**

Vito Rasenas, Chair opened the meeting at 6:31 pm.

2. **Approval of Agenda**

Wysocki moved to approve the Agenda as may be amended. Sherman seconded. There being no changes, vote on agenda as presented. All in Favor.

3. **Approval of Minutes**

a. Sherman moved to approve the Minutes of February 17, 2022 as may be amended. Wysocki seconded. There being no amendments, vote on minutes as written. All in Favor.

b. Sherman moved to approve the Minutes of March 16, 2022 as may be amended. Wysocki seconded. Vito amended item 6 adding the following sentence to the last paragraph: "Haff suggested that Board members send emails individually to Rasenas or Wysocki and not to the group in order to comply with Open Meeting Law".

4. **Citizen Input**

a. Haff invited Holly George, new owner of the former Boutique building on Route 4, to provide an overview of her plans for the property. Ms. George advised they are gutting the building and putting in an office for her team, a laundry to service her business and a 6-bedroom residence in the rear. They will be connecting to the Town sewer and installing sprinklers and a commercial alarm system. Haff advised she will be coming before the DRB for Site Plan Review and Change of Use in the next couple of months.

**TOWN OF KILLINGTON  
DEVELOPMENT REVIEW BOARD  
Meeting of April 21, 2022  
Page 2**

b. Dave McComb asked if the McGovern Decision had been issued and if so where is it posted. Haff will look into this.

c. Dave McComb asked whether the list of DRB recommendations to the Planning Commission regarding the Short Term Rental Registration Bylaw will be made public and if the public will have an opportunity to provide input. It was noted that with the transition in the Planning/Zoning Department and the DRB, this task was not completed. Haff suggested DRB members send their recommendations to Rasenas for forwarding on to the Planning Commission for consideration. Sherman suggested to Mr. McComb that if he has recommendations of his own, he should communicate those to the Planning Commission. Haff added that when the Commission has completed their work on the Zoning Bylaws, they will hold a public hearing at which time the public will have the opportunity to provide input.

**5. Introduce New Hire Town Planner, Daryl Arminius**

Haff introduced the new Town Planner, Daryl Arminius. Daryl gave the Board a brief overview of his experience and background. Haff advised that Daryl is in the office on Wednesday, Thursday and Friday. He is currently: i) going through the Zoning Regulations, particularly the sign regulations, ii) working with Lisa Davis Lewis and the Rutland Regional Planning Commission on several Transportation Agency grants; iii) starting to digitize the Zoning files in preparation for incorporating them into a software that would be accessible and searchable by the public; and iv) creating fillable PDFs for various zoning forms. Rivera asked if we can start by having issued permits searchable online. Haff responded that the process of digitizing the files has just started, the Town has been looking at upgrading the software used by the Listers and the plan is to have the information in the Zoning files in that software and searchable. Sherman asked if pertinent documents, ie wastewater permits, are missing from files, if he would be going to the State and/or property owners to try and get copies of those documents in order to complete the files. Haff noted that going forward he will be ensuring that files are complete before he issues a Certificate of Occupancy but for older files only the documents they contain will be scanned.

**6. Update from Interim Zoning Administrator on Permits/STR Program**

This past month Haff issued five permits, two of which were for new homes (one on Coffeehouse Road and one on River Road). There is a 25-lot subdivision that will be coming before the DRB for Site Plan Review some time in June. The Base Camp at Bear Mountain project is scheduled for an ACT 250 hearing on Friday, April 29<sup>th</sup> starting with a site visit at 9:00 am followed by a public hearing at the Public Safety Building. There are 580 short-term rentals registered to-date with another seven still being worked through.

**7. Suggested from Development Review Board Moving Forward**

Sherman asked if Daryl has a list of items each zoning file should contain and what is the plan if certain documents/items are missing. Haff noted that nothing can be done to obtain missing documents from older/existing zoning files. Daryl will be scanning only what currently exists in each file. Going forward, no CO will be issued unless the zoning file contains all the necessary documents – permits, drawings, etc. There were questions and discussion regarding

**TOWN OF KILLINGTON  
DEVELOPMENT REVIEW BOARD  
Meeting of April 21, 2022  
Page 3**

the potential new software. Daryl suggested that if the Board has suggestions for content and features they would like to see in a software, to communicate that to the Town Manager, Chet Hagenbarth.

**8. Other Business**

Haff expressed his frustration at finding that some projects with approved Site Plan Approvals that never obtained the required permits and CO. He is sending out violations not because he is looking to penalize them but to bring them into compliance.

**9. Adjourn**

Wysocki moved to adjourn the meeting at 8:28 pm. Sherman seconded. All in Favor.

The next meeting of the Development Review Board is scheduled for May 19, 2022 at 6:30 pm at the Sherburne Memorial Library and via Zoom.

Respectfully submitted,

*Lucrecia Wonsor*

Lucrecia Wonsor  
Recording Secretary

**NOTE:** These minutes have not been approved by the Development Review Board and are, therefore, subject to change.