ANTRIM ZONING BOARD OF ADJUSTMENT

Meeting

Tuesday, May 12th, 2026

MINUTES

Members & Planning Staff Present:

Janet McEwen (Chair), David Clater (Vice Chair), Michael Ott (Member), Tom Davis (Member), Doug Crafts (Alternate), Darby Wilson (Land Use Boards Assistant)

Present over ZOOM: Carol Ogilvie (Planning Consultant)

Members/Staff Absent: David Healy (Member), Doris (Shelley) Nelkens (Alternate)

Others present: N/A

Call To Order: Chair McEwan called the meeting to order at **5:57** PM.

Chair McEwen appointed Alternate Doug Crafts as Member, in the absence of one of its members.

I. Review/Amend Draft Minutes

March 24th meeting minutes

The Board suggested minor alterations to the draft minutes

Motion to approve the meeting minutes from 03/24/26 as amended made by Michael Ott, seconded by Tom Davis. No further discussion.

Roll call: Janet McEwen: yes, David Clater: yes, Micheal Ott: yes, Tom Davis: yes, Doug Crafts: yes

April 28th site visit meeting minutes

The Board suggested minor alterations to the draft minutes

Motion to approve the meeting minutes from 04/28/26 as amended made by Tom Davis, seconded by Michael Ott. No further discussion.

Roll call: Janet McEwen: yes, David Clater: yes, Micheal Ott: abstained, Tom Davis: yes, Doug Crafts: yes

April 28th meeting minutes:

Motion to approve the meeting minutes from 04/28/26 made by Tom Davis, seconded by Doug Crafts. No further discussion.

Roll call: Janet McEwen: yes, David Clater: yes, Micheal Ott: abstained, Tom Davis: yes, Doug Crafts: yes

II. Continued Review of Bylaws/Standards of Procedure

The Board reviewed each section of its Rules of Procedure and discussed revisions identified by Ms. Ogilvie. The following changes were reviewed:

Section 2: Membership
Revisions to this section expanded the list of organizations through which Zoning Board members may complete their required annual training.

Section 3: Officers
Minor edits were made to update references from "Land Use Office" to "Land Use Assistant."

Section 4: Board Finances
Minor edits were made to update references from "Land Use Office" to "Land Use Assistant."

Section 7: Meetings
The Board agreed to change the start time of its meetings from 7:00 p.m. to 6:00 p.m.

Motion for the Zoning Board of Adjustment to amend Section 7.1: Regular Meetings of its Standards of Procedure for the Call to Order to be made at 6 P.M, made by Michael Ott, seconded by Tom Davis.

Section 7.5: Order of Business
Edits were made to clarify the wording and organization of this section.

Section 10: Forms
The Board removed the second half of a sentence stating that forms adopted by Board resolution automatically become part of the Rules of Procedure, determining that this language was unnecessary.

Section 12.2: Public Meeting Procedures
Changes were made to better distinguish between a public meeting and a public hearing. In response to questions from the Board, Ms. Ogilvie explained that the Board remains in a public meeting while determining whether an application is complete. Once the application is accepted as complete, the Board enters a public hearing. After the public hearing is closed, the Board returns to public meeting status to deliberate on the application.

Section 14.3: Appeals
Language was added explaining that a person aggrieved by a Board decision may request a rehearing in accordance with applicable state law.

The Board stated that it will continue reviewing these proposed changes at its next meeting.

III. Other Business

The Board also discussed its upcoming meeting schedule. Members noted that the Board will meet on the 26th to continue reviewing the bylaws and to consider a Motion for Rehearing.

Chair McEwen stated that the party requesting the Motion for Rehearing must submit any relevant information to the Board by Thursday the 21st for the Board's review.

Motion to adjourn:

At 7:04 P.M. on a motion by David Clater / seconded by Doug Crafts, the Board voted to adjourn, with all in favor.

Respectfully submitted,

Darby Wilson

Land Use Assistant

Approved 05/26 ,2026