

Department of Planning and Zoning

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TO: Development Review Board
FROM: Scott Gustin & Mary O'Neil
DATE: July 7, 2015
RE: Training topics

Over the course of fiscal year 2016, four work sessions are proposed for the Development Review Board. At least one of those sessions will be a joint meeting with the Planning Commission. Dates are to be determined, but ideally, the work sessions would occur quarterly and on regularly scheduled DRB meeting dates or deliberative dates. The idea is to delve into topics of interest to the Board and to address recurrent items such as parking, Bianchi, and appeals procedures. In conjunction with the Chair and Vice Chair, the following preliminary list of topics has been put together. We may narrow or expand this list per our discussion on July 7.

- DRB's role/procedures/packets/staff support/deliberative meetings/site visits
- Meeting procedures
 - Who is an "interested party?"
 - Per person time limits for oral testimony
- Bianchi
 - Grandfathering versus unenforceable violation
 - 15-year statute of limitations and exceptions
- Open meeting law
- Appeals
 - Burden of proof
 - Demonstration of how appellant's property is affected
- Parking
 - Parking waivers assessment
 - Downtown and neighborhood parking studies
- Character of the area criterion
- Plan BTV South End
- Slide show of and/or site visit to completed project sites