

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

Wednesday, February 19th, 2025, 6:00pm

Town of Concord Municipal Building

- DRAFT -

Board Members

Present: James Goochie, Danielle Cote-Sukkaew, Steven Bean, Jessica Hudson,

Brenden Monahan

Absent: Rodger Sheldon

1. Call to Order:

* 5:59 p.m. by Chair, Jim Gochie

2. Approval of Agenda:

Moved by: Steven Bean

Seconded by: Jessica Hudson

* Approved

3. Approval of January 15, 2025 Meeting Minutes

Moved by: Danielle Cote-Sukkaew

Seconded by: Steven Bean

* Approved

4. Citizens’ concerns (5 mins):

* None

5. Zoning Administrator Report:

* Written detailed report provided to Board Members for review. Zoning Administrator arrived mid-meeting and gave a summary review of permit activity, compliant activity for investigation, and E911 projects in progress.

6. Zoning Board Secretary:

* Zoning Board Members discussed hiring a new Zoning Board Secretary, Vanessa Kittredge. Vanessa was present and answered Board questions about taking on the role.
	+ Chair recommended a motion to approve hiring Mrs. Kittredge as their new Zoning Board Secretary:
		- Motion (1st): Jessica Hudson
		- Seconded by: Steven Bean
		- Motion carried and unanimously approved. Board Chair will present this to the Selectboard at the next Selectboard meeting for approval.

7. Next Meeting Date:

* Chair recommended a motion to move the Planning & Zoning Board monthly meetings to the 3rd Tuesday of each month at 6:00 pm, going forward.
	+ Motion by: Danielle Cote-Sukkaew
	+ Seconded by: Jessica Hudson
	+ Approved – All in favor, motion carried
* Next Planning & Zoning Board Meeting scheduled for **Tuesday, March 18th, 2025**

8. Other:

* Board discussed of future topics to discuss or do work sessions on together:
	+ Town ByLaws – can the Board update some of what the Planning & Zoning Administrator (“PZA”) can approve, for example:
		- spelling out more of what the PZA can approve such as doing more approvals that were previously conditional use approvals needing Board review in a hearing, thus making our process more reasonable for citizens.
	+ Discussion, briefly, of the state’s ACT 250 being relaxed due to the state desiring municipalities to do more on their own to allow/help with more relaxed permitting for affordable housing. While not disagreeing with the idea of this, the Board recognized it seems as though the state Act 250 process that may be the cause for original restrictive measures that made housing difficult for Vermonters to build and attain for a long time, it appears from newsletter emails and conversations with other state or local departments that the state recognizes that the housing crises needs to be alleviated, but while still having strict requirements that are not yet removed, that we know of, from Act 250, the state is attempting to alleviate housing shortages via encouraging municipalities to relax permitting more to help the states goals with creating more housing unit availability. More will need to be researched and reviewed by the Board & PZA for future meetings and proper planning.
* Chair discussed a permit received for a home to be built on Route 2 in Concord & how the ByLaws restrictions would have caused an unnecessary issue for the applicant, forcing them to subdivide their acreage or make the new home an ADU when it is not one. IT was explained to the Board that the PZA with guidance from the PZB Chair, determined that the best scenario was to permit the home and not force a subdivision (which was also recommended verbally by our NVDA rep. in regards to the state’s desire to relax Act 250 restrictions to allow for more housing without subdividing) or require an ADU classification of the new home, but to have the applicant apply for an ADU permit for the 2nd home, a manufactured home rental at the front of the land on Route 2, to be applied for when the applicants tenant moves their manufactured house off the land and the land owner replaces it with a family members manufactured home in the same footprint.
* Consensus by the Board to authorize the PZ Board Chair to speak to the Selectboard regarding the approval to hire the new PZB Secretary.

9. Executive Session / Deliberation:

* None

10. Adjournment: 6:26 p.m.

* Moved by: Jessica Hudson
* Seconded by Steven Bean
* Approved – Motion Carried, approved