TOWN OF ESSEX
DEVELOPMENT REVIEW BOARD
MINUTES
JANUARY 2, 2025

Note: This meeting was held on Zoom and at 81 Main St. Conference Room, Essex, VT.

DEVELOPMENT REVIEW BOARD (DRB) PRESENT IN ROOM: Ian Carroll, Chair; Sharon Zukowski, Vice-Chair; Stephanie Bixby, Clerk; Hubert Norton; and Dustin Bruso.
DRB ATTENDING VIRTUALLY: Trefor Williams.
DRB ABSENT: Nick Martin.

OTHERS PRESENT IN ROOM: Katherine Sonnick, Community Development Director; Sharon Kelley, Zoning Administrator; and Kent Johnson, Planner.

OTHERS VIRTUALLY: None.

AGENDA ITEM 1: CALL TO ORDER: Katherine Sonnick, CD Director, called the meeting to order at 6:05 p.m.

AGENDA ITEM 2: ELECION OF OFFICERS: Sonnick stated that the Board needs to elect its officers and asked if the members wanted to discuss this matter amongst themselves.

Board Member Bruso nominated Ian Carroll as DRB Chair. Hubie Norton nominated Sharon Zukowski as DRB Chair. Sharon Zukowski nominated Hubie Norton as DRB Chair.

Board Member Norton stated that he was not interested in the position. Board Member Williams stated that he was only appointed for a 1-year term and therefore was not interested in being an officer and deferred to other members. Board Member Bixby stated she would rather not be an officer. Board Member Norton nominated Sharon Zukowski as she is a person who has not been a member in the past, however she has attended many past development review meetings and is familiar with the Regulations and process.

Board Member Bruso said, "With all due respect, Ian has some experience as he has been sitting in on development applications with full voting capacity. He believes this gives Carroll a step-up. Bruso stated he would support Zukowski as Vice-Chair, with no questions.

Sonnick stated that the DRB can re-elect officers at any time and would need to have another election with the first meeting in July per the Operating Procedures.

There were no seconds to the above nominations.

Board Member Bruso Moved to nominate Ian Carroll as Chair, Sharon Zukowski as Vice-Chair and Stephanie Bixby as Clerk. Board Member Williams Seconded the Motion. The Motion passed 4-2.

The DRB reviewed its Draft Operating Procedures.

AGENDA ITEM 3. ADDITIONS/ CHANGES: None.

AGENDA ITEM 4: APPROVE AGENDA: DRB Member Bruso Moved and DRB Member Norton Seconded a Motion to approve the agenda as warned. The Motion passed 6-0.

AGENDA ITEM 5: PUBLIC TO BE HEARD: None.

AGENDA ITEM 6: REVIEW AND APPROVE OPERATNG PROCEDURES

The meeting focused on refining the operating procedures for the board, particularly regarding ex parte communications and virtual participation. The team agreed to add a requirement for board members to disclose any ex parte communications with applicants or representatives. They also discussed the need to capture attendance, both physically present and virtually, in the meeting records. The team decided to adopt the operating procedures as written, with cited amendments. They also discussed the control of virtual meetings and the need for staff to manage disruptions. The next meeting was scheduled for 6:30, and an application for the next meeting was discussed. The conversation ended with a motion to adjourn.

AGENDA ITEM 7: OPERATIONAL DISCUSSION

The DRB elected to start its meetings at 6:30 p.m.

AGENDA ITEM 8: OTHER BUSINESS

The meeting adjourned at 7:42 p.m.

DEVELOPMENT REVIEW BOARD

By: ______________________________
Ian Carroll, Chair

Approved 1/16/2025