

Poultney Development Review Board
Hearing Minutes
Wednesday, April 22, 2026 – 6:00 PM
Poultney Town Offices, 9 Main Street | Hybrid via Zoom

Board Members present were Jaime Lee (Chair), Mark Teetor, and Ben Thirkield.

Also present were Jeff Biasuzzi, Zoning Administrator; Karen Gutmann of the Poultney Journal; and Daniel Knapp and Stephanie Bennett-Knapp, Applicants for Application 26-12.

1. Call to Order

The meeting was called to order at 6:00 PM. Chair Lee discussed procedure, reviewed the definition of an interested person, and no interested persons were identified. The Applicants and Zoning Administrator were sworn in.

2. Public Hearing – Application 26-12

Chair Lee opened the public hearing for Application 26-12 by reading the warning.

Testimony & Discussion

Applicants Daniel Knapp and Stephanie Bennett-Knapp described the proposal. At 187 Cold Springs Lane, an existing approximately 18-foot by 12-foot patio would be replaced with a roofed deck approximately 26 feet wide by 10 feet deep. The revised structure would expand in width but not extend closer to the lake and may slightly reduce the degree of encroachment into the lakeshore setback.

At 193 Cold Springs Lane, the Applicants proposed a new roofed deck extending from the existing structure within the 50-foot lakeshore setback, noting that portions of the existing structures are already within the setback.

The Applicants stated that the improvements are intended to protect the cottages, including one over 100 years old, from wind-driven rain, snow, and weather exposure.

Board Discussion

The Zoning Administrator confirmed that the properties are located within the Lakeshore District, where a 50-foot setback applies. The Board discussed that portions of the existing and proposed structures are within this setback, and that at least one of the structures is nonconforming with respect to the lakeshore setback. The Board also discussed side yard setbacks and determined that the proposal would not increase encroachment beyond the existing footprint.

The Board noted that while decks may extend into the lakeshore setback under certain circumstances, the addition of a roof may affect how the structures are evaluated under the Bylaws.

The Board reviewed the criteria for a dimensional waiver. The Applicants stated that the proposal represents the minimum relief necessary and is consistent with development patterns along Cold Spring Lake. The Board identified no concerns regarding neighborhood character or impacts to adjacent properties.

The Board also reviewed the Applicants' State Shoreland Protection Permit. The Zoning Administrator noted limits on impervious surface and required erosion control measures, including a drip infiltration trench to manage roof runoff. Minimal soil disturbance is anticipated, with standard measures such as silt fencing recommended during construction.

Additional discussion addressed an existing conforming deck beyond the 50-foot setback, which would not require DRB review if considered independently. The Board noted that the current application is triggered by work within the setback and the addition of roofed structures.

Public Comment

Chair Lee opened the hearing to public comment. No public comment was offered.

Board Action

Margaret Mug made a motion to close the hearing to further testimony and enter Deliberative Session, with the Zoning Administrator invited to remain available for technical and procedural guidance. The motion was seconded by Jonathan Andrews.

Oral vote unanimous; motion carried.

Respectfully submitted,
Jaime Lee, DRB Chair