

TOWN OF ELMORE, VT
Meeting of the Development Review Board

Meeting Date: Thursday, February 1, 2018 **Start time:** 6:31pm **End:** 7:45pm
Minutes Status: Draft (to be approved at next board meeting)

Meeting Attendees: DRB Members: Jill Lindenmeyr – Chairman, Paul Rousselle – DRB, Caroline DeVore – DRB

Zoning Administrator: Kristen Howell

Other: Jay Kennedy (Resident)

NOTE: DRB MAY ENTER EXECUTIVE OR DELIBERATIVE SESSION(S)

Meeting called to order at 6:31pm

A. SPECIAL TOPICS: (Items requiring expanded discussion)

1. **DISCUSSION:** Process discussion. Recruitment, review and appointment of new board members.

Notes: The DRB is a board of 5 members which currently has 3 active members and 2 open positions. The board received a letter of interest from Jay Kennedy. Mr. Kennedy attended the meeting and discussed his interest and background with the board.

Discussion: After an introduction and discussion a motion was made by C. DeVore to accept Jay Kennedy's request to join the board. Seconded by P. Rousselle.

Actions: DeVore to notify Selectboard of the nomination and request an appointment at the next regular SB meeting (2/14/18). After SB approval, DeVore will notify Kent Shaw to launch onboarding (issuing email and orientation to VP Open Meeting Laws, etc.), and request a printed copy of the Elmore Zoning By-Laws.

Additional Discussion: C. DeVore noted that all board members (and especially new members of town boards) would need to be familiar with the VT Open Meeting Law. Training (or refresher training) on the open meeting law is suggested for all board members.

2. **DISCUSSION:** Meeting times, agenda items, process and communication.

Discussion focused on meeting frequency and timing of permit applications, site walks, warning of DRB meetings for Conditional User permits, etc. The board determined that regular monthly meetings will continue.

Checklists: For March DRB meeting, a checklist of required submission materials

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will be reviewed. A general checklist with “by-district” specific requirements will be developed along with a map that outlines district envelopes (providing clarification for permit applicants.) A site walk-through will be required before a permit hearing. An advanced site walkthrough will allow the DRB to evaluate and advise on project requirements and deliverables in advance of the warned conditional use permit meeting. The objective of this new process is to clarify permit requirements and make the CU permit process more efficient.

Action: DeVore to review process for cancelling a warned meeting that is no longer needed.

3. DISCUSSION: Update of Town Plan and Zoning By-Laws for 2019.

Discussion: Drafting of the new Town Plan will require participation of the DRB. DeVore to bring planning schedule to the DRB at the upcoming meeting (reach out to EPC for dates). Zoning Bylaw changes must go through 3 public meetings and district review before implementation/adoption. Note that amendments to the Zoning By-laws (2017 Forest Reserve amendments) did not go through this process. Current version of the By-Laws are on the Town Website (www.elmorevt.org).

B. NEW ITEMS: (Schedule, minimum. 1 wk. prior to meeting)

1. Permit Enforcement and Violations: The board discussed the process for enforcing permits at each stage of project development. A concern about ongoing compliance, enforcement and monitoring was discussed. Fines are an avenue to pursue along with education prior to permit issuing and again at project conclusion. This topic will be reviewed as part of the CU permit evaluation process. Several permit violations were reviewed.

C. CONTINUING ACTIVE ITEMS: (Update status, by item, by DRI)

1. UPDATE – Andrews Permit – Worcester Ridge: K. Howell

Notes: Project has been halted due to weather. DRB (through ZA) will be updated when the project restarts. Once project restarted, evaluation of grading and tree preservation will be reviewed by the DRB.

E. NON-AGENDA/OTHER ITEMS: (*Time Available*)

1. Routine Administrative, Operations items as needed.

Next Meeting: Thursday, March 1, 2018; 6:30pm