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**Town of Concord Zoning and Planning Board Meeting Minutes**

Wednesday, January 15, 2025 at 6:00pm

Town of Concord Municipal Offices

**Present**: *James Gochie, Steven Bean, Danielle Cote-Sukkaew, Jessica Hudson, Rodger Sheldon, Brenden Monahan (as Alternate Board Member)*

**Absent:** none

**Quorum** Y/N: *Yes*

1. **Call to Order** at 6:00pm by James Gochie

2. **Approval of Agenda**- 6:01pm

**Motion**: James Gochie

**Moved** by: Steven Bean

**Seconded**: Danielle Cote-Sukkaew

* **Approved**

3. **Approval of Minutes:**

November 20, 2024 Meeting Minutes

**Motion**: James Gochie

**Moved** by: Jessica Hudson

**Seconded**: Steven Bean

* **Approved**

4. **Citizens’ concerns (5 mins)** – *No citizen concerns*

5. **Zoning Administrator Report**-

* Zoning Administrator provided a written report updating the PZ Board of continuing work with permits, violation investigations, E911 address requests, and training.
* Discussed recently rejected permit application, #2025-001, regarding subdivision of an irregular non-conforming lot at Miles Pond. Board discussed their view on the lot, portion being purchased to divide as a simple subdivision, in an already non-conforming lot, should be treated as a simple minor subdivision for Zoning Administrator approval without needing to come back to the Board for a conditional or variance review to approve. Applicant is having current owner re-submit the new application from the selling party for review and approval.
* Pond hearing status update. Town attorney advised that the Board cannot require the applicant, Mr. Prince, to obtain liability insurance as part of the requirements for the up-hill pond, but could strongly recommend it. This answers one of the PZ Board questions under their investigation portion of the hearing.
	+ Board discussed Brenden’s email to the U.S. Army Corps of Engineers asking if the pond under review for the hearing is subject to any permitting or rules processes regulated by their division. The Army Corps of Engineers representative offered to do a “desktop review” for the Board to give feedback. Board discussion: Steven Bean recommended that instead of complicating things and bringing in excessive information from to many sources and agencies, and adding more liability to the town, we keep it simple by asking for a certified plot plan for the pond construction and let the engineer the landowner hires take care of any and all additional in-depth research as it relates to things like the Army Corps of Engineers, etc... for rules and regulations for the pond construction.
	+ Violations: PZA is reviewing 2 potential construction projects at properties located at Miles Pond, each having concrete slabs installed possibly without town and state permitting completed. Investigation is ongoing and PZA will keep the Board updated on the progress of each.

6. **Chair & Vice Chair**-

* Jim Gochie: The need for a Vice Chair brought into the discussion for a decision to be made by the Board.
* Brenden Monahan offered to be Vice Chair if that would work with his current role as an alternate Board Member. Board discussed how that would work and moved to nominate and vote for Vice Chair:

 **Motion** by Jim Gochie to nominate Brenden Monahan as Vice Chair

 **Moved** by: Steven Bean

**Seconde**d: Danielle Cote-Sukkaew

* **Approved** (& effective immediately)
* Jim reminded the Board his term ends in October of 2025

9. **Next Meeting Date** – February 19th, 2025

10. **Other** – **7(b)**: VLCT Training

* Agenda Item added by Danielle Cote-Sukkaew. Received email notice of training that the Planning & Zoning Board (members of Quasi-Judicial Boards – which is what the Planning & Zoning Board is) will need to have completed, ethics training, as a requirement by a completion date of September 30, 2025. Training is a 45 minute video.
	+ From the link regarding the training requirement: *“As of January 1, 2025, all members of legislative bodies; quasi-judicial bodies; chief administrative officers; mayors; and town and city managers are required to complete training on the new statewide municipal code of ethics. Municipal officers who are in office on January 1, 2025, must complete the training no later than September 25th, 2025, and every three years thereafter. Municipal officers who start after January 1, 2025, must complete the training within120 days of the start of their position, and every three years thereafter.”*
	+ <https://vt.accessgov.com/municipal-ethics-training/Forms/Page/municipal-ethics-training/02f27a14-bf31-4612-8ecd-75f2261d8df1/85804964-6bd4-40c1-ab53-714f91fb5f4e/0>
* Zoom Meetings.
	+ Jim questioned if the PZB meetings should be providing access to the public via Zoom links, possibly part of the open meeting laws. To be researched and determined if a Zoom link should and will be added going forward for future meetings.

11. **Executive Session**- none warranted

12. **Adjourn** at 6:33pm

**Motion** by: James Gochie

**Moved** by: Steven Bean

**Seconded**: Rodger Sheldon

* **Approved**

**Board Signatures Signed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Chair: James Gochie Vice Chair: Brenden Monahan

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Danielle Cote-Sukkaew Steven Bean

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Rodger Sheldon Jessica Hudson

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Brenden Monahan