

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

Wednesday, March 18th, 2025, 6:00pm

Town of Concord Municipal Building

**- Draft -**

Board Members

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

Brenden Monahan Rodger Sheldon

Absent:

1. Call to Order:

* 6:00 p.m. by Chair, Jim Gochie

2. Approval of Agenda:

Moved by: Steven Bean

Seconded by: Danielle Cote-Sukkaew

* Approved

3. Approval of February 19, 2025 Meeting Minutes

Moved by: Danielle Cote-Sukkaew

Seconded by: Jessica Hudson

* Approved

4. Citizens’ concerns (5 mins):

* None

5. Zoning Administrator Report:

* All permits in approved status. Zoning administrator gave verbal report of current status of activity.

6. Clarify job descriptions between Zoning Board Secretary & Zoning Administrator, discussion to remove overlap of duties & responsibilities that may cross over the two roles.

* Change wording on job duties that minutes and agenda be sent to web administrator instead of posting to the website. Strike 3rd bullet on 2nd page, zoning secretary duty of responding to citizen’s complaint to be handled by zoning administrator.

7. Next Meeting Date: April 15th

8. Other:

* Change zoning permit application to have verbiage about certificate of compliance instead of certificate of occupancy. Get rid of certificate of occupancy forms from the office and the website. Check with VLCT to ensure there’s not a reason to have the certificate of occupancy.

9. Executive Session / Deliberation:

* None

10. Adjournment: 6:51 p.m.

* Moved by: Jessica Hudson
* Seconded by Danielle Cote-Sukkaew
* Approved – Motion Carried, approved



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**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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