

# Memorandum

**To:** Town of Eatonville Board Training  
**From:** Tara Salmieri, AICP  
**Date:** March 23, 2023  
**Re:** **Topic 4 Training Materials**

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Three Boards will be discussed in our upcoming training session for March 30<sup>th</sup>, 2023. Each Board should review the LDC as attached prior to the Thursday meeting. We will be going over each board, however, the details are found in the relevant section of the code.

If you desire to search for the online content, the following is also provided as links to each board as codified in Municode:

- 1- Board of Zoning Adjustment duties [here](#)
- 2- Historic Preservation Board Duties [here](#)
- 3- Planning Board Duties [here](#)

During Topic 4, we will also be discussing development process as follows and identify who reviews, recommends and approves each topic:

- 1- Development Agreements
- 2- Plat approval process (Town Council)
- 3- Site Plan Approvals (staff review then it goes to the planning board for recommendation then Town Council approves, denies BASED on Code and Development Agreements)
- 4- Building Permit(s)/Construction Meetings
- 5- Development begins