

TOWN OF ELMORE, VT
Meeting of the Development Review Board

Meeting Date: Thursday, April 5, 2018 at 6:30pm

Site Visit: Preceding meeting, April 5, 2018 at 5:30pm – 242 Point Road, Lake Elmore

Minutes Version Number: V1.0

Minutes Status: Draft

Attendees:

DRB Members: Jill Lindenmeyr – DRB Chairman, Paul Rousselle – DRB, Caroline DeVore – DRB, Jay Kennedy - DRB

Zoning Administrator: Kristen Howell

Additional Attendees: Kathy Newbrough (applicant), Steve Kirby (applicant)

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

Site Visit Attendees: Jill Lindenmeyr, Jay Kennedy, Caroline DeVore, Kristen Howell, Applicants

CALL TO ORDER: Jill Lindenmeyr, Chairman **Time:** 6:00pm following site visit

Approve or amend meeting agenda

Motion to Approve: P. Rousselle; Second: Jay Kennedy; 1 abstention (J. Lindenmeyr)

Introduction of members and meeting attendees

Swearing in of participants

Review and approval of meeting minutes

Motion: Jay Kennedy Second: C. DeVore

A. SPECIAL TOPICS: (Items requiring expanded discussion)

1. **CONDITIONAL USE PERMIT REVIEW:** Kirby/Newbrough. Conditional Use for Wastewater System Replacement in the Developed Shoreland District.

Site Visit: 5:30pm, 242 Point Road, Lake Elmore

Notes: K. Howell, Zoning Administrator: Gave overview of project.

Permit issued with following conditions: Prior to completion of project, re-planting/replacement of two mature trees will be accepted by the DRB. ZA will review the site and draft a proposal to the DRB. The site plan proposal must include replanting plan (if not complete), type, placement and date by which planting shall be complete, not to exceed end of this growing season.

Motion made by C DeVore, Second by P Rousselle

Vote: Unanimous

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

1. WORKING SESSION: Zoning Application Forms and Zoning Checklist Addendum. Group discussion and working session to define a fill-in-the-blank style form for each zoning district that will augment current permit application. Key district-specific data will be captured to quickly identify missing or non-conforming data.

Notes: ZA to draft a discussion document specific to Elmore zoning districts.

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.

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 (before and after construction)
 - Grades and slopes for private vs public roads to adhere to ANR runoff guidelines.
- Grandfather specifics – timeframes on

Notes: Discussed an update and follow-up with either LCPC in conjunction with Subdivision Bylaws or outsource update to company that originally helped create the current Zoning Bylaws. Action: Caroline and Jill to look into LCPC assisting and evaluate whether this work could be contracted to another company with expertise (e.g., team that helped create the existing bylaws or another person/team). Update at next meeting.

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

1. UPDATE: Andrews Permit – Worcester Ridge: K. Howell
Framing has begun. Note: ZA will make a site inspection.
2. UPDATE: Duchassi Permit – Worcester Ridge: K. Howell, Board
Review permit, photos of site approved and photos of site after construction. Question on visibility from public roads. Note: ZA will inform home owner that screening needs to be applied.
3. UPDATE: New Board Members – Recruiting status of 5th member.
Note: Discussed possible candidates. Team members soliciting new members.

Adjourned at 7:36pm.