

## Minutes of Belvidere Planning Commission Special Meeting

**January 3, 2024**

Meeting convened at 5:35 PM and adjourned at 5:57 PM.

BPC members Kathy Marchant, Ken Adams Jr., Deb Baker, and Stephen Brown attended in person at the Belvidere Town Clerk's Office, and Andy Iwaskiewicz attended via telephone.

Agenda item: Review Planning Commission Procedure By-law requirements - number of members, quorums, meetings, etc.

Ken Adams Jr. made a motion to:

- Change the required number of Belvidere Planning Commission members from 7 members to 5 members, with 4 of the 5 members to be residents of Belvidere;
- Change the number of members required to amend the "Belvidere Planning Commission Rules of Procedure" to 3 out of 5 members;
- Change the number of members required to suspend the "Belvidere Planning Commission Rules of Procedure" to 3 out of 5 members;

The motion was seconded by Deb Baker; discussion took place and the motion carried.

The Planning Commission Clerk, Ken Adams, will create a new page 1 of the "Belvidere Planning Commission Rules of Procedure" to reflect the changes in the motion described above.

The members also decided to continue holding a regularly scheduled Planning Commission meeting on the 2<sup>nd</sup> Thursday of each month, from 6:30 PM – 8:00 PM until further notice. These meetings will continue to be held in person at the Town Clerk's Office with a ZOOM hybrid opportunity as well.

Andy Iwaskiewicz verbally announced his resignation from the Belvidere Planning Commission and will submit his written resignation to the Belvidere Select Board.

Motion to adjourn at 5:57 PM by Deb, second by Kathy; motion carried

Next regular meeting scheduled **January 11, 2024, 6:30PM – 8:00PM**, in person at the Belvidere Town Clerk's Office and will include a ZOOM hybrid opportunity as well.