



Job Description for Development Review Board Member

Background:

The **Development Review Board (DRB)** has the sole responsibility of reviewing and taking action on proposals for land development under the Town of Swanton zoning and Zoning Bylaw and Subdivision Regulations. The Board is comprised of five volunteers appointed by the Selectboard who must be residents of Swanton.

The Board currently meets the Fourth Thursday of each month at 6 pm.

The Development Review Board functions as quasi-judicial body created under Vermont Statute 24 VSA Chapter 117 §4461. Their responsibilities include conducting **Design and Site Plan** review and **Conditional Use** review of proposed developments, the issuance of **Subdivision Permits, Zoning Permits, Zoning Variances, and Certificates of Appropriateness**, and hearing **appeals** of decisions of the Zoning Administrator. Appeals of decisions made by the Development Review Board are referred to the Vermont Environmental and Superior Courts.

Essential Job Functions:

- Review site plans for conformance with applicable Town regulations on such issues as parking, circulation, landscaping, protection of important natural and cultural features, drainage, building location and configuration, lot coverage, and the location and configuration of utilities and streets.
- Review building elevations and architectural designs for conformance with applicable Town regulations regarding issues such as neighborhood context.
- Review conditional use applications for conformance with applicable Town regulations.
- Hear requests for variances and appeals of administrative decisions in accordance with applicable Town ordinances and state statutes.
- Conduct site visits to view properties proposed for development to better understand the relationship of the proposed development with nearby buildings, land uses, and natural surroundings.

Qualifications:

- Demonstrated interest, competence, or knowledge in the fields of historic preservation, architectural history, architecture, landscape architecture, land use planning, civil engineering, real estate, construction, or land use law is recommended.
- Ability to read and interpret maps, site plans, aerial photographs, building elevations and other related plans and drawings.
- Ability to work effectively with project applicants, other city boards and commissions, Department staff, and the public in a professional and courteous manner is required.
- Ability to strictly adhere to Town policies regarding conflict of interest and conduct.
- Attention to detail and an ability to think in abstract terms.
- Patience and open mindedness.
- Willingness to listen, learn, and compromise.
- Take Ethics training as required by the State of Vermont.
- Ability to make decisions based on regulatory and statutory requirements, and in the best interests of the community as a whole, rather than those of the applicant or other special-interest groups.

Time Requirements:

The DRB meets once a month, the fourth Thursday at 6 pm.

Interested parties should send a letter of intent to:

Town of Swanton

Att. Brian Savage Town Administrator

P.O. Box 711

Swanton, VT 05488

Or in Person

By Friday June 13, 2025 at 4:30 pm

