

Town of Belgrade
Comprehensive Plan Review Committee
Meeting Minutes of April 26, 2023

Meeting Convened 4 pm/Adjourned 5:04 pm

Members in attendance: Pat Donahue, Kimberly Dallas, Dee Cooke, Anthony Wilson. Barbara Allen and Hans Rasmussen also joined the meeting.

Kimberly Dallas read the minutes from the March 15th meeting and they were unanimously approved.

New member Anthony Wilson introduced himself as a new Comprehensive Plan Review Committee and offered to serve in any capacity.

Selecting a chair was discussed. Kimberly Dallas made a motion for Dee Cooke to serve as Chair. Dee Cooke deferred but said she would serve as Secretary, and made a motion for Anthony Wilson as Chair. A vote showed unanimous approval for Anthony Wilson as Chair and Dee Cooke as Secretary.

General Discussion: The meeting was focused on Codes Enforcement and the Comprehensive Plan recommendations for the Codes Department. Hans Rasmussen discussed his challenges as well as progress. In the past, record keeping, follow up, and enforcement of the codes were in need of improvement. The database of projects have been building and progressing through iWork since October. iWork helps with permitting being user friendly with very good functionality and improving follow-up. The major issue is interfacing with other departments or boards. Some reports need to be hand written. Belgrade not requiring a Certificate of Occupancy was raised. Vegetative Buffer Requirements or Landscape Plans were discussed as to the best way to achieve compliance of shrubbery and trees planted in a way to thrive and create buffers. Hans spoke of how enforcement of the codes is now being handled, and the benefit that he can act quickly and require compliance in a timely manner. A review of ordinances and fine structures was suggested. Anthony offered Hans a checklist for the application process which he will share with Hans.

Barbara Allen spoke of the requirement of a new Comprehensive Plan every 10 years, with Belgrade having a goal of 2024 for an updated plan. There is a two year grace period, and an 18 month process for completion. KVCOG is available to assist work on this beginning June 2023. The Comprehensive Plan Review Committee should begin the review of what has been accomplished of the 2014 Comprehensive Plan as soon as possible. The last master list of the status of recommendations of the Plan was done in Sept 2021. Anthony offered to contact George Seal for any additional notes collected since the 2021 update. Barbara suggested scheduling a Zoom meeting next with Joel from KVCOG.

Anthony asked all present to seek additional members as we continue to actively seek new members for the Comprehensive Plan Review Committee.

Next meeting is scheduled for May 17, 2023 at 5:30 pm.