

Minutes of the East Montpelier Development Review Board- Draft

December 5, 2023

DRB Members Present: Steve Kappel, Kim Watson, Glenn Weyant, Jeff Cueto (zoom), Steve Justis, Clarice Cutler, Nik Khosla, Mark Lane

DRB Members Absent: Norman Hill

Others Present: ZA Engert

Call to Order: 7:03 pm

Additions to Agenda: None.

Draft Minutes Review & Approval: September 5, 2023

The group reviewed the September 5, 2023 minutes.

Motion: To approve the September 5, 2023, minutes as presented. Made by Jeff Cueto, second by Steve Kappel. Passed unanimously.

Public Comment: None.

Executive Session – Personnel Update.

Motion: To go into Executive Session to discuss personnel update. Made by Steve Kappel, second by Mark Lane. Passed unanimously at 7:08PM

Motion: To come out of Executive Session. Made by Steve Kappel, second by Mark Lane. Passed unanimously at 7:20PM

ZA Report and Other Business

The board reviewed the ZA report; one application for home office approved on 11/30/2023.

ZA Engert presented to the DRB board the 2024 Development Review Board Meeting and Application Submission Deadlines. The board agreed that since the first meeting would fall on 1/2/2023, that the meeting would move to 1/16/2023 and all needed materials for a permit must be submitted no later than 4PM on the due date. Submission deadlines are available upon request to the ZA. Ms. Watson also discussed the ZA job description and making sure that some things that may have been done by the Town Administration should be taken on by the ZA such as the ZA Report and as Mr. Kappel alluded to in submissions to the Town Argus. ZA Engert is working with TA Gina Jenkins on clarifying the job description and duties of the ZA since for over 14 years the ZA and TA job were under one person. Ms. Watson also asked if time allowed would the ZA be interested in doing a 3rd party review of the Town Plan revisions. Also, would she be interested in coming before the PC to introduce herself in her new position. ZA Engert will work with the Chair, Mr. Sullivan on a request of that kind.

Motion to adjourn. Made by Mr. Kappel, second by Ms. Cutler. Passed unanimously. Meeting adjourned at 7:38 p.m.

Respectfully submitted by Kim Watson Approved on: