**Canaan Zoning Board Meeting**

7pm September 21, 2023 – Canaan Town Office

1. Call Meeting to Order - Gail
2. Introduction of New Members - Gail
3. Distribute Bylaws - Zach
4. Define Quorum –

Must have minimum of 4 Members of Zoning Board present - Gail

1. Permit Workflow - Time Restrictions - Gail

Roles of Board, Zoning Administrator

1. Posting Venues – Newspaper (see Bylaws & VSA) – Website – Physical locations - Gail

Permit Detail Notification to Board Members in advance of hearing & at same time as publication

1. Town Plan Update Due Early 2025 - Zach

Who comprises the Planning Commission – we are listed only as the Zoning Board only not Planning Commission?

Who coordinates the updating of the plan (ie 2017 Goals & Action Steps)?

Deadline – Vote 3/25?

Hearings prior to submission?

P 63 of Town Plan – “What is effectiveness of new waiver zoning provision”???

1. Frequency of Board Meetings to work on Town Plan Update? - Gail
2. Date of next meeting Thursday November 2?

Zoom Option – Town Zoom Membership?

1. Motion to Adjourn – how to lock up Town Office