

Newcomb Community Center

Remote participation via ZOOM please use Meeting ID: **373 281 9188**

MINUTES

1. Call to Order: Chairperson Ed Pianalto called the meeting to order at 7:01pm. Zoning Board members Rodger Lull and Jesse Garetson were present. Zoning Board member Ed Herman was absent.

2. Public Comments: None

3. NEW BUSINESS:

- Discuss and vote to approve minutes of the 8/12/2024 Zoning Board Meeting.

Motion to approve the minutes of the 8/12/2024 Zoning Board Meeting made by Zoning Board member Jesse Garetson. Seconded by Zoning Board member Rodger Lull. Motion carried 3-0.

- Discuss and possible action on Zoning Code proposal revisions from the recommendation of the Board of Trustees / Zoning Board Workshop on June 10th, 2024.
 - Checklists for Building Permit Inspections including Final Inspections and Certificate of Occupancy

The 1997 UBC requires inspections. There are currently no inspection checklists in the Zoning Code. Chairperson Ed Pianalto provided the checklists from the 2012 Zoning Code and the required checklists per the '97 UBC (Uniform Building Code) to Clerk Sara Gibb for distribution to the Zoning Board prior to the meeting. Zoning Board member Jesse Garetson stated that the '97 UBC provided for inspections for every step of a building process. Zoning Board member Rodger Lull stated that he's never seen a Zoning Board handle inspections for building. He is unsure why the Zoning Board is handling something that is part of the building department. He asked if Zoning is the building department. Chairperson Ed Pianalto stated that there is a Town Ordinance stating that the Town uses the '97 UBC. Therefore, the Zoning Code needs to have some checklists at least in the appendix. Zoning Board member Rodger Lull asked if the Zoning Board was verifying an inspection process. He asked who would do the inspections. He would like the Building Inspector's input.

There was discussion about the fee schedule recommended in the UBC compared to the Town's current fee structure for building permits.

Zoning Board member Jesse Garetson asked if the inspection checklists from 2012 could just be brought forward into the current Zoning Code. Zoning Board member Rodger Lull stated that the certificate of occupancy is probably the most important inspection for a building. He believes not giving a certificate of occupancy is a big mistake. There's no purpose in handing out building permits if you don't follow up and finish the process.

Zoning Board chairperson Ed Pianalto asked if modifying the appendix of the Zoning Code required opening up the entire Code. Clerk Sara Gibb stated that she believes this to be correct

but was not certain. She suggested that the Zoning Board consider a 2nd document with building-related items, which would be easier to modify when needed.

Zoning Board member Jesse Garetson stated that he would like to include the inspections in the pending revision of the Zoning Code.

Motion to use the checklists from the 2012 Zoning Code in the current Zoning Code revision made by Zoning Board member Jesse Garetson. Seconded by Chairperson Ed Pianalto. Motion carried 3-0.

Public comments: Tom Gibb (building inspector), Chad Varnell

- Section 18C2c – Notification of Variance request mailed via USPS no less than 10 days prior to the meeting to adjacent property owners.

Clerk Sara Gibb stated that it is difficult to mail letters on time due to the quick turnaround time between receiving a request and needing to mail letters. She requested that the Board consider scheduling a meeting 20-30 days after a request is received.

Chairperson Ed Pianalto suggested for b – “20 calendar days” and c – “10 calendar days” so they are both on the same terminology.

Zoning Board member Rodger Lull stated that some variance requests require neighboring property input. Some people are across the street and might not have anything to do with the variance. He thinks the Board should identify a way to explain who the primary people to be notified are rather than just “adjoining property owner.” Then those who need to be notified may have more time. He doesn’t want to restrict the process to a certain number of days and risk failure when something complicated arises. It’s more important to get items to the Zoning Board in a reasonable amount of time.

Clerk Sara Gibb stated that the timelines and notification requirements in the Zoning Code allow the public to know what to expect and provide accountability for the Zoning Board and the Town with regard to notice.

Chairperson Ed Pianalto stated that he would rather err on the side of sending everyone a letter. Clerk Sara Gibb stated that without requiring all to receive letters, a decision about who receives a letter must be made by someone.

Motion to add “calendar days” in Section 18 C2C and to change 18C2B to “20 calendar days” made by Zoning Board member Jesse Garetson. Seconded by Zoning Board Chairperson Ed Pianalto. Motion carried 3-0.

- Review & Discuss next steps for proposed updated Zoning Code Revisions.

The Zoning Board plans to add demolition discussion to October meeting agenda to finalize verbiage for the Zoning Code.

4. OLD BUSINESS:

- Discuss updates to the Building Permit spreadsheet and update OWTS Data and review any new permits or closed permits, along with permits that are beyond 2 years old that require an update letter from the property owner.

Chairperson Ed Pinalto has updated the spreadsheet per the Building Inspector's monthly reports. He requested an update from Building Inspector Tom Gibb, who was present at tonight's meeting.

Building Inspector Tom Gibb stated that multiple containers have come into Town. They are over and done quickly. There are some other permits in process. Any new or finalized permits will be reported on at the regular meeting next week. He provided a verbal report on the status of the Café (his personal project).

5. ADJOURN: Motion to adjourn made by Zoning Board member Rodger Lull. Seconded by Zoning Board Chairperson Ed Pinalto. Motion carried 3-0.