

**I. Call to Order**

Members Present: Matt Bacewicz, Chair; Harland Miller, Vice-Chair; Aaron Guyette; Jordan Matte; Emily Morse

City Staff Present: Eric Vorwald Guests Present: Gina Buchanan, Kaitlyn Buchanan, Jaeger Nedde, John B.

Call to Order by: Matt Bacewicz

Meeting Start Time: 6:30 PM

Minutes Recorded by: Eric Vorwald

**II. Changes to the Agenda**

None

**III. Public Comment**

None

**IV. Approve Previous Meeting Minutes**

Decision: 4 – 0 – 1

Motion by: Mr. Miller

Second: Mr. Matte

Mr. Miller made a motion that was seconded by Mr. Matte to approve the June 15<sup>th</sup> minutes as presented. Mr. Bacewicz abstained as he was not in attendance for the June meeting.

**V. Election of Officers**

Decision: 5 – 0

Motion by: Mr. Miller

Second: Mr. Matte

Mr. Vorwald provided an overview of the three officer positions and indicated that the Board annually appoints a chair, vice-chair, and secretary. Mr. Vorwald also indicated that, while Ms. Goodrich was not in attendance, she had indicated her interest in continuing to serve as secretary. Mr. Vorwald noted that the officers could be appointed as a slate or individually. Mr. Miller made a motion that was seconded by Mr. Matte to approve a slate with Mr. Bacewicz as Chair, Mr. Miller as Vice-Chair, and Ms. Goodrich as Secretary. All were in favor.

## **VI. Public Hearing on Conditional Use Request – 133 Elm Street**

At 6:36 PM, a public hearing was opened to discuss the conditional use request for 133 Elm Street. Mr. Vorwald provided an introduction to the matter and noted that the proposed use was not listed in the use table. As such, it could come forward as a conditional use for consideration by the DRB. Mr. Vorwald included a brief introduction of the project before Mr. Bacewicz invited the applicant to provide a more formal presentation. Ms. Buchanan was sworn in and provided information on the background of her current catering and food business. She also provided an overview of the proposed plans for use in the space at 133 Elm Street. She indicated that she is interested in having a more permanent space to allow her more flexibility in her work and a more stable location for meal pick-up and preparation.

Following this overview, the Development Review Board engaged in a discussion with the applicant. Specific questions related to possible odors, expansion of the use including options such as cooking classes, and other questions about the proposed use. Following additional discussion with the applicant, Mr. Bacewicz asked if anyone from the public was interested in providing comments. Mr. Vorwald indicated that no one from the public was interested in providing comments or testimony. With no additional testimony Mr. Bacewicz thanked Ms. Buchanan for attending and asked for a motion to close the hearing. Mr. Miller made a motion that was seconded by Mr. Matte to close the hearing. All were in favor and the hearing was closed at 6:50 PM.

## **VII. City Updates**

Mr. Vorwald indicated there were no specific updates to provide.

## **VIII. Other Business**

Mr. Vorwald noted that the next meeting was scheduled for August 17<sup>th</sup> and the deadline for submissions was Friday, July 21<sup>st</sup>. He also indicated that if no submissions were received, he would look to cancel the August meeting.

## **IX. Adjourn**

Motion by: Ms. Morse

Second: Mr. Matte

Meeting End Time: 6:53 PM