

Planning Commission Meeting Minutes

July 1st, 2024

Attendees: Jeanne G., Mark V., Anne B., Noah B.

Virtual attendees: Bruce W.

Call to Order

- The meeting was called to order by Anne B., seconded by Mark V., at 5:30 P.M.

Update Agenda

- Richard Fortin
- Mark raised concerns about accountability and the issue of fining Richard Fortin. He emphasized the importance of ensuring compliance with regulations. Mark suggested contacting the relevant lister, and Noah agreed to share Bill K's contact information with the board for this purpose.
- The board also discussed the need to address the issue of individuals building without permits. To enhance compliance and enforcement, the board proposed sending additional letters to those who are undertaking construction activities without the necessary permits.
- In an effort to streamline and prioritize these issues, the board decided to include action items related to these matters on the planning commission's agenda. It was unanimously agreed that these items would be added to the agenda for the next meeting.

Public Comment

- No public comments were made.

All Hazards Mitigation Plan

- Noah provided an update on the All Hazard Mitigation Plan (AHMP) and the ongoing efforts to revise it. He mentioned that he, Joel, and Mike are actively involved in reviewing the current AHMP. They are meticulously going through the document to ensure it meets the town's needs and addresses all potential hazards effectively.
- Noah stated that their team will be compiling their feedback and suggestions to improve the AHMP. This feedback will be communicated to Paul L., who is responsible for drafting the town's latest AHMP update. Their collaborative efforts aim to enhance the plan's

comprehensiveness and effectiveness in mitigating hazards, ensuring the safety and resilience of the community.

Downtown Designation Update

- Noah provided an update to the board regarding a significant change in state policy concerning downtown designations. He announced that the state will now allow these designations to be updated automatically, eliminating the previous requirement for towns to submit applications for renewal.
- This new policy is expected to streamline the process, reducing administrative burdens and allowing for more efficient management of downtown areas. Noah highlighted that this change will enable the town to maintain its downtown designation seamlessly, ensuring continued access to benefits such as funding opportunities, technical assistance, and other resources aimed at revitalizing and improving downtown districts.
- The board expressed appreciation for this development, recognizing the positive impact it will have on the town's ability to foster economic growth and enhance the vibrancy of its downtown area.

Zoning Administrator Report

- No Zoning Administrator report for this meeting

Zoning Bylaw Review

- The board reviewed the sign portions of the Zoning Bylaws.
- Commercial Sign Permit Application
 - Mark proposed a motion to introduce a separate permit application specifically for commercial signs. He suggested that the fee for this permit be set at \$175.00. Jeane G. seconded the motion. The board discussed the importance of having a distinct permit process for commercial signs to streamline approvals and ensure appropriate regulation and oversight.
- Home Occupation Sign Permit Fee
 - Mark also proposed a motion to establish a permit fee for home occupation signs. He recommended that the fee be set at \$25.00 for signs not exceeding 4 square feet in size. This fee aims to encourage compliance while supporting small business owners who operate from their homes. By setting a clear and reasonable fee structure, the town seeks to balance regulatory needs with the interests of home-based businesses. Anne B. seconded the motion

Other Business

- The board discussed generators and emergency facilities as it relates to the town.

Approve Minutes of Previous Meeting

- The board approved the minutes of the previous meeting, with a correction to accurately reflect the individual who adjourned the meeting.

Adjourn

- Mark made a motion to adjourn and Jeanne G. seconded the motion. Meeting concluded on 6:55 P.M.