

Delay of Demolition Review Commission  
Meeting Minutes  
Thursday, February 8, 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, Chris Adams
2. **5:03 PM Call to Order, Seat the Commission**
3. **Minutes** – Motion to accept S Griswold/S. Bank. Carried
4. **Process** – D. Rimsky met with Addison on Tuesday, Jan 30 to discuss making the forms match the intentions of the process. To date they hadn't been completed. This is partly due to the staff shortage generally and lack of staff available to the DoD specifically. However, the meeting did result in a clarification of the process and how it can be made more efficient. For now, we have agreement from the Building Department on the process.  
The Building Department will be the first contact. If Demolition is checked, the form will come to us, regardless of the age of the building. The DoD will make the determination about the next steps.  
  
Discussion: S. Blank noted that the Delay of Demolition Commission needs to have a meeting with all relevant parties.  
The process document will be edited by Henrietta and approved by the Commission.  
H. De Veer Updegraff has updated the database.
5. **Public Outreach** - This still needs to be done. We will mail to all real estate agents, the 895 affected properties, and contractors. D. Rimsky will speak with Jim Brinton about a budget for the mailing and other issues. S. Blank will prepare the package. S. Griswold will write an introductory paragraph, using what's already been written. She suggested also using an image of a building that has been lost.
6. **Next Meeting – March 14, 2024**
7. **Motion to Adjourn.** Carried

Meeting adjourned 6:00 PM

Sarah Griswold  
Secretary