

TOWN OF ELMORE, VT
Meeting of the Development Review Board

Meeting Date: Thursday, June 6, 2019 at 6:00pm **Meeting Ended:** 7:40pm

Minutes Version Number: V1.1

Minutes Status: Final Approved

DRB Members in attendance: Jill Lindenmeyr – DRB Chairman, Caroline DeVore – DRB, Jay Kennedy – DRB

Other attendees: See meeting attendee list below

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

CALL TO ORDER: Jill Lindenmeyr – DRB Chair (6:38pm)

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

1. Elmore Planning Board – Discussion of Zoning and Subdivision ByLaw Updates

Members of the Elmore Planning Commission and LCPC presented the DRB with a status update on zoning and subdivision by-law updates. Review of proposed updates and clarifications of existing by-laws in all Districts was discussed. Seth Jensen and Alexa Repko, LCPC Planners, were extremely helpful in walking through proposed updates and guiding both the EPC and DRB in further clarifying existing by-laws.

Detailed Discussion Key Points:

1. Recommendation: DRB capture the “Finding of Facts” that would legally state the conditions placed on the lot, building envelope and screening at the time of permit approval. These findings to be included as part of the land record ensuring a complete history of both the site’s state at time of permit request and conditions placed on the development. Regarding permit enforcement, a violation of the “finding of fact” would create a “cloud” on the property’s title which would have to be cured on title transfer.

2. Alexa will help with landscaping clarification such as tree size, planting materials, etc for screening.

3. Discussion on subdivision priorities.
a. development/building density by lot size
b. density by percentage of over all acreage i.e. 50 acre parcel 30% coverage by structures.

The board to review subdivision density/coverage priorities and various ways to

TOWN OF ELMORE, VT
Meeting of the Development Review Board

calculate including min lot size, max lot coverage, percentage of conservation of lots, etc.

4. Public roads versus private roads. Zoning pertaining to both as well as fire dept access, erosion standards, maintenance, etc.

5. Conditional use process. The permitting process was reviewed including adaptation of the current application to include planned building height (highlighting for the developer if proposed height exceeds guidelines.)

6. Certificate of Compliance: Will the board make these mandatory for all permits that require DRB approval. COCs are already required in several Will discuss in detail at a later date.

7. Village Center designation as pertains to protection of existing structures. Seth noted that there are available grants to help with costs associated with the rehabilitation of village structures, including commercial buildings. Seth to provide information to the board on grants or some form of financial assistance for protecting businesses or buildings.

Next steps: EPC and LCPC will continue refining zoning bylaws and will review penalties and enforcement recommendations / statutes.

Note: The July 2019 DRB meeting will be rescheduled to be held on Thursday, July 11, 2019, 6:00pm Elmore Town Clerk's Office.

TOWN OF ELMORE, VT
Meeting of the Development Review Board

DRB June 6th 6⁰⁰

Attendance

<u>Affiliation</u>	<u>Name</u>	<u>Email</u>	<u>Phone #</u>
DRB	Jay Kennedy	BEAGLEV@ ADL.COM	8595-3677
EPC	Kate Sprague		
DRB	Caroline DeVore		888-0002
DRB	Jill A. Lindenmey		8-5526
LCPC	Sobe Jensen		
LCPC	Alexa Repko		