

Special Meeting  
Zoning Board of Adjustment (ZBA)  
Jamaica Town Offices, 28 Town Office Rd  
Jamaica VT  
November 5, 2018 7:00pm

**Draft Minutes** for organizational meeting and special meeting

Zoning Board of Adjustment members present: Rebecca Ohm, Christopher Robbins, Bryan Zieroff. Absent: Patrick McQuillan

Public Present: Helena Worthen, Joe Berry, Joel Bluming

Invited guests: Lou Brusco, Jamaica Flood Zone Administrator, Charlie Peck, former member of Jamaica ZBA

**1. Call meeting to order**

The meeting was called to order by consensus of the members at 7:00pm

**2. Elect a chairperson, vice-chairperson, and clerk**

The members unanimously elected Christopher Robbins as Chair.

The members unanimously elected Bryan Zieroff as Vice-Chair.

The members appointed Rebecca Ohm as interim clerk.

The organizational meeting of the Jamaica Zoning Board of Adjustment was adjourned at 7:05.

Chair Christopher Robbins called the Special Meeting of the Zoning Board of Adjustment to order at 7:06.

**3. Act on the minutes of the previous meeting of the ZBA (if available)**

The minutes from the last ZBA Special Meeting held on April 17, 2017 were accepted unanimously.

**4. Discuss, with invited guests Lou Brusco and Charlie Peck, the role of the ZBA in administering the zoning bylaw, and the duties and responsibilities of ZBA Members.**

Conclusions from the discussion:

- Jamaica Flood Zone Administrator receives application for any development in a designated flood hazard area. The Jamaica Flood Zone Administrator works with applicant to ensure that all necessary information is obtained.
- If the proposed development will cost less than 50% of the value of the listed valuation, the Jamaica Flood Zone Administrator can issue an Administrative

Permit and sends the appropriate copies to the Vermont State Flood Zone Administrator (currently DEC Southern Region Floodplain Manager John Broker-Campbell, CFM).

- The Vermont State Flood Zone Administrator must act on the permit within 30 days of receipt of the permit application.
- If the proposed development will cost more than 50% of the listed valuation of the property, or is new construction, a Conditional Use Permit is required and will be forwarded to the Jamaica Zoning Board of Adjustment for review, as well as to the Vermont State Flood Zone Administrator (currently DEC Southern Region Floodplain Manager John Broker-Campbell, CFM).
- Jamaica Flood Zone Administrator records and forwards to the Jamaica Zoning Board of Adjustment whatever comments the State Floodplain Regional Manager (John Broker-Campbell, CFM) has regarding the application.
- The Jamaica Zoning Board of Adjustment may ask for additional information of the applicant in its deliberation of the application.
- ZBA schedules public hearing, allowing time for 15 days notice as follows:
  - Jamaica Flood Zone Administrator asks the Town Clerk to publish the hearing notice. Publication of notice is required in at least one local newspaper. It was decided that The Brattleboro Reformer should be the newspaper of record.
  - Language for the notice can be found on page 4 at this website: <http://www.vpic.info/Publications/Reports/DevelopmentReviewTemplates.pdf>
  - Jamaica Flood Zone Administrator asks the Town Clerk to post hearing notice in at least three public places, one of which must be in or near the Town Clerk's office, and one of which must be posted so as to be visible from the public road nearest to the proposed development site. A template for a poster for to be placed on site can be found at the above URL.
  - ZBA or Administrator mails copy of hearing notice, via regular mail, to applicant and to each abutting property owner, including abutters whose property is separated from the applicants property by public rights of way ("across the road neighbors"). Notice must conform to statutory requirements, including a statement that interested persons who wish to preserve their appeal rights must participate in the original hearing.
- ZBA conducts hearing, deliberates, and issues or denies Conditional Use

Permit.

- The Jamaica Zoning Board of Adjustment keeps records of applications and related documents.
- Any Jamaica Zoning Board of Adjustment decision can be reviewed or overturned by the State Environmental Court, if it is appealed.
- Charlie Peck has offered his assistance whenever it is needed, as he is able.

**5. Consider any additional information presented regarding the pending conditional use permit application and set a tentative date for conducting the public hearing on that application.**

The Jamaica Zoning Board of Adjustment reviewed the pending application (Hasaj) for a Conditional Use Permit. After discussion, it was determined that additional information is needed from the consulting engineer for the project. Chair Christopher Robbins moved, and it was passed unanimously, that the Hasajs be asked that their project engineer certify, in person at the November 19th Jamaica Zoning Board of Adjustment meeting (scheduled), or in writing, that their foundation plans meet or exceed FEMA flood zone requirements. The Jamaica Flood Zone Administrator will notify them in regard to this request. A public hearing will be scheduled at the November 19th, 2018 meeting of the Jamaica Zoning Board of Adjustment. The applicants are expected to be able to attend that meeting in order to answer any further questions the Board may have.

The next Jamaica Zoning Board of Adjustment Special Meeting will be held on November 19, 2018 at 7:00pm, immediately preceding the Regular Meeting of the Jamaica Planning Commission.

The Special Meeting of the Jamaica Zoning Board of Adjustment was adjourned at 8:00pm.

Respectfully submitted,  
Rebecca Ohm (interim clerk)  
November 6, 2018