

Burlington Development Review Board

Department of Permitting & Inspections
645 Pine Street
Burlington, VT 05401
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AJ LaRosa
Caitlin Halpert
Evan Gould
Geoff Hand
Sean McKenzie
Chase Taylor
Miles Waite
Marina Campbell, (Alternate)
Vacant, (Alternate)



BURLINGTON DEVELOPMENT REVIEW BOARD Tuesday, July 21, 2026, 5:00 PM MINUTES

Hybrid & In Person (at 645 Pine Street) Meeting

Board Members Present: AJ LaRosa, Caitlin Halpert, Evan Gould (5:05 PM), Sean McKenzie, Miles Waite, and Marina Campbell (5:10 PM)

Board Members Absent: Geoff Hand and Chase Taylor

Staff Members Present: Scott Gustin, Kirk Dressing, and Joseph Cava

Staff Members Absent: Mary O'Neil and Matthew Clark

- I. **Agenda**
- II. **Communications**
- III. **Minutes**
- IV. **Consent**

1. **ZP-26-252; 865 South Prospect Street (RL, Ward 6) Stephanie Seguin**
Proposed commercial kitchen home occupation. (Project Manager, Kirk Dressing)

AJ LaRosa: Is the applicant present?

Scott Gustin: Is the applicant online? You might want to circle back to this application, AJ.

Miles Waite: The applicant should be here to speak.

AJ LaRosa: Motioned to continue to the 8/4/26 DRB meeting, Miles Waite 2nd. Vote 5-0. Motion carried.

2. **ZP-26-133; 275-277 Flynn Avenue (RL, Ward 5) Kurt Schueler**
Proposed 2-lot subdivision. No development included. (Project Manager, Kirk Dressing)
Kurt Schueler, owner, present.

AJ LaRosa: Is the applicant present, and have you had the chance to review the staff report and have any questions or comments?

Kurt Schueler: Yes, and no questions or comments.

AJ LaRosa: Would anyone on the Board have an issue with treating this item as consent? Hearing none, are there any questions or comments from members of the Board? Hearing none, are there any questions or comments from members of the public in attendance or online wishing to speak on this item? Hearing none, would someone like to make a motion?

AJ LaRosa: Motioned to approve and adopt staff findings and recommendations, Caitlin Halpert 2nd.
Vote 5-0. Motion carried.

V. Public Hearing

1. ZP-26-266; 56 Woodbury Road (RL, Ward 4) David Tomlinson

Proposed seasonal (May – October) food stand home occupation. (Project Manager, Scott Gustin)
David Tomlinson, owner, present.

AJ LaRosa: Is the applicant present, and have you had the chance to review the staff report and have any questions or comments?

David Tomlinson: Yes, and no questions or comments.

Scott Gustin: The only outstanding item is the business of on-site parking. The Board can decide how they would like to proceed without that.

David Tomlinson: I would like to set up a tent on my front lawn to sell pre-packaged food goods. Regarding parking, my driveway can accommodate additional vehicles, but parking would be limited to two spaces as a disclaimer. There is a question between people stopping on the side of the road versus parking in the driveway.

AJ LaRosa: I do not foresee that this type of business would accumulate a line of vehicles. If I look at this under the regulations of 5a, the tent will be put up regularly.

David Tomlinson: Correct, I will be setting up a tent on the weekends.

Scott Gustin: When there is ambiguity in the ordinance's language, the results find in favor of the applicant.

AJ LaRosa: Do you understand the intention?

David Tomlinson: Yes, I do. There will likely be a sign that says cookies on the side of the tent, but at most, there would only be a sandwich board sign by the road.

Scott Gustin: Political signs are allowed, but the language is ambiguous regarding signage for home occupations.

AJ LaRosa: Are there any questions or comments from members of the public in attendance or online wishing to speak on this item? Hearing none, we will close the hearing on this item and deliberate on it later on.

VI. Certificate of Appropriateness

1. ZP-26-28; 45 Howard Street (RM, Ward 5) Sarah Schiesser / Thomas Wironen / Robert Hale

Proposed construction of an addition to the west side of existing single-family home. Original historic home will be repainted and repaired in kind. (Project Manager, Mary O'Neil)

Scott Gustin: There is a request to defer this item to a later meeting date.

AJ LaRosa: Is there anyone present in person or online to speak on this item? Hearing none, is there anyone on this Board that would object to deferring this item?

Miles Waite: Motioned to defer to the 8/4/26 DRB meeting, AJ LaRosa 2nd. Vote 5-0. Motion carried.

2. ZP-26-231; 246 Riverside Ave (NAC-R, Ward 1) Gedoola, LLC / Eric Jacobs

After-the-fact tree clearing. (Project Manager, Kirk Dressing)
Sharon Bushor, Edwin Merrill, and Ginger Camp: Sworn in.

AJ LaRosa: Is the applicant present?

Scott Gustin: The applicant does not appear to be present in person or online.

AJ LaRosa: Are there any questions or comments from members of the Board? Hearing none, are there any questions or comments from members of the public in attendance or online wishing to speak on this item?

Sharon Bushor: My concern is the state of the property and how it will be resolved. I understand that the applicant has failed to attend the required meeting twice now. I am concerned about runoff and further action that is needed to remedy the situation. There is a perpetual continuation of people doing things first without approval, and then asking for forgiveness later. This has created an especially dangerous situation for residents living on the hillside.

AJ LaRosa: Enforcement action by the City will likely be taken.

Edwin Merrill: I am concerned about the existing slope's stability. The owner has not provided any information to support the improvement of slope stability. A geotechnical report was done in 2020, and if we receive a heavy rain, there is a risk that Building Four at the edge of the slope will not be protected. A tree inventory was uploaded, but it does not clarify the diameter beyond the quantity of trees removed.

Miles Waite: Do you disagree or disapprove of the inventory?

Edwin Merrill: The lack of supporting information was a shock.

Ginger Camp: Edwin shared most of my concerns, but I also shared additional concerns and a geotechnical report with William Ward.

AJ LaRosa: I am sure Scott or Kirk will look for this shared file.

AJ LaRosa: Are there any additional questions or comments concerning this item? Hearing none, we will close the hearing on this item and deliberate on it later on.

VII. Other Business

1. Annual Organizational Meeting

Nomination and election of Chair, Vice Chair, and reps to Ordinance and Long Range Planning Committees.

Sean McKenzie: Motioned to appoint Caitlin Halpert as Chair of the Development Review Board, AJ LaRosa 2nd. Vote 6-0. Motion carried.

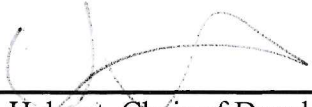
AJ LaRosa: Motioned to appoint Evan Gould as Vice Chair of the Development Review Board, Caitlin Halpert 2nd. Vote 6-0. Motion carried.

AJ LaRosa: Motioned to appoint Evan Gould as representative to the Long Range Planning Committee, Caitlin Halpert 2nd. Vote 6-0. Motion carried.

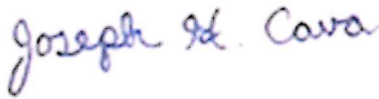
AJ LaRosa: Motioned to appoint Miles Waite as representative to the Planning Commission Ordinance Committee, Caitlin Halpert 2nd. Vote 6-0. Motion carried.

VIII. Adjournment

Hearing closed at 5:30 PM.


Caitlin Halpert, Chair of Development Review Board

8/18/26
Date



8-18-26

Joseph H. Cava, Permitting & Inspections Permit Technician

Date

Participation in the DRB proceeding is a prerequisite to the right to take any subsequent appeal. Please note that ANYTHING submitted to the Zoning office is considered public and cannot be kept confidential. This may not be the final order in which items will be heard. Please view final Agenda, at <https://burlingtonvt.portal.civicclerk.com/> or the office notice board, one week before the hearing for the order in which items will be heard.

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