



TOWN OF CONCORD  
**PLANNING AND ZONING BOARD**  
JUNE 18, 2019 MEETING MINUTES

Members Present: Cynthia Stuart, Chair, John Christman, Meagan Johnson, Judy Kurtz, Jim Gochie, Steven Bean

Members Absent:

Board Secretary Present: Meagan Johnson

Other Officials Present: Alan Smith, Zoning Administrator

Citizens Present: Judith Willey, Lee Brach, Daniel Whalen and Lola Shufelt

Cynthia brought the hearing to order at 6:00 p.m.

Cynthia Stuart read the notice for the Willey and Whalen hearings.

I. Willey Hearing

Cynthia Stuart asked members of the board if they had any conflicts of interest. Members indicated they did not. Cynthia explained the process of the hearing and swore in Judith Willey. Mrs. Willey explained that she is looking to build a 20 x 21 deck off the bottom of their house. Alan explained that he had to pass this along to the board as it was a non-conforming structure. John asked if she had all the state permits set for building near the pond. She said she did. Cynthia explained to Mrs. Willey that the board would review the application and make a decision within 45 days.

II. Whalen hearing

Cynthia asked members of the board if they had any conflicts of interest. Members indicated they did not. Cynthia explained the process of the hearing and swore in Daniel Whalen. Mr. Whalen explained that he wanted to expand his garage and living room, which is on top of the existing garage. Cynthia explained to Mr. Whalen that the board would review the application and make a decision within 45 days.

III. Approval of June 18, 2019 agenda

John made the motion to accept the June 18, 2019 agenda. Judy seconded the motion. The motion passed unanimously (5-0).

IV. Approval of May 21, 2019 minutes

John made the motion to approve the May 21, 2019 minutes with the wording change. Jim seconded the motion. The motion passed unanimously (5-0).

V. Citizens' concerns

Lee Brach asked that the Zoning Board could make the suggestion to the Selectboard to have the tax maps put up on the town website. Judy made the motion to bring this forward to the Selectboard. John seconded the motion. The motion passed unanimously (5-0).

Lee also brought a suggestion of reaching out to a free email company and seeing if we could reserve 1000 address and giving one out to each person. The town then could send a mass email and not have to spend money on postage.

VI. Zoning Administrator Report

Alan indicated that things have picked up with people doing additions, building decks and camps. He did say he learned that each applicant is supposed to be filling out and sending an energy efficient form to the state, which then is sent to the town Zoning Administrator to have on file before giving out the certificate of completion.

Cynthia did ask Alan to check in with the family that owns the burnt down house on Main Street to see what the time line might be for getting that cleaned up.

VII. Judicial Bureau Tickets

Waterford Town is using these tickets. Alan will touch base with the Zoning Administrator and see how it is going and if they are useful.

VIII. Deliberative Session on Willey and Whalen Hearings

The board entered deliberative session at 6:29 PM. The board came out of deliberative session at 6:36 PM. Jim made the motion to grant the expansion of non-conforming structure, for Judith Willey, considering that the expansion request does not increase the degree of nonconformance or have an undue adverse impact on the character of the neighborhood, as determined by the objectives of this zoning bylaw and by polices and standards in the Municipal Plan. John seconded it. The motion passed unanimously (5-0).

Jim made the motion to grant the expansion of non-conforming structure, for Daniel Whalen, considering that the expansion request does not increase the degree of nonconformance or have an undue adverse impact on the character of the neighborhood, as determined by the objectives of this zoning bylaw and by polices and standards in the Municipal Plan. Judy seconded it. The motion passed unanimously (5-0).

IX. Executive Session if Warranted

The board did not meet in executive session.

John made the motion to adjourn the meeting at 6:43 p.m. Judy seconded the motion. The motion passed unanimously (5-0).

Next Meeting: July 16, 2019 @ 6:00 PM

Respectfully Submitted,

Meagan Johnson  
Secretary

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Cynthia Stuart, Chair

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John Christman

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Jim Gochie

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Meagan Johnson

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Judy Kurtz

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