

**I. Call to Order**

Members Present: Doug Johnson, Chair; Harland Miller, Secretary; Aaron Guyette; Matt Bacewicz; David Weissberger City

Staff Present: Eric Vorwald

Guests Present: None

Call to Order by: Doug Johnson at 6:30pm

Minutes Recorded by: Eric Vorwald

**II. Changes to the Agenda**

None

**III. Public Comment**

None

**IV. Approve Previous Meeting Minutes**

Motion by: Harland Second: Matt Decision: 5 – 0 Minutes/Notes: Motion to approve the minutes as presented.

**V. Review of Draft Rules of Procedure**

Eric provided an overview of the changes that were made to the draft rules of procedure based on the discussions at the previous meeting. The DRB reviewed each article and provided comments as appropriate. It was determined that a new article would be added to discuss the membership of the DRB and a new article to discuss conflicts of interest. Eric noted that he would update the document based on comments and request a review from the City Attorney before bringing back an updated draft. The DRB also discussed the language included in the Unified Land Use and Development Regulations related to administration (Article VIII) which outlines their role and the section on appeals (Section 6.9) as a reminder that appeals are directed to the DRB.

**VI. Review of Website Materials**

The DRB agreed to discuss other materials for the website at a future meeting. They agreed that the Rules of Procedure should be included on the site when finalized and the meeting schedule and deadlines should also be included.

**VII. City Updates**

Eric noted two projects that were discussed at the Project Review Committee meeting which were the Main & Mansion Apartments and 211 thru 225 Main Street. Both projects include lot consolidations so Eric made the DRB aware of those actions and indicated that a formal notification would be provided after the appeal period was concluded.

**VIII. Other Business**

None

**IX. Adjourn**  
Time: 8:08 PM

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