

WATERBURY DEVELOPMENT REVIEW BOARD
SPECIAL MEETING
Tuesday, May 10, 2011
Approved Minutes

Members: Joel Baker, Acting Chair; Jeff Whalen; David Rogers; David Frothingham; Rob Colbert
Staff: Stephen Lotspeich
Public: None present

Joel Baker opened the meeting at 7:05 p.m.

DISCUSS DEVELOPMENT REVIEW BOARD MEETING SCHEDULE

The meeting schedule for the Development Review Board (DRB) was discussed. The availability of the DRB members was taken into consideration.

MOTION:

David Frothingham moved and David Rogers seconded the motion to have the Development Review Board meet on the 1st and 3rd Thursdays of each month starting at 6:30 p.m.

VOTE:

The motion passed unanimously.

ELECT A CHAIR AND VICE-CHAIR

Since only four regular members and one alternate member were present at the meeting, the Board decided to postpone the election of the Chair and Vice-chair until the next DRB meeting on June 2nd. The Board did decide to elect an Acting Chair to serve in the interim until the Chair and Vice-chair are elected.

MOTION

Jeff Whalen moved and David Rogers seconded the motion to elect Joel Baker to be the Acting Chair of the Development Review Board in the interim until a Chair and Vice-chair are elected.

VOTE:

The motion passed unanimously.

DISCUSS DEVELOPMENT REVIEW PROCESS

Various aspects of the development review process were discussed. The Development Review Board needs to draft and adopt Rules and Procedures. Steve Lotspeich will e-mail the DRB members a link to an example of a model set of Rules and Procedures to review. These Rules and Procedures include topics such as conflict of interest, ex parte communication, and other aspects of the review process.

Board members expressed a desire to receive a packet of information about the applications prior to the review. This packet would go out with the agenda for the meeting and could include the warning for the meeting, application materials, the notice send to the adjacent landowners, and a project summary.

DISCUSS TRAINING

Training for DRB members was also discussed. It was agreed to discuss training again after the board has held a few meetings involving development review so members would have a better idea of what

topics would be helpful to focus on in a training session. Staff from the Vermont League of Cities and Towns are available to come and provide training that would be tailored to the DRB's needs.

ADJOURNMENT

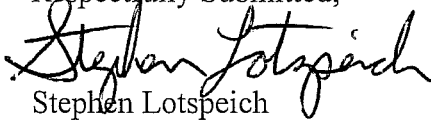
MOTION:

David Rogers moved and David Frothingham seconded the motion to adjourn the meeting at 8:15 p.m.

VOTE

The motion passed unanimously.

Respectfully Submitted,



Stephen Lotspeich
Community Planner

**THESE MINUTES WERE APPROVED ON June 2, 2011 **