

Town of Danville Development Review Board Hearing Minutes

08/07/19

(Approved as submitted, 8/21/19)

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Attendance:

Present DRB Members: Mike Smith (Chair), Rob Balivet, Kristin Barany, Brian Henderson, Robert Magro

Absent DRB Members: John McClung, Theresa Pelletier

Zoning Administrator: Linda Leone

Public: none attending

The hearing was called to order by Chair Mike Smith at 7:04 pm. A quorum was established.

General Business:

1. Mike Smith welcomed new DRB members Kristin Barany and Robert Magro.
2. Mike Smith expressed the wishes of the DRB in acknowledging the contributions and support of retiring member Doug Lamothe.

Approval of Minutes:

1. After discussion, it was clarified that members do not have to be present at previous meeting whose minutes are submitted for approval. Kristin Barany moved; Brian Henderson seconded motion for approval of minutes from the DRB hearing of 7/3/19 as presented. Motion passed.
2. Brian Henderson moved; Robert Magro seconded motion for approval of minutes from the DRB hearing of 7/17/19 as presented. Motion passed.

Other Business:

1. VLCT annual training - Mike Smith advised new DRB members that the annual Vermont League of Cities and Towns training session will be scheduled in the fall.
2. Interim ByLaws - Mike Smith noted that the Interim ByLaws are not currently under consideration by either the Planning Commission or the Select Board.
3. Rules of Procedure – Mike Smith gave a background of the need for the DRB to adopt a Rules of Procedure for dealing with requests for Variances, as well as incomplete applications. Conditions had been attached to approvals of previous permit applications to follow up with incomplete information. There have been no tracking mechanisms to assure these conditions have been met. Subsequently, incomplete applications not completed with further information during a hearing will be rejected. It will be up to the Zoning Administrator to screen applications for completeness. A site plan template will be included on the Town's website as well as this Rules of Procedure so that applicants will know what is expected by the DRB for completeness of an application. Rob Balivet moved, Brian Henderson seconded motion to approve draft Rules of Procedure submitted 8/2/19.
4. Site Plan template – Rob Balivet offered to develop a list of what is expected for complete Site Plan information for consideration and approval by the DRB at a subsequent meeting.

The hearing was adjourned at 7:45.

Respectfully Submitted,
Rob Balivet