

Delay of Demolition Review Commission  
Meeting Minutes  
Thursday, January 11, 2024, 5:00 PM

Minutes are subject to the approval of the Delay of Demolition Review Commission

1. **Present:** Sarah Griswold, Henrietta de Veer Updegraff, Dimitri Rimsky, Sarah Blank, Mark Mobley, **Absent:** Chris Adams
2. **5:05 PM Call to Order, Seat the Commission**
3. **Minutes** – Motion to accept S Blank/H. de Veer Updegraff. Carried
4. **Discussion of Process.** Lengthy discussion with Addison, who produced a visual representation of the process. Commission walked through and discussed the process. Review of packet of documents compiled by Addison. Request that Building Permit forms be modified slightly:
  1. Written Response Form:
    1. “Committee” should be changed to “Commission” in all cases
    2. Check Box 1 – amend to “The Delay of Demolition Ordinance will not be applied to this structure (change in italics)
    3. Add to form: “Applicant has 30 days to object Please reach out to the Commission to discuss.” If 2<sup>nd</sup> box is checked.
  2. Verification Checklist Form:
    1. Change first sentence: “This form must be returned to the Delay of Demolition Commission within 14 business days of fulfilling...”
    2. 4<sup>th</sup> checkbox: add “Poster available at...” to end of sentence.
  3. Nothing on form that asks for the date of the structure.
5. Online Form: A tiny icon is the only indication of the 75-year criterion. Needs to be much more visible.
6. Question: Does the Building Dept. send us every demolition application and we have to make the determination? This might be necessary in view of the fact that some architecturally or culturally significant buildings might be under 75 year.
7. The Building Department has to change the forms.
8. The Intent to Demolish should be part of Step 1: Present at the very beginning.
9. There is nothing in the ordinance about how long we have to respond.
10. **MOTION: “The Delay of Demolition Commission has 14 business days to respond”. Motion seconded and carried.**
11. DoD will submit “Written Response” form stating how we respond to the Intent to Demolish.
  1. Has to be on paper and sent certified mail. Sent out by town.
  2. Possible Docusign could be used instead of paper copy.
12. **PROCESS:**
  1. Applicants get Complete Packet with all forms.
  2. Once the written response has been sent, the 120 day delay clock is on.

3. Next, applicant has to follow Public Notice within 14 days with Verification Checklist.
4. Applicant gets a copy of the public statement as a template.
- 13. Table Public Outreach Discussion for Next Meeting.**
- 14. Next Meeting – February 8, 2024**
- 15. Motion to Adjourn.** Carried

Meeting adjourned 6:00 PM

Sarah Griswold  
Secretary