




MEMORANDUM

January 12, 2024

TO: Francina J. Spoth, Town Clerk

FROM: Daniel C. Howard, Planning Director 

SUBJECT: Planning Department Record's List 2024

The Planning Department maintains files pertaining to the following activities/actions.

- Bicentennial Comprehensive Plan Amendments
- Coordinated Sign Plans
- Major and Minor Site Plans
- Rezoning Requests
- Sidewalk Waivers & Installations
- Special Local Land Use Projects
- Special Projects
- Subdivisions
- Zoning Ordinance Text Amendments

- Design Advisory Board
- Historic Preservation Commission
- Planning Board
- Zoning Board of Appeals

United State Department of Housing and Urban Development Community Development Files

General Project Files:

- Budget Information
- Correspondence
- Grant Information
- Historic Preservation
- Office Equipment
- Payroll Records
- Personnel files
- Planning Agendas & Minutes
- Purchase Orders
- Records Management Sheets
- Veterans Memorial
- Zoning Review and Revisions

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