

**TOWN OF ELMORE, VT**  
**Meeting of the Development Review Board**

**Meeting Date:** Thursday, March 1, 2018      **Start time:** 6:36pm    **End:** 7:19pm  
**Minutes Status:** Draft (to be approved at next board meeting)

**Meeting Attendees: DRB Members:** Paul Rousselle, Caroline DeVore, Jay Kennedy

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

Meeting called to order at 6:36pm

Approval of Draft Minutes for February 1, 2018 meeting. All voted to approve as written.

**A. SPECIAL TOPICS:** (Items requiring expanded discussion)

None

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

1. DISCUSSION: Zoning Application Forms and Zoning Checklist Addendum  
Review draft checklist of required project deliverables - by zoning district.  
Discuss application form updates.

Notes: Summary information reviewed. Members suggest a working session where the DRB can help draft a template or fill-in-the-blank-style form that complements the current conditional use application. This new form will provide district-specific parameter information that will help the permit requester quickly identify areas of non-compliance with current zoning by-laws.

Session can be added to the April meeting agenda. C. DeVore to discuss with K. Howell.

2. DISCUSSION: Revision of zoning bylaws. Last major revision in 2015 with addition of new Lakeshore District. Revisions made this round would largely be for clarification and conformance to the new town plan.

Discussion: Possible list of items to be reviewed include:

- Road and slope gradients supporting that all properties are accessible by emergency vehicles
- Clarification of build height parameters
- Deviations of natural topography
- Visibility and vegetation coverage

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- Grades and slopes for private vs public roads to adhere to ANR runoff guidelines.

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

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

Notes: Per Brendan O'Reilly, the foundation is in and framing will start in a few weeks.

Discussion: There has been no site meeting – but we need to schedule that visit prior to framing.

C. DeVore to setup a site meeting with K. Howell to review status.

2. UPDATE – New Board Members – Recruiting status of 5<sup>th</sup> member.

Notes: Discussion of possible candidates and outreach plans.

D. COMPLETED/INACTIVE ITEMS: (Update status, by item, by Responsible Board Member)

1. Review Action Item List

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

1. Routine Administrative, Operations items as needed.

**Next Meeting: Thursday, April 5, 2018; 6:30pm**