

**Town of Waitsfield
DEVELOPMENT REVIEW BOARD
Meeting Minutes
November 12, 2024**

1. CALL TO ORDER: The meeting was called to order at 7:00 pm, and was held in person at the Waitsfield Town Offices and online via Zoom.

DRB Members Present: Duncan Brines, John Donaldson (Chair), Gib Geiger, Steve McKenzie, Jim Tabor
Staff: Zoning Administrator JB Weir
Others: Kellee Mazer

2. REVISIONS TO AGENDA, IF ANY

No changes were made to the agenda.

3. PUBLIC FORUM

Nobody requested time to address the Board.

4. 4209-CU by 4429 Main LLC/Kellee Mazer at 4429 Main St., Waitsfield, VT. Applicant requests conditional use approval for a change in use in one a portion of the building from a school to retail. The parcel is identified as #99108.300 in the Village Business District.

Mr. Donaldson noted that board members had received and reviewed the application materials for the space to be rented as retail. Ms. Mazer explained that she is planning to rent space in the building as separate units again, with the other portion of the building to be office space. She confirmed that at this time there are no plans for new signage or outside lighting, although the business owner may request a sign permit.

It was discussed that, barring significant changes to the operations, upcoming changes which fall under the retail or office space category may be able to be approved administratively. Ms. Mazer was advised to consult with the Zoning Administrator when any new use is anticipated.

MOTION: *Mr. Geiger made a motion to close the hearing for Application 4209-CU. The motion was seconded by Mr. Brines, and passed unanimously.*

5. APPROVAL OF MINUTES - The minutes of September 10, 2024 were approved.

6. OTHER BUSINESS - The upcoming schedule was reviewed.

7. ADJOURNMENT - The public portion of the meeting was adjourned at 7:12 pm to move into deliberations.

8. DELIBERATIONS

Respectfully submitted,
Carol Chamberlin, Recording Secretary