

**DEVELOPMENT REVIEW BOARD**

**PRELIMINARY MINUTES**

**Monday – December 13, 2021  
6:00 P.M**

**PHYSICAL LOCATION:** HEALD AUDITORIUM  
37 Depot Street, Ludlow, VT

**Join Zoom Meeting Online:**

<https://us02web.zoom.us/j/89445497136?pwd=aVI5WkVKOXN3VGdGZnFBN3lvQ2ltdz09>

**Meeting ID: 894 4549 7136**

**Passcode: 480295**

**To dial in by phone - +1 929 436 2866**

**Outside New England, find the number to call based on your location:**

**Find your local number: <https://us02web.zoom.us/j/89445497136?pwd=aVI5WkVKOXN3VGdGZnFBN3lvQ2ltdz09>**

**MEMBERS PRESENT:**

Phil Carter, Chairman

Julie Nicoll

Doug Sheehan

John Boehrer

**MEMBERS ABSENT:**

Julie Bowyer

**STAFF PRESENT:**

Rose Goings

Lisha Klaiber, Recorder

Okemo Valley TV

**OTHERS PRESENT:**

Eric Alden

Andi Goldman

Cherry Nicoll

Andrew Becker

Carol Lighthall

Andrea Sanford

Matthew Birmingham

Sal Marottoli

Larry Slason

Ed Floyd

Steve Meyers

Randall Walter

**I. CALL TO ORDER**

1. Chair, Phil Carter opened the meeting at 6:01 p.m. All members present except for Julie Bowyer.

**II. REOPEN THE RECESSED PUBLIC HEARING FOR SOUTH FACE VILLAGE AT OKEMO DEVELOPMENT COMPANY, LLC**

1. Phil Carter advised that this is an application to amend the Conditional Use Permit, Planned Unit Development and the Local Act 250 Permit to revert the permits back to a once previously

- approved townhouse with twelve (12) units. This hearing was recessed from the DRB meeting on October 25, 2021. He said that the hearing was recessed for clarification regarding security and the letter from Chief Billings. He asked if Mr. Becker has talked with the Chief.
2. Phil Carter reminded all those who spoke at the last meeting that they are still under oath and administered the oath to Randall Walter.
  3. Andy Becker said that he has spoken with the chief and they have agreed upon solutions to the 2 issues: security at the property and an alarm system. He said that there will be an alarm system at the lodge and will cover the public areas as well as the 6 residential units. With regard to policing the area, the gates were up all summer, but will be down and gated. He said that there are 2 sets of cameras; one that will photograph the driver's face and the other will photograph the license plate. These will be kept on file for 60 days. He said that the chief also talked about the additional traffic at Route 103 and West Hill and the need for an additional officer. If it is required, we would be responsible to reimburse the police for hiring an additional officer and the police would be responsible to hire someone of their choice.
  4. Phil Carter asked about drive-by security.
  5. Andy Becker said they have been trying to find someone to do property checks on an irregular schedule. He said that other communities on Okemo mat have it.
  6. Phil Carter suggested a property management company or formal security.
  7. Andy Becker said he thinks the Chief wants private security on an irregular schedule. He said he is trying to find someone on the Mountain maybe at Trailside or LedgeWood. He added that the Chief does like the security cameras.
  8. Phil Carter asked about entry via key or control by siren.
  9. Andy Becker said all three departments (Police, Fire and Ambulance) have siren or code entry.
  10. Phil Carter said he thinks these were the issues that the Chief was concerned about.
  11. Rose Goings asked about the height of the building.
  12. Larry Slason said, the height of the building, based on Ludlow regulations, is 32.5 feet. He said that the Exhibit B showed the elevations. He said he thought the evidence had been hand delivered.
  13. Rose Goings said she doesn't have it.
  14. Larry Slason said by BOCA guideline it is 32.3 feet.
  15. Phil Carter said there are also conditions in the letter from the fire department.
  16. Larry Slason said they are the same as in the original letter and they agree to all the conditions, including contributions to the fire equipment fund. All of the conditions are addressed.
  17. **MOTION by John Boehrer and seconded by Doug Sheehan to close this hearing. Motion passed unanimously.**

### III. **REOPEN THE RECESSED PUBLIC HEARING FOR JEWEL BROOK DEVELOPMENT, LLC**

1. Phil Carter advised that this is an application to build a 72- room hotel with one detached unit, site plan review and all the amenities. The original permit expired August 2021. He said this hearing is recessed from the DRB meeting on November 8, 2021. He reminded all who had spoken at the last hearing that they are still under oath.
2. Phil Carter administered the oath to Matt Birmingham.
3. Phil Carter said that the applicant has submitted new evidence.
4. Matt Birmingham said that Sal Marottoli had asked him to participate. He said that this project had been permitted and the permit lapsed because of COVID. The financial supporters withdrew and are now back on board.

5. Sal Marottoli said that at the last hearing, the board asked for more detail. He said that they have provided 4 elevations. He said that drawing A5.00 shows the front, sides and rear. There is a darker, medium green, clapboard, hardboard and stone. There are cedar impressions and the top trusses are reclaimed hard pine from the original building. He said that the windows are cottage style with small grills on top.
6. Phil Carter asked how long the building will be.
7. Sal Marottoli said about 250 feet.
8. Phil Carter asked how wide it will be.
9. Sal Marottoli said 79.5 feet.
10. Phil Carter said we need it for the record.
11. Sal Marottoli said the height will be 34.1 feet and the architect can certify it.
12. Rose Goings advised that the architect that they are using is not licensed in Vermont. She asked if they are going to have an architect from Vermont.
13. Sal Marottoli said yes and also one from the Hilton.
14. Sal Marottoli said that he will get back to them with the exact length.
15. Andi Goldman asked if there is a diagram that we can see the property laid over with the building.
16. Phil Carter said the plans are public and may be seen in the Planning Office
17. Andi Goldman asked if they are available on the web or only in the office.
18. Phil Carter said in the office.
19. Steve Meyers said the fact that they don't know the length adds to the fact that they don't know.
20. Sal Marottoli said they certainly do know the length, but want to get it down to the inch, it is about 254 feet long. He referred to the drawings, saying that they have a cleaner look at the brick building. It will carry the Hilton flag. It will be a "boutique hotel," a specialty hotel.
21. Ed Floyd said that he revised the exhibits and exhibit list. They have provided architectural plans and site plans. They made revisions on the site plan and changed the name to the Jewel Brook Lodge from the Green Mountain lodge. He said that there were questions about traffic. He said that John Bruno reviewed it and the number of trips changed. The level of service stayed the same – A on Parker Avenue and B on the turn. He said when the mill was there, the sight distance was less and there was a mirror on Parker Avenue. The sight distance is now adequate for the speed limit. He said that they also revised the walkway plans and wants to clear up the notion that there is not enough room. They did an overlay of the building on an aerial photograph and it fits perfectly.
22. Steve Meyers said the drawing says –not to scale. There was an error made.
23. Ed Floyd objected. He said we are on center with the office building and took the sight plan and laid it over. He showed the centerline of Parker Avenue and the 50- foot ROW. He showed the old parking lot and the old building. It fits perfectly.
24. Phil Carter asked Ed Floyd about the ROW on Parker Avenue and said the Village owns it and everyone has the right to use it.
25. Ed Floyd said it is the Village ROW and should be shown on every plan.
26. Phil Carter asked what its significance to the project is.
27. Ed Floyd said they respect the ROW and we know about it. The plans are accurate.
28. Phil Carter asked if it is the same as the ROW on Route 100.
29. Ed Floyd said yes.
30. Phil Carter asked if they are just showing the state road.
31. Ed Floyd said yes.
32. Phil Carter asked if they are claiming it as their own.
33. Ed Floyd said no.
34. Julie Nicoll said this has nothing to do with density.

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35. Ed Floyd said that is correct. We have 2.3 acres and we used 2.2 acres. We did not use the ROW land for density. We don't use public land. The density is at 19% and we are allowed 30% usage. We have our water and sewer allocations. This plan has very few changes from the one before.
  36. Phil Carter said there is no "before." This is a new project. He asked if there would be a restaurant inside.
  37. Ed Floyd said yes.
  38. Phil Carter asked if it would be open to the public.
  39. Ed Floyd said yes. There will be 36 seats, shared with the conference center. He explained the parking details: 72 rooms with 72 spaces., 10 spaces for the 1,500 square foot restaurant, 4 spaces for the 800 square foot conference center, 2 spaces for the detached guest suite, 2 handicapped spaces and 4 unloading spaces (under the front porte-cocheré where it is wide enough for parallel parking and the valet can take the cars.)
  40. Doug Sheehan asked where the employees will park.
  41. Ed Floyd said they are not required in the zoning regulations for employee parking. He said at peak times, they can park off-site. He said during normal times, there will be room in the parking lot.
  42. Sal Marottoli said that based on projections, the occupancy rate is about 58 to 64% and we have provided spaces for full occupancy, but will probably rarely be full.
  43. Phil Carter asked, if they are full, where the employees will park off-site.
  44. Ed Floyd said there will be a shuttle and they can park in the Municipal lot. The hotel will provide the shuttle.
  45. Phil Carter asked when the shuttle will run.
  46. Sal Marottoli said it will be on stand-by 24/7 to service the property. There will also be posted hours.
  47. Phil Carter asked about entrances and emergency access.
  48. Ed Floyd referred to sheet #2 and said the last time the parking was changed was 2019. There will be an emergency, break-away gate access with stone pavers. The main entrance will be off Parker Avenue – a one-way entry loop around the existing building, back onto Parker Avenue. There will be another entrance at the other end, by the detached guest suite, also drive around. There will be pervious pavement that employs storm water techniques, filtering the salt and sediment, treating the storm water. He said that Historic Preservation wanted the existing brick building to have a sense of place. There will be a long gathering area, with line of sight to the office building. He said that parking spaces will be 9' x 22' (fine for large SUVs.) He said that, as the sight is flat, there will not be any real extensive grading.
  49. Phil Carter asked, if the parking is full, how they will make deliveries.
  50. Ed Floyd said deliveries are usually scheduled – off hours. The trucks will go in the far entrance and go around to the back parking lot where there is a ramp to the basement.
  51. Phil Carter asked what if the parking lot is filled – is there room for delivery trucks to turn around.
  52. Ed Floyd said the deliveries will be coordinated with the hotel, if not they will have to back up.
  53. Phil Carter asked if, on a big ski weekend, is it safe for a big truck to back out.
  54. Ed Floyd said the valets will make room.
  55. Phil Carter asked if the valets will be there at 5:00 or 6:00 A.M.
  56. Ed Floyd said not quite that early
  57. Rose Goings said that the parking regulations call for 1 off-street loading space for every 10,000 square feet of floor area. She said that requirement can be found on page 48 in Section 530.2:

### 530.2 - OFF-STREET LOADING SPACE REQUIREMENTS

For every building hereafter erected, altered, extended or changed in use for the purpose of business, trade, or industry there shall be provided paved or gravel off-street space for loading and unloading of vehicles as set forth below:

1. Hotels, Motels, Hospitals, Commercial, Business, Service and Industrial Establishments: one off-street loading space for every ten thousand (10,000) square feet of floor area.

58. Phil Carter asked if they could meet that requirement.
59. Ed Floyd said yes, with valets.
60. Phil Carter said to clarify, they need to have one parking space for loading. You will be packed on big ski weeks. He said the restaurant and bar will be full. What will the valets do.
61. Ed Floyd said they can use the unloading spaces.
62. Phil Carter asked what if someone parks in the unloading spaces and leaves their car.
63. Ed Floyd said those spaces are for unloading and not parking. Cars can't stay there. That is how we met the requirement.
64. Doug Sheehan asked if there is a cellar.
65. Ed Floyd said yes.
66. Phil Carter asked about the surface materials and asked about water run-off into the Jewel Brook – is that done by the surface materials or storm water management.
67. Ed Floyd said it will be a porous pavement and meets state regulations.
68. Andi Goldman said she is confused about deliveries in the back.
69. Ed Floyd said the unloading spaces are in the front and some deliveries will be in the back.
70. Andi Goldman asked if it is practical to have to go around the back and then back out.
71. Ed Floyd said hopefully, they will be able to turn around and valets can move the cars.
72. Sal Marottoli said this was addressed at Act 250. We can schedule deliveries to avoid this situation. Truckers want the business and will comply.
73. Andi Goldman asked are you requiring people to use the valets. What if people self-park. How much space is there for trucks to turn around?
74. Phil Carter said these are valid concerns. You can schedule deliveries, but the truck may be delayed. What is 2 or more trucks show up at one time. What if that happens when guests want to leave.
75. Sal Marottoli said we will block out certain spaces when we are not at full capacity. We can control spaces in the back and can communicate with truck drivers.
76. Phil Carter asked why not unload in the front.
77. Sal Marottoli said that is for cars.
78. Phil Carter said we are talking about safety. He said this doesn't look safe to him. You can't control when the trucks will arrive.
79. Sal Marottoli said if it is a condition of the permit, we can arrange to have deliveries that way. We would take your lead. If a condition for prime to peak occupancy.
80. Phil Carter said it would be most quiet in the front for early morning deliveries.
81. John Boehrer asked the number of spaces required.
82. Ed Floyd said 86 plus 4 drop off.
83. John Boehrer asked if that includes the detached unit.
84. Ed Floyd said yes.
85. Doug Sheehan asked if there would be a sidewalk from the front to the back.
86. Ed Floyd said yes, but there are more ramps and it is not for the general public. The sidewalk goes around the side and by the parking area.
87. Doug Sheehan asked if people have to walk around to the front to get in.
88. Sal Marottoli said there are guest entrances in the rear.

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89. Phil Carter asked the hours of operation for the restaurant.
  90. Sal Marottoli said it would be full service, including breakfast.
  91. Phil Carter asked if it is for guests with rooms.
  92. Sal Marottoli said people can go in and sit. There will also be a market place where they can get coffee, a bagel, chap stick, etc.
  93. Phil Carter asked the hours of operation and what about entertainment.
  94. Sal Marottoli said they will follow the Village guidelines for any restaurant in the Village.
  95. Phil Carter said they make their own hours in the village. This inn will operate 24/7. He added that the hours of operation will be written into the permit.
  96. Sal Marottoli said the hours of operation will be 7:00 a.m. to 11:00 p.m.
  97. Phil Carter asked if the dumpsters in the back will be secured with fences.
  98. Sal Marottoli said yes. They are specialty dumpsters that Act 250 asked for us to get. They are critter-proof.
  99. Doug Sheehan asked if the trucks will have a hard time getting to the dumpsters to empty them.
  100. Sal Marottoli said not if they are angled properly. The truck can get in and turn around.
  101. Ed Floyd said there is room for trucks with forks, but they may have to do a 3-point turn.
  102. Doug Sheehan asked if the entrance is on Parker Avenue.
  103. Ed Floyd said yes.
  104. Phil Carter asked if there will be a barrier along the property line by the water.
  105. Ed Floyd said there is an existing iron fence. Act 250 made it a condition that we restore that fence and paint it.
  106. Phil Carter asked if a child would not be able to access the water.
  107. Ed Floyd said that is the goal.
  108. Phil Carter asked about landscaping.
  109. Ed Floyd referred to sheet #5 and indicated planting along the Jewel Brook. He added that the State required Vermont native species. There will be extensive trees and shrubs.
  110. Phil Carter said that the neighbors at the north end are concerned about screening between their properties and the hotel.
  111. Ed Floyd said there will be plants and/or fence as agreed to with the abutting home owners – this is noted on the plans a couple of times.
  112. Steve Meyers said in the original permit, they were supposed to put an hard structure fence. installed by the hotel and maintained by him, on his property. He added that his point is that the project does not fit on the property. He said they list 429 feet frontage and the town lists say 334 feet, it is actually 341 feet. There is a discrepancy on the survey. He wants the board to investigate.
  113. Ed Floyd said he is having trouble understanding. He said if measured, it will come up with the numbers on the plans.
  114. Phil Carter referred to sheet #1 – from mid-Jewel Brook, a straight line to Parker and Route 100 shows 345 feet.
  115. Steve Meyers said the Mylar shows 429 feet, but it is 341 feet to the edge of his property, not 429 feet.
  116. Phil Carter said unless evidence is produced at a DRB hearing, it is not evidence. Evidence needs to be brought to the DRB hearing.
  117. Rose Goings said the tax map says 334 feet.
  118. Phil Carter said it is not the job of the DRB to litigate, not he said, she said.
  119. Steve Meyers asked the board for time to produce the evidence.
  120. Doug Sheehan said Sheet #1 says 345 feet.
  121. Phil Carter said this does need to be clarified.
  122. Ed Floyd said that is the survey tie line

123. Steve Meyers said to get a new, independent survey.
124. Ed Floyd said that we have a survey on file from a licensed engineer. He said that his signature is on the drawings. This site fits. He asked the board not to delay the hearing again.
125. Steve Meyers said along Route 100.
126. Phil Carter said the boundary of Route 100 and the property.
127. Steve Meyers said the ROW to Parker. It is on the town maps/
128. Ed Floyd said the town tax maps are not surveys. Peoples' reputations are on the line.
129. Steve Meyers said it was a clerical error. He said that the frontage is 341 feet.
130. Phil Carter said a straight line is shown as 345 feet, but the actual frontage has to be longer because it is not a straight line.
131. Ed Floyd said that their numbers work and are shown with the aerial photo.
132. Steve Meyers said it doesn't match what is there, He said he can read a tape measure. He wants them to show him the frontage.
133. Phil Carter said it doesn't matter. We are looking at density. Does this project fit the density requirements?
134. Steve Meyers said they lost 50 to 80 feet. He repeated to hire an independent surveyor.
135. Ed Floyd said we have provided a survey base on substance, not your fears.
136. Steve Meyers repeated that it was a clerical error.
137. Ed Floyd said it is accurate.
138. Julie Nicoll noted that there are still places on the site plan that say Green Mountain Lodge. She referred to the footprint.
139. Ed Floyd said he missed the footprint and will correct it.
140. Julie Nicoll asked if there will be wood burning fireplaces inside.
141. Ed Floyd said no.
142. Phil Carter asked about snow removal.
143. Ed Floyd said they will pile the snow at the extremities of the parking lot and bring in loaders and dump trucks to get it out. This is what they do at the Mill.
144. Phil Carter said it will be beep, beep with the back-ups all night.
145. Ed Floyd said it takes about ½ hour at the Mill
146. Phil Carter said this is a larger area.
147. Andi Goldman said this is a residential area and different from the Mill. She asked how many spaces they will lose while the snow is sitting there.
148. Ed Floyd said this is an RC zone.
149. Andi Goldman said it is next to a residential area.
150. Rose Goings said the entire area is RC.
151. Andi Goldman said it is surrounded by residences, this is technical vs. practical.
152. Rose Goings said it is up to the Planning Commission to change the zoning districts.
153. Phil Carter said that people do go to the Planning Commission to request changes and usually get it.
154. Andi Goldman asked how many spaces will they lose with snow and will be bar be open until 11:00 p.m. on school nights.
155. Ed Floyd said it will be open legal hours.
156. Phil Carter said that Sal Marottoli said from 7:00 a.m. to 11:00 p.m.
157. Andi Goldman said that 9:00 p.m. might may sense or not to have outsiders coming in.
158. Rose Goings asked about the market place and asked if there would be seating there.
159. Sal Marottoli said there are no seats on the plans for that area.
160. Phil Carter said last year, on December 17, 2020, we had a 4-foot snow storm. He said, looking at the site plan, he is trying to envision a 4-foot dump of snow and deliveries. He said they need to come up with a snow removal plan that works.

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161. Sal Marottoli said they will come in with a loader and take the snow offsite as they plow. That can be a condition of the permit if there is over a specified number of inches of snow.
  162. Phil Carter said there will be noise, late at night. Could it be done in the morning.
  163. Sal Marottoli said the board can specify hours such as 8:00 a.m. to 8:00 p.m.
  164. Phil Carter said he doesn't want to wake up the neighbors at 3:00 a.m.
  165. Sal Marottoli the board can specify the hours. They will not pile snow on site, it will be removed.
  166. Phil Carter said that is heavy duty work.
  167. Sal Marottoli suggested 12 inches.
  168. Steve Meyers said – so guests stay snowed in until after 8:00 a.m.
  169. Phil Carter said we are talking about snow removal.'
  170. Sal Marottoli said it will be the same here as in the rest of the town.
  171. Phil Carter asked about a fence on Steve Meyers's property.
  172. Steve Meyers said the original plans called for a 6 ½ foot fence on the outside, made of wood. To be installed by the hotel and maintained by him.
  173. Phil Carter asked if the hotel windows are tinted.
  174. Sal Marottoli said no/
  175. Phil Carter asked if, when guests are there, it will be all lit up.
  176. Sal Marottoli said there will be shades on the windows.
  177. Phil Carter asked about lighting.
  178. Ed Floyd said there was a photometric study and this was discussed at the last hearing. They will be low foot-candles, geared to no off-site. Everything will be downward directed. He said that he showed the fixtures and their locations at the last hearing.
  179. Phil Carter asked if there will be traffic signs on Route 100.
  180. Ed Floyd referred to sheet #2, indicating that it calls for signs on Route 100 and Parker Avenue. There will be NO PARKING and other safety signs/
  181. Phil Carter asked if there will be NO PARKING signs on Parker Avenue.
  182. Ed Floyd said yes, there will be 3 and they will be coordinated with the Village.
  183. Phil Carter asked about Route 100.
  184. Ed Floyd said at the bridge, entrances and exits, the breakaway gate, the emergency entrance. These will be coordinated with AOT.
  185. Phil Carter asked about the walkway over the bridge to meet with the sidewalk by Plumley Avenue. He said that the Bruno traffic report shows the sidewalk to be 6' to 8' wide.
  186. Ed Floyd said that AOT suggested hard, stable surface, like hard gravel or sure-pack.
  187. Phil Carter said it is cement now.
  188. Ed Floyd said it is painted pavement by the bridge. He said the bridge is 34 feet wide.
  189. Phil Carter asked how you propose to have safe walking when there is snow.
  190. Ed Floyd said all crosswalks get snow.
  191. Phil Carter said the bridge is on a curve, cars speed and snow will force people to walk closer to the road. How will you make it safe when the snow piles up?
  192. Ed Floyd said there can't be piles of snow on the bridge.
  193. Phil Carter said when they plow, it will force pedestrians to walk closer to or on the travel way.
  194. Ed Floyd said Act 250 wanted connectivity with the Village. AOT agreed on this plan. This proposal hit on every point. He said he hopes people have sense. We want to protect life and safety.
  195. Phil Carter said once over the bridge, you would come to a crosswalk that is to be approved by the town or state
  196. Ed Floyd said AOT
  197. Phil Carter asked if they have a green light to put in the crosswalk.



198. Ed Floyd said he doesn't know if they have a permit.
199. Phil Carter said that is not a permit from the town. That would be the Trustees. The DRB approves the plan, not the sidewalks. If you propose sidewalks, the Trustees would have to approve it.
200. Sal Marottoli said that Act 250 requested this and he appreciates the board's comments. Hopefully, people would use some sense. He hopes the DRB will approve the hotel and the Village will approve the crosswalks.
201. Phil Carter asked, what if the Village says no.
202. Sal Marottoli said we would have to go back to Act 250.
203. Phil Carter said he walked that area the other day and it isn't a safe area.
204. Sal Marottoli said it was not in the original plans, but Act 250 suggested it.
205. Phil Carter said that Act 250 does not communicate with the town.
206. Julie Nicoll asked about the latest AOT guidelines.
207. Phil Carter said he doesn't know where the state highway ends.
208. Ed Floyd said at the Village line.
209. Steve Meyers said 300 yards past Hemingway Hill.
210. Phil Carter said this clearly has to go to the Trustees. He asked about outside activities like BBQs or parties.
211. Sal Marottoli said they are not planning on it.
212. Andrea Sanford asked for clarification about parking off-site. Would it end up being her driveway.
213. Ed Floyd said there will be a shuttle to go to the Municipal parking lot.
214. Andrea Sanford said if the lot is full, that won't work.
215. Sal Marottoli said there will be PRIVATE PROPERTY signs.
216. Andrea Sanford asked if she can count on it.
217. Sal Marottoli said yes.
218. Andrea Sanford said that she has had this problem for years and it is a legitimate fear that her property will become a lot for the hotel.
219. Sal Marottoli said there will be signs and she can call the hotel.
220. **MOTION by Phil Carter and seconded by Julie Nicoll to close this hearing on Wednesday, December 22, 2021 at 4:30 p.m. In that time, all parties that have any evidence they want to submit, on line distances, Mylars, maps, etc. must submit it to Rose Goings' office by 4:30 p.m. on December 22, 2021 and it will be considered when the board deliberates.**
221. Matt Birmingham asked if all parties will be copied on evidence submitted.
222. Phil Carter said it will be public record and to contact Rose Goings.
223. Rose Goings said anything that is submitted will be copied to all parties. She asked Andrea Sanford for her contact information.
224. **Motion passed unanimously.**
225. Phil Carter cautioned that all new evidence must be submitted to Rose Goings by 4:30 p.m. on December 22, 2021.

#### IV. OTHER BUSINESS –

1. Rose Goings advised that she got one of the Divided Sky tapes to the lawyer. The transcripts will be done by Christmas. She said that tomorrow, she and Cherry Nicoll will work on the Trailside tapes and they will be sent to Chris Callahan for transcription. That is the only way the Court will accept them.

2. Rose Goings advised that there will not be a meeting in January. She added that the Planning Commission is not meeting in December
3. Phil Carter said that the board needs to meet to deliberate on this hearing.
4. Rose Goings said she is taking time off between Christmas and New Year's.
5. Phil Carter said we need to see what gets submitted. This way we can get the questions resolved.
6. Rose Goings said it is fair.
7. Phil Carter said this board can then make its decision based on evidence submitted.

V. **MINUTES**

1. November 8, 2021
  - a. Julie Nicoll noted that on page 3, item number 14a should read "...this project will generate is about...".
  - b. **MOTION by Julie Nicoll and seconded by John Boehrer to approve the minutes from November 8, 2021 as presented. Motion passed unanimously.**

VI. **ADJOURN**

1. **MOTION by Phil Carter and seconded by Doug Sheehan to adjourn. Motion passed unanimously.**
2. Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Lisha Klaiber

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Phil Carter, Chairman

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Julie Nicoll

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John Boehrer

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Doug Sheehan

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Julie Bowyer