



**DEVELOPMENT REVIEW BOARD MEETING MINUTES
OF JANUARY 28, 2026**

Members: Gary Nolan, Susanna Burnham, Paul Trudell, Mary Ann Wilson, Donald Blake, Jr.

Absent: Christy Snipp, Lenny Wing

ADMINISTRATION and STAFF: Tyler Machia, Zoning and Planning Administrator

PARTICIPANTS/GUESTS:

CALL MEETING TO ORDER

Meeting called to order at 6:04 PM.

PROPOSED CHANGES TO THE AGENDA

APPROVE PRIOR MEETING MINUTES

1. Approve minutes from 1-14-26

Motion by Donald Blake Junior to approve the minutes from 1/14/26. Motion seconded by Susanna Burnham. Motion carried (5/0)

PUBLIC COMMENTS

HEARING OF APPEALS AND DEVELOPMENT APPLICATIONS

ACTION ITEMS TO BE CONSIDERED

1. Continued review of the Development Review Boards draft rules and procedures with a possible vote to approve them.

The Development Review Board discussed and refined their rules and procedures document, focusing on clarifying terms, site visit protocols, and the process for handling partial applications. They agreed to add information about board member terms and the process for renewing appointments. The board also addressed how to handle interested parties and site visits, deciding to remove language about individual board members making site visits. They plan to have one more review meeting to finalize the document before adopting it.

OTHER BUSINESS

ADJOURN

Motion by Susanna Burnham to adjourn the meeting. Motion seconded by Paul Trudell. Motion carried (5/0)

Meeting Adjured 7:33PM

Please note all minutes are in Draft form and are subject to approval at the next Development Review Board meeting.