

**Town of Shoreham
Development Review Board
Special Meeting Minutes**

DATE January 25, 2024
ATTENDEES John Kiernan; Jim Ortuno; Gail Wood; Kevin Griffin; Todd Balfour; Amy Douglas; Laura Siebecker
CALLED TO ORDER 7:08 PM by John Kiernan, Chair

1. Unified Development Regulations Draft

John Kiernan informed the board that the Selectboard will be holding a public hearing on the Unified Development Regulations draft developed by the Planning Commission and Robin Conway, Zoning Administrator.

The board reviewed summaries of changes prepared by the Planning Commission.

Amy Douglas and Jim Ortuno asked about the DRB's role in the review/approval process. John said the DRB role will be to enforce the regulations if approved. The DRB isn't in a position to give recommendations on the revisions at this time.

Gail Wood clarified that the DRB's role is to adjudicate when presented with possible violations or exceptions of the regulations.

John confirmed that the Planning Commission sets down the rules, and the DRB adjudicates. He noted that as a DRB, the board has different responsibilities than as a Zoning Board of Adjustment (ZBA).

John recommended that the DRB hold a regular meeting, as suggested by the Selectboard, so people could know when they could expect hearings. Amy noted that the warnings for hearings and regular meetings have different requirements. John suggested that regular meetings be held the fourth Thursday of the month.

Jim MOVED, Amy SECONDED that the DRB hold regular meetings on the fourth Thursday of the month. JOHN called the question; the Ayes have it.

Laura Siebecker (Town Clerk) indicated that she can attend these meetings as minute-taker.

The DRB discussed the Oct. 23 memo summarizing the major changes to the regulations. The board has questions about the definition of Village District, as the wording was ambiguous. The board also discussed dimensional/setback changes for Low Density Residential zones. Gail suggested that the DRB invite Robin to a meeting to help clarify parts of the regulations.

John noted that the details are very technical. Laura suggested a chart that clarifies the application process.

John noted that changes to the Site Plan Review process require an initial model/conceptual sketch, which will help ensure that projects are following Town regulations from the onset.

John noted that all Subdivisions will now have to get DRB approval.

Gail would like to see more Flood Zone maps.

The next meeting is scheduled for February 22, 2024 at 7:00 PM at the Town Office.

Gail MOVED, Jim SECONDED that the meeting be adjourned; the Ayes have it.

The meeting was adjourned at 7:51 PM.