

# Planning Commission Meeting Minutes

## September 16<sup>th</sup>, 2024

**Attendees:** Jeanne G., Annie B., Mark V., Billy H., and Noah B.

**Virtual attendees:** Bruce W., Mike S., and Joel C.

### Call meeting to order

Meeting called to order at 5:30 P.M.

### Update Agenda

VEM update map that will be sent to planning commission

### Public Comment

No public comment at this time

### Zoning Appeal (Petition)

Joel addressed the zoning petition and outlined the necessary steps that the Planning Commission must follow in response. He emphasized that the board will need to review the petition thoroughly to determine if it complies with the relevant standards and state laws governing zoning regulations. (Action: Verify applicable state law for zoning compliance)

Joel then provided a detailed walkthrough of the process required under current zoning laws, explaining each step the board will take to ensure the petition is handled correctly.

During the meeting, the board reached a consensus to revise the language of the Zoning Appeals Petition to ensure clarity and alignment with legal standards. Mark made the motion to approve the revisions, which was seconded by Jeanne. Mike S. and Billy H. also voted in favor of the motion, ensuring a unanimous decision. (Action: Review video footage for further details)

### Zoning Administrator Report

In Beth's absence, Anne presented the Zoning Administrator's report to the board, ensuring all key points were addressed. The report, which is attached to these minutes, provided an overview of ongoing zoning activities, challenges, and updates within the jurisdiction.

Following Anne's reading of the report, the board engaged in a detailed review and discussion, offering feedback on Beth's observations and concerns. The conversation focused on the responsibilities and actions required of the Zoning Administrator, with particular attention given to any procedural gaps or areas for improvement highlighted in the report. The board collectively considered potential adjustments to better support Beth in her role and ensure the effective management of zoning issues moving forward.

### **Zoning Bylaw Review**

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### **Other Business**

Jeanne raised concerns regarding the permitting process for chicken coops within the town. She inquired about whether property owners are required to obtain permits for their construction or installation. In response, Joel clarified that chicken coops do not require a formal permit under current regulations. However, he emphasized that property owners must submit a written notification to the town, as the addition of a chicken coop may increase the property's overall value.

This letter will allow the town to update the Grand List accordingly, ensuring that property assessments accurately reflect any improvements made, such as the addition of a coop. Joel reiterated the importance of this step in maintaining proper records for tax purposes and property evaluations.

### **Approve Minutes of Previous Meeting**

Anne motioned to approve the minutes from the previous meeting, and Jeanne seconded the motion.

## **Adjourn**

Anne motioned to adjourn the meeting, and Jeanne seconded the motion.