

TOWN OF CONCORD PLANNING BOARD
Town Hall

October 6, 2026
7:00 p.m.

The meeting was called to order by Acting Planning Board Chairperson Zybert, at 7:00 p.m.

Roll Call

Present:

Julie Zybert
James Jozwiak
Ryan Ploetz
Guy Marlette
James Miller
Michael Cochran
Clyde M. Drake, Council Member

Also Present:

Laura Safford, Secretary
Thomas Roberts, CEO
Eric Wiedemann, CEO
Ang Shaver
Patrick Bishop
Ron McCarthy
Nancy McCarthy

Absent:

Joseph Edbauer

Approval of Minutes

a) September 1, 2026

J. Jozwiak made the motion, seconded by G. Marlette, to approve the Minutes as presented. All in favor. Carried.

Citizen Participation

Patrick Bishop from AMVETS Boston Post 219 came in to discuss a new sign that his organization would like to place at their location at 10123 Springville Boston Road. The size of the sign they would like is not allowed in the RAG district that the building is in. CEO Roberts advised him to come to this meeting to discuss a special use permit. The sign in question would be 5x8, and 4 ½ feet off of the ground, and would be placed over a bell that is already on the premises. J. Jozwiak advised him to make sure that the lights from the sign would not interfere with drivers on the road. The Members and CEO Roberts discussed whether a special use permit or a zoning board of appeals would be best for this matter, and a special use permit was advised. Mr. Bishop is going to attend the Town Board meeting on Thursday and ask the Town Board to waive the permit fee for their organization, and he is going to come into the Town Clerk's office with the special use permit. This matter will be on the next Planning Board agenda in November.

Ang Shaver was approached about purchasing the Baptist Church on Mortons Corners Road and wants to know how to rezone it so that it can be used for music education and

nonprofit activities. She does not want to put in an offer on the building until she knows if that can be done. The Board believes that it is currently zoned as RAG, but Ms. Shaver could get a special use permit to use the building for what she wants to. There was then discussion on if she would be able to get a special user permit before she purchases the building. Secretary Safford will ask Town Atty Attea if that is allowed, and she will speak with Ms. Shaver after that conversation. Ms. Shaver is also going to check with the Lucy Bensley Center to see if the building is listed as a historic property.

Comments from Council Liaison Drake

Council Member Drake told the Planning Board what happened at the last Town Board meeting in regards to Frank Giordano's special use permit. Mr. Giordano was given until April 30, 2027 to fulfill the conditions of his permit. CEO Roberts mailed Mr. Giordano a letter letting him know that if he does not meet all of the conditions of his special use permit by April 30, 2027, his special use permit will be revoked. He had previously spoken with CEO Roberts about waiting until spring to plant his small trees, but is currently in the process of planting them

Business from the Members

Acting Chairperson Zybert asked the Members if they had any business to discuss-

CEO Roberts let the Members know that there will probably be someone coming to see the Board in regards to a new home occupation permit, and he added that he is working on getting the bridge going to Kissing Bridge repaired. He has contacted Kissing Bridge to let them know that a bridge inspector should come and look at the bridge and advise on any repairs that should be made, and he is waiting to hear back from them.

M. Cochran had some questions in regards to the annual Zoar Valley motorsport event. The group has a special use permit that specifically says that there should not be any races at the event, but the advertisement for the event this year said there was a race. He thinks the event is great for the Mortons Corners fire department, but has concerns about the fact that it is listed as a race. Secretary Safford will find the original special use permit and bring it to a future meeting. CEO Roberts may need to reach out to the event coordinator to remind them of the terms of the permit.

The Members then started to discuss the new Code updates. M. Cochran thinks that before any new notes are made the Members should talk about the notes that are currently in there, and delete what is taken care of. J. Zybert stated that several of the sections that she was going over in the code book looked to have had the updates made to them already. G. Marlette said that the code is not that disjointed right now, but there are areas especially related to commercial property that need to be looked at and tightened up. There should not be a lot of exemptions in the code. He is wondering if there is an inventory of the non-conforming business signs that are allowed. It would be very

helpful to get that. The code enforcement officers have had several questions lately about signs, so the Members want to go over that right now. One of the issues that the code enforcement office has been dealing with since summer is non-conforming signs (signs that were in place before the current code was created). If you drive down Route 240 there are several signs at different businesses. If there is going to be a non-conforming status of signs, then an inventory of pictures and addresses is needed, but that is a large task. G. Marlette feels that it may be a good idea for the businesses that already have signs up to get a special use permit for their signs, but waive the fee for that. They have already in essence been given permission to have the signs up, but now if those businesses sell their property the new owners will need to get their own permits for signs. Most of the issues with signs are on large parcels of property that have more than one business on it, like Waterman's. CEO Wiedemann stated that under the existing code there is no definition for how many signs can go on a property for businesses. If a business is on a property that they do not own, the business would need to apply for the sign but the land owner needs to state that they are allowing the sign to be placed on the property. CEO Roberts wondered if there were any wording changes that need to be made in the code, and if a local law needs to be done to amend it, and G. Marlette feels that the Members should go through all of the changes that may need to be made to the code and amend everything at once. CEO Wiedemann asked if there is anything listed in the code in regards to temporary signs and what they can be made out of, and G. Marlette went over with him what he has found so far. CEO Roberts said that the changes that should be made in regards to the signs is not a pressing issue, so he thinks that all changes can be made at one time. G. Marlette showed the Members a table that the town of Amherst uses that included pictures, and the Members discussed using something similar to help the code enforcement officers with their permits. If the CEO's have issues with certain sections of the code, they need to let the Planning Board members know.

J. Zybert had questions with the building lot sizes. The RAG zones were increased from 1 ½ acres to 3 acres when the code was just updated, but commercial districts currently say 1 acre is needed. She wants to know if that should be increased also. The changes were made for RAG zones to make sure that there was enough room for the placement of septic tanks. J. Jozwiak thinks that a commercial lot may need more room than a residential lot. CEO Roberts talked about how businesses have been able to fit in everything they need on just a one acre lot. G. Marlette doesn't feel that any changes should be made to the commercial lots at this time, since no issues have come up.

J. Jozwiak wondered if cell tower reports are sent to the CEO, and the answer is yes. They are supposed to be sent every two years. G. Marlette asked if any cell towers are located on Town property-no, they are all on private property.

M. Cochran made sure that the lot size correction was made online on the code website. He feels that there is a lot of verbiage in the code about peddling and solicitation, and he looked at other municipalities to see if they had anything different, but they also have a lot verbiage about those items. He has concerns about the information listed for junkyards. If there are two cars, or parts of two cars visible on your property, your

property is considered a junkyard and needs a permit. There are multiple properties in Town that this pertains to, and the CEOs should be citing those residents.

J. Miller looked at his sections of the code, and is questioning if all of the repeat verbiage needs to be there. The Members discussed that unless someone makes an issue of it, then it should just stay. The repeated wording is probably in there because of previous problems.

Motion to Adjourn

G. Marlette made the motion, seconded by R. Ploetz, to adjourn the meeting at 8:23 p.m. All in favor. Carried. The next meeting will be Tuesday, November 3, 2026.

Laura Safford
Planning Board Secretary