

Elmore Planning Commission Meeting

Oct 21, 2026

Attendance:

- EPC members: Nancy Davis, Michelle Greeson, Shorty Towne, Betsy Perez, Brian Evans-Mongeon
- Others: Charley Burnham, Seth Jensen, Sharon Fortune

Conflict of interest: None

Minutes approved from late month: Brian motions to accept the minutes with amendment of the "Next meeting" date needs to be corrected, Betsy seconds the motion

Agenda additions: Betsy attended the Act 250 information session

Agenda Items:

- **Issue:** Seth Jensen Updates
 - **Discussion:** Seth has a timeline for the Bylaws update (see attachment)
 - Brian suggests possibly adding a special meeting for the public that is dedicated to zoning updates vs.
 - The timeline of the grant expires in May, but, we can continue to work with LCPC using other resources.
 - Discussed the logistics of recording the edits and how to warn the sections to the public
 - **Action Item:** Next month will be looking at the HOME Act Revision,
 - Michelle and Nancy will attempt to get the agendas out to the public with more notice so they can plan to come to the meeting.
 - Michelle and Nancy will send Seth an email reminding him about printing off a large-scale zoning map to have at the town office.
 - Seth will add a separate zoning planning use matrix/ table of uses
 - Evaluate if we need more than one meeting per month
 - We will see how we do the first few months and how we are staying on time
 - Michelle will email Seth and Nick so Nick can get the PDF of the timeline on the website
- **Issue:** Act 250 8c. information sessions
 - **Discussion:** Betsy was able to attend the recent Act 250 information session
 - **Action Item:** Betsy will update EPC next month with her notes from the meeting
- **Issue:** Open meeting Laws

- **Discussion:** It is not required for the EPC member to complete the Open Meeting Laws and Ethics Training since we are not hold quasi- judicial proceedings
- **Action Item:** Nancy will send out the current SOP for Open Meeting Laws to the group so that everyone can refresh.

Michelle motions, shorty seconds 6:59

Attachments: Elmore Unified Zoning Subdivision Bylaws Update and Adoption Timeline

Meeting Adjourned: Michelle motions to adjourn at 6:32, Brian seconds the motion, and all ECP members agree.

Next meetings: Thursday November 5th 2026 5:30 and Tentatively Dec 16th 2026 at 5:30

**Elmore Unified Zoning and Subdivision Bylaws
Update and Adoption Timeline**

November 2026	HOME Act Revision	Review revisions required by the HOME Act related to: • Two-Unit Dwellings • Accessory Apartments/Accessory Dwelling Units • Emergency Shelters • Review Process and appeals • Parking • Density Bonus
December 2026	Home Act Revisions	Review revisions required by the HOME Act related to: • Two-Unit Dwellings • Accessory Apartments/Accessory Dwelling Units • Emergency Shelters • Review Process and appeals • Parking • Density Bonus
January 2027	Home Act Revisions Administrative Subdivision	Review PC edits of Home Act Revisions Review Elmore's current Administrative Subdivision Review Process. Consider if any edits or expansion is warranted.
February 2027	Administrative Subdivision Zoning Administrator "House Keeping"	Further Review of Administrative Subdivision Review Edits Review list of "housekeeping" edits identified by Zoning Administrator
March 2027	Administrative Subdivision Zoning Administrator "House Keeping" "Dark Sky" Standards	Further review of Administrative Subdivision Review Edits (if needed) Review list of "housekeeping" edits identified by Zoning Administrator (if needed) Review possible "Dark Sky" revisions to lighting standards.
April 2027	Dark Sky Standards Abandoned Buildings	Further review of Review possible "Dark Sky" revisions to lighting standards. Review Abandoned Building provisions
May 2027	Dark Sky Standards Abandoned Buildings Development on Class 4 Roads	Further review of Review possible "Dark Sky" revisions to lighting standards (if needed) Further review Abandoned Building provisions Review standards for development on Class 4 roads.

June 2027	Abandoned Buildings	Further review of Abandoned Building provisions (if needed)
	Development on Class 4 Roads	Further review standards for development on Class 4 roads (if needed)
	Private Cemeteries	Review of provisions related to Private Cemeteries
July 2027	Development on Class 4 Roads	Further review standards for development on Class 4 roads (if needed)
	Private Cemeteries	Further review of provisions related to Private Cemeteries (if needed)
	Other edits/provisions	Review other edits/provisions as needed
August	Review Complete Draft	Review complete draft of bylaw amendments
September	Review Complete Draft	Continue review of complete draft of bylaw amendments.
		Potential vote to begin public hearing process

ADOPTION PROCESS BEGINS

Plan at least four months for the hearing and adoption process

(Date)	Warn Planning Commission Hearing	Hearing must be warned at least 15 days in advance. Also 15 days in advance, copy of bylaws and report summarizing bylaws must be mailed, hand delivered, or emailed with receipt confirmation to neighboring communities.
(Date)	Hold Planning Commission Hearing	Following the hearing, the PC may make changes to the bylaws. The PC then votes to forward the bylaws to the Selectboard.
(Date)	Warn Selectboard Hearing	Hearing must be warned at least 15 days in advance. No additional mailing to neighboring communities required.
(Date)	Hold Selectboard Hearing	The Selectboard may make changes to the bylaws. The PC should be given an opportunity to review and comment on any changes. If the Selectboard makes changes more than 15 days before the hearing, no new hearing is needed. If the Selectboard makes changes less than 15 days before the hearing, or after the hearing, a new hearing of the Selectboard is needed.
(Date)	Selectboard Votes to Adopt Bylaws	Bylaws go into effect 21 days following adoption by Selectboard, unless a petition signed by five percent of voters requests vote by Australian Ballot

- Details regarding the adoption process are found in 24 V.S.A. § 4441 and 24 V.S.A. § 4442.
- If desired, LCPC is available to assist with the hearing notice, reports, and any other aspect of the adoption process requested by the Town.
- While not required by Statute, given the variety of amendments, the Planning Commission may consider holding a joint meeting with the DRB and ZA to walk through the document and make any final changes before beginning the formal public hearing process.