

Cornwall Development Review Board (DRB)
MINUTES • April 6, 2022 • 7:00–7:40 pm
Meeting • Virtual via ZOOM

MEMBERS PRESENT: Barbara Greenwood, Shari Johnson, Cheryl Cesario, Ellen Whelan-Wuest, Douglas black

ALTERNATES PRESENT: Joan Lynch

1. **CALL TO ORDER:** at 7:02pm by Barbara Greenwood, DRB Chair
2. **ESTABLISHMENT OF QUORUM**—Established
3. **APPROVAL OF AGENDA**—Ellen MOVED, Shari SECONDED, to approve the Agenda as presented. *Motion passed.*
4. **BOARD ELECTIONS**
 - **Chair:** Shari nominated Barbara to serve as Chair for the ensuing year, unanimous agreement. Voting—all present voted to elect Barbara Greenwood as Chair.
 - **Vice-Chair:** Barbara nominated Ellen to be Vice-Chair for the ensuing year. Shari seconded, all agreed. Voting—all present voted to elect Ellen Whelan-Wuest as Vice-Chair.
5. **OTHER ORGANIZATIONAL ISSUES**
 - **Board Procedures**—Discussion of the Board's procedures. The team approach is well-thought of and should be continued. Barbara suggested that a possible addition might be to rotate the running of the meetings. No decision made on that.
 - **Application Copies**—Currently, 10 copies are made for each application and kept at the Office for members to pick up. It was decided that 9 copies would suffice.
 - **Email**—Barbara requested that members check their DRB email daily so any last-minute or time sensitive material is caught by all as soon as possible.
 - **Regularly Scheduled Meetings**—Board agreed to keep to the current schedule of holding meetings on the first Wednesday of the month at 7:00pm, and likely keep the virtual aspect even when the in-person meetings resume.
 - **May 4**—Two possible items for the agenda, including a Sketch Plan Review.
 - **Sketch Plan Review**—Discussion focused on the purpose of a Sketch Plan meeting. Barbara reviewed the procedures and explained that the Sketch Plan is typically the first step in the review process.
6. **APPROVAL OF MINUTES**
 - **March 2, 2022**—Ellen MOVED, Shari SECONDED, to approve the **March 2 Minutes** as presented. *Motion passed.*
7. **OTHER BUSINESS**
 - **Old**—Laframboise decision mailed March 4 to Randy and Peter.
 - **New**—none
8. **AVAILABILITY FOR NEXT MEETINGS**
 - **May 4, 2022**—All but Joan expect to be available.
 - **June 4, 2022**—All but Shari expect to be available.

ADJOURNMENT—Meeting adjourned at 7:40 pm.

Respectfully Submitted,
 Robin Conway, DRB Secretary