



TOWN OF CONCORD
PLANNING AND ZONING BOARD
JANUARY 8, 2015 MEETING MINUTES

Unofficial Copy

Members Present: Cynthia Stuart, Chair, Stuart Gray, Linda Hartwell

Members Absent: Jim Gochie

Board Secretary Present: Linda Hartwell

Other Officials Present: Alan Smith, Zoning Administrator, Irene Nagle, Northeast Vermont Development Association Representative

Citizens Present: None

Cynthia brought the meeting to order at 6:05 p.m.

I. Approval of January 8, 2015 Agenda

Stuart made the motion to approve the January 8, 2015 agenda. Linda seconded the motion. The motion Passed unanimously. (3-0)

II. Approval of November 20, 2014 and December 4, 2014 Meeting Minutes

Stuart made the motion to approve the November 20, 2014 minutes. Linda seconded the motion. The motion passed unanimously. (3-0)

Irene suggested amending the December 4, 2014 minutes with a revised copy that included some specifics about the presentation. After discussion, Stuart made the motion to accept the revised December 4, 2014 meeting minutes. Linda seconded the motion. The motion passed unanimously. (3-0)

III. Citizen's Concerns

There we no citizen's concerns.

IV. Town Plan Work Session

The board worked on updating the town plan. Cynthia told the board that she had worked on the plan to bring the information in it up to date and to give the format a new look.

The following items sections were reviewed and discussed during the work session.

- Including the top 5 planning priorities that were reported by residents in the Town Survey in the Introduction (Roads and Bridges, Quality of ed. K-12, Quality of ed. 9-12, High speed internet and Business Growth)
- Clarification wording regarding acreage was added to the Land Use section.
- Including information regarding the significance of Subdivision Regulation.
- Land Use goals and strategies were extensively reviewed to determine which ones are still applicable. Each strategy was linked to a goal in an effort to plan a way to meet the goal.
- Housing goals and strategies were also reviewed and linked together.

Irene said we need to have town plan ready 30 days before the first public hearing. The board agreed to have the document completed by April 2nd. Cynthia said that she will work on the education section.

V. Zoning Administrator Report

Alan reported that he has only received two building permits since the last meeting.

Alan is going to begin sending out letters regarding violations.

Alan is keeping a list of potential bylaw changes. The board will look at updating flood hazard regulations. Cynthia asked Irene if NVDA would look at bylaws after the town plan has been adopted to make sure they are up to date. Irene said they could do that.

Alan requested the approval to change the Building and Zoning Permit Application to indicate payment of the permit fee and the certificate of compliance fees are both due at the beginning of the permit process. The board agreed to this change and since there are no changes in the fees themselves, no vote was needed.

VI. 2015 Meeting Dates

Cynthia asked for input regarding the board meeting once a month rather than twice a month. She said the board could meet once a month and if an issue came up there could be a special meeting scheduled. Stuart made the motion for the Planning/Zoning board to meet once a month. Linda seconded the motion. The motion passed unanimously. (3-0). The board will meet on the first Thursday of each month.

VII. Other Business

Cynthia would like for the board to have a table set up at Town Meeting (Tuesday, March 3rd). She would like to have information set up for residents and have board representation there. Linda has sent an e-mail to Donna to see if this is a possibility.

VIII. Executive Session if Warranted

The board did not meet in Executive Session.

Stuart made the motion to adjourn the meeting at 8:21 p.m. Linda seconded the motion. The motion passed unanimously. (3-0).

Next Meeting: Thursday, February 5, 2014 6:00 p.m.

Respectfully Submitted,

Linda Hartwell, Board Secretary

Cynthia Stuart, Chair

Jim Gochie

Stuart Gray

Linda Hartwell