

I. Call to Order

Members Present: Harland Miller, Secretary; David Weissberger; Elsie Goodrich; Kaitlin Hayes

City Staff Present: Eric Vorwald

Guests Present: Gail Henderson-King, Carol Chapman

Call to Order by: Harland Miller

Meeting Start Time: 6:36 PM

Minutes Recorded by: Eric Vorwald

II. Changes to the Agenda

None

III. Public Comment

None

IV. Approve Previous Meeting Minutes

Decision: 3 – 0

Motion by: Ms. Goodrich

Second: Ms. Hayes

Mr. Vorwald provided an overview of a proposed amendment to the minutes for clarification that was offered by Mr. Weissberger (who was not yet in attendance). Motion was made by Ms. Goodrich and Seconded by Ms. Hayes to approve the June 16, 2022 minutes as amended.

V. 262 North Street Minor Subdivision – Sketch Plan Review

Mr. Vorwald provided an overview of the process and indicated that this two-lot subdivision was coming forward as a sketch plan. The purpose of this was for the DRB to review and provide written comments to the applicant in advance of the formal submission of a subdivision plan.

He identified specific components that the DRB should provide feedback on including a waiver request to the sideyard setbacks and if the formal submission could come forward as a preliminary/final, or would need to be submitted as a preliminary, and then a final at a future meeting.

Following Mr. Vorwald's overview, Ms. Henderson-King representing the applicant, provided the DRB with specific details on the proposed subdivision. She highlighted the existing use, including the request for the waiver to allow an existing porch to encroach into the setbacks.

She also identified the buildable area on the proposed lot. Ms. Henderson-King also stated that no development was being proposed with this request so specific locations for driveways or

utility connections were not identified.

Following this review, the DRB members asked questions regarding the waiver request.

Specifically, they asked about the ability for the applicant to draw the proposed boundary line so that no waiver would be needed. Ms. Henderson-King indicated that the proposed boundary was drawn the way it was to maximize the possible buildable area at the front of the proposed lot.

After some additional discussion with the applicant's representative, Mr. Miller asked if anyone else wanted to provide comments. Ms. Coleman indicated that she was just interested in hearing about the project and had no specific comments. With that, Mr. Miller thanked those in attendance for coming to the meeting and provided an overview of the next steps for the DRB, including a closed deliberation on the matter.

VI. Election of Officers

With limited members in attendance, this item was tabled until the next meeting.

VII. City Updates

None.

VIII. Other Business

Mr. Vorwald indicated the next meeting would be on August 18th and would include an appeal of a Notice of Violation issued by the Zoning Administrator and a site plan review.

IX. Adjourn

Motion by: Mr. Weissberger

Second: Ms. Goodrich

Meeting End Time: 7 PM