

**DRAFT MINUTES**

**APPROVED ON: \_\_\_\_\_, 2024.**

**TOWN OF WALTHAM  
PLANNING COMMISSION AND DEVELOPMENT REVIEW BOARD MINUTES  
April 15, 2024  
At Town Offices**

**Members Present:** Nancy Spencer, Chris Von Trapp, Dan Morris, Fran Colangelo, Jeff Glassberg (Chair)

**Members Not Present:** Mitch Jackman, Lisa Sausville

**Minute Taker:** Steven True

**Applicants Present:** None

**Public Present:** Katie Raycroft-Meyer

1. **At 5:30 PM** the meeting opened, and a quorum was established.
2. **Adjustments to and adoption of the agenda:** No adjustments; the agenda was adopted as drafted.
3. **Public Comment:** No public comment
4. **5:35 P.M Board Reorganization**
  - a. Jeff Glassberg noted that he, Nancy Spencer, and Mitch Jackman were reappointed by the selectboard to three-year terms.
  - b. Board Election. Jeffry Glassberg was re-appointed chair, Fran Colangelo was appointed vice-chair, and Nancy Spencer was appointed Clerk.
  - c. The board discussed an appointment of a Waltham representative to the Addison County Regional Planning Commission (ACRPC) board. Jeffry noted that the board meets monthly, and appointments happen in April or May.
    - i. At the May 6th, 2024 Selectboard meeting Lisa Sausville was appointed as the Town's ACRPC representative. Jeffry Glassberg was appointed as alternate.
5. **Zoning Administrator's report**
  - a. The ZA issued one building permit for a single-family residence on Lot 1, parcel ID:1/20/07.02, approximately 944 Maple Street.
  - b. The ZA discussed the upcoming sketch plan review for a four-lot subdivision, which will be warned for the May 20th regular meeting.

**6. 6:05 P.M. Planning Activities – Municipal Plan Update**

- a. Katie Raycroft Meyer of Addison County Regional Planning Commission presented to the board:
  - i. The board reviewed the Housing Section of the Town Plan
  - ii. Katie distributed Chapters for review to the board members
  - iii. Dan Morris to take lead on developing the vision statement, individual board members were asked to read ahead into upcoming sections.
  - iv. Discussion about Public Event
  - v. Work to continue at the next regular meeting.
  
7. **Meeting Minutes:** On a motion by Dan Morris, with a second from Chris Von Trapp the March 19, 2024, minutes were unanimously approved and signed.
  
8. Confirmation of next meetings and events of interest. Next meeting is May 20th, 2024.
  
9. **MOTION:** to adjourn was made by Nancy Spencer and seconded by Chris Von Trapp, at **7:03 PM**.