

**Town of Addison  
Development Review Board  
65 VT Route 17W  
Addison, VT 05491**

**Meeting Minutes for Monday, May 20,2024**-----Unapproved

**Board Members Attending: Chair--Alden Harwood, Vice-Chair Scott Grant, Keith Craig, Geoffrey Grant and Ethan Gevry.**

**All Board Members present. All board members present including the Secretary..**

Zoning Administrator: Michael Wojciechowski was present. Community member Elizabeth Armstrong was present also.

**Absent Board Member— None.**

**Reference the sign in sheet for those in attendance—** All DRB Board members, Zoning Administrator, Secretary and Community member were all present.

The meeting was called to order by the Chair at 7:00 PM with roll call of attendance.

**New Business:**

The April 22,2024 Meeting Minutes were approved in a motion made by Scott Grant, seconded by Geoffrey Grant to approve as presented. (5) in favor

Public Comment time was done at the beginning and close of meeting. Community member Elizabeth Armstrong expressed that she wanted to see public comment time on the agenda at the beginning and end of the meetings. She also remarked that she thought it to be proper to put" DELIBERATIVE SESSION "on the agenda each month also.

The Board Chair outlined a rough draft of what his expectations/accomplishments to be for the year with this new board of members and needing to learn the functions of the DRB Board.

The Zoning Administrator, Michael Wojciechowski, explained what his role and duties are as the ZA are and explained that he has to follow the guidelines in the Zoning Regulations and works closely with the Secretary and the DRB Chair.

The Secretary, Starr Phillips explained her role and duties as the Board Secretary, My duties require me to take meeting minutes & compose them for the records, sending public notice to the paper, notifying the applicant & abutting landowners of the public DRB hearing, sending e-mails to board members and keeping an attendance record for the year. Lots more at times.

The Chair, Alden Harwood, addressed his job & duties as the Board Chair with his expectations for a smooth year. He Encouraged that we all work leisurely reading the Zoning Regulations and plans that each board member will have their application packet before the meeting to review. Then he pointed out certain areas that would be the bulk of the applications:

1. Subdivisions—by the book per say the Z.A.
2. Variances---by the book per say by the Z.A.
3. Conditional Use---Can put conditions when making final decisions & spells out the situations.
4. Be familiar with Articles 5 & 6
5. Definitions are very important items to remember.
6. The Chair signs the mylar after a final decision has been made.
7. Waivers can be used as they offer a leeway to apply for a certain outcome.

**Meeting/hearing: Next scheduled meeting is planned for Monday, June 24,2024 at 7:00 PM at the Addison Community Center for the regular monthly meeting.**

**Adjournment: A motion was made by Geoffrey Grant, seconded by Ethan Gevry to adjourn at 8:15 PM. (All in favor)**

**Alden Harwood, Chair expressed his high hopes and plans for this new board to work with.**

Alden Harwood, Chair

Starr Phillips, Secretary

Development Review Board

Next meeting scheduled for:

Monday, June 24, 2024 at 7:00PM.

(2) new applicants or upcoming applications for the  
June scheduled meeting.

1. Conditional-Use for establishing and operating a preschool for  
no more than 20 children.  
Peter Briggs from Selectboard to speak on behalf of the Town.
2. Subdivision---but I don't have the details yet..

As the secretary, I'm looking forward to a great year of accomplishments from the DRB Board.