

**I. Call to Order**

Members Present: Doug Johnson, Chair; Kevin Lumpkin, Vice-Chair; Aaron Guyette, Matt Bacewicz; David Weissberger; Elsie Goodrich

City Staff Present: Eric Vorwald

Guests Present: Matt Shoen

Call to Order by: Doug Johnson Meeting

Start Time: 6:30pm

Minutes Recorded by: Eric Vorwald

**II. Changes to the Agenda**

None

**III. Public Comment**

None

**IV. Election of Officers**

Mr. Vorwald indicated that the City Council reappointed all members and made Mr. Weissberger a regular member and Mr. Johnson an alternate. As such, Mr. Johnson could no longer serve as chair. Mr. Bacewicz made a motion that was seconded by Mr. Guyette to appoint Mr. Lumpkin as the chair. All were in favor.

As chair, Mr. Lumpkin called for nominations of vice-chair. Mr. Weissberger made a motion that was seconded by Mr. Lumpkin to appoint Mr. Bacewicz as vice-chair. All were in favor.

Finally, Mr. Lumpkin asked for nominations to fill the role of secretary. Mr. Bacewicz made a motion that was seconded by Mr. Guyette to appoint Mr. Miller as secretary. All were in favor.

**V. Approve Previous Meeting Minutes**

Motion by: Mr. Bacewicz

Second: Mr. Johnson

Decision: 5 – 0

The Board discussed the draft minutes and made several recommendations for changes including alternative words to describe the actions and an indication of the decision from

the previous meeting. Mr. Vorwald stated that he would incorporate the proposed changes. Mr. Bacewicz made a motion to approve the minutes as amended.

## **VI. Review and Approval of Rules of Procedure**

Motion by: Mr. Bacewicz

Second: Mr. Johnson

Decision: 5 – 0

The Board reviewed the draft rules of procedure and requested two minor wording changes to item 4.b. Mr. Vorwald provided the Board with the correspondences from Ms. Oakleaf regarding deliberative sessions. The Board discussed the pros and cons to having an open or closed deliberative session. No specific recommendations to the rules and procedures were proposed regarding this section, but the Board did agree that a consistent policy should be instituted. Mr. Vorwald indicated that changes could be made at any time to the rules of procedure therefore these issues could be revisited as needed. Mr. Bacewicz made a motion to adopt the rules of procedures with amendments as discussed.

## **VII. Introduction of Parking Waiver Amendment**

Mr. Vorwald provided an overview of the draft parking waiver language and explained the intent of the amendment. He stated that this waiver would apply for uses that did not have a set minimum parking standard, and could also be used if an applicant wanted to reduce the required parking below what was administratively approvable. Mr. Vorwald outlined the process and the information that would be required for the waiver and noted that since the request would follow a wavier process, the Board would be required to weigh in on the requested changes. He also relayed to the Board that he was expecting a waiver request from the Winooski High School to be forthcoming. This was an informational discussion and no action was required.

## **VIII. City Updates**

Mr. Vorwald provided updates to the Board on the Main & Mansion Apartments, redevelopment of 64 LaFountain Street for a Planning Unit Development, a conditional use request for a detached cottage at 9 George Street, and an update on the redevelopment of 293 Main Street for the Tiny Thai Restaurant.

## **IX. Other Business**

Mr. Vorwald noted the next meeting would be on March 19th and that two public hearings were anticipated.

## **X. Adjourn**

Motion by: Mr. Bacewicz

Second: Mr. Johnson

Meeting End Time: 8:00pm