



EDC SUB-COMMITTEE MINUTES

Location: Hybrid (ET 03-340 / Google Meet)

November 23, 2023

MEMBERS:

T. Ziola, Chair
J. Mills, Vice Chair
D. Brown
N. LaMontagne
J. Candlish
J. Monfries

PRESENT:

Tai Ziola, Chair
J. Mills, Vice Chair
D. Brown
N. LaMontagne
J. Monfries

ALSO IN ATTENDANCE:

P. Spearey, Urban Planning and Economy Department

A. CALL TO ORDER AND RELATED BUSINESS

A.1. CALL TO ORDER

T. Ziola called the meeting to order at 4:05 p.m.

A.2. ADOPTION OF AGENDA

MOTION: T. Ziola

Motion to adopt the November 23, 2023 Agenda

SECONDED: J. Mills

The motion passed unanimously.

A.3. ADOPTION OF MINUTES

MOTION: T. Ziola

Motion to adopt the October 26, 2023 meeting minutes

SECONDED: J. Mills

The motion passed unanimously.

A.4. REQUESTS TO SPEAK

None.

B. OLD BUSINESS

B.1. General work planning

- **Principles of Urban Design**
 - [Draft document](#)
 - D. Brown will work with P. Spearey to include images for revised principles
- **EDC Annual Reporting Timeline**
 - December 13 - Annual Report folder shared with P. Spearey and J. Mills
 - January 11 - Virtual Information Session @ 6:00 pm (P. Spearey and J. Mills)
 - **SPECIAL SUBCOMMITTEE MEETING - @ 4:00 p.m. to begin drafting workplan for Annual Report**
 - January 26 - Chair Membership Report Due
 - February 9 - Chair Annual Report / Workplan due
- **Annual Luncheon**
 - Moved to first two weeks of May; A. Rowan to send out Doodle Poll

C. OTHER BUSINESS

None

D. ADJOURNMENT

The meeting adjourned at 4:24 pm.

E. NEXT MEETING

Special Meeting Thursday, January 11, 2023 at 4:00 p.m. hybrid (ET 03-340 / Google Meet)