



**TOWN OF MORRISTOWN PLANNING COUNCIL
MEETING NOTICE & AGENDA
COMMUNITY MEETING ROOM
43 Portland St. Morrisville, VT 05661
5:00 PM Tuesday, March 25, 2025**

[Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#) | Passcode 05661

The meetings will be live-streamed on the Town of Morristown's website: <https://www.morristownvt.gov/community/page/meetings-agendas-minutes>

PUBLIC COMMENTS welcomed for agenda items

I. CALL TO ORDER

II. APPROVE PRIOR MEETING MINUTES

1. Approve minutes 3-11-25

III. NEW BUSINESS

IV. OLD BUSINESS

1. Zoning and Subdivision Amendments

V. CORRESPONDENCE/NOTICES

1. Memo - 2025 Morristown Zoning Office Activity

VI. ADJOURN



PLANNING COUNCIL MEETING MINUTES OF MARCH 11, 2025

Members: Etienne Hancock, Joshua Goldstein, John Meyer, James Morris, Wally Reeve

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Interim Zoning Administrator; Ron Rodjenski, Consultant

PARTICIPANTS/GUESTS: Jerry Throne, Martin Green, Laura Green, Ron Stancliff, Bob Provost, Tom Cloutier*

CALL TO ORDER

Etienne Hancock called the Planning Commission Meeting to order at 5:00 PM at the Tegu Building.

1. **Add Agenda Item Discuss Planning/Zoning Administrator job description and process**

APPROVE PRIOR MEETING MINUTES

1. **Approve minutes 2-11-25**

Motion made by Wally Reeve to approve the minutes of 2/11/2025. Motion seconded by John Meyer. Motion carried. (5/0)

2. **Approve minutes 2-20-25**

Motion made by John Meyer to approve the minutes of 2/20/2025. Motion seconded by Wally Reeve. Motion carried. (5/0)

NEW BUSINESS

1. **Organization of Planning Commission post-town meeting:**

Elect Chair

Elect Vice Chair

Motion made by Josh Goldstein to elect Etienne Hancock as Chair of the commission. Motion seconded by John Meyer. Motion carried (5/0).

Motion made by Wally Reeve to elect Josh Goldstein as Vice Chair of the commission. Motion seconded by John Meyer. Motion carried (5/0).

2. **Discuss Planning/Zoning Administrator job description and process**

Brent informed the committee that a week ago Etienne Hancock of the Planning Commission, Gary Nolan of the DRB, George Cormier of the Selectboard, and Brent Raymond reviewed several job descriptions for planning and zoning positions. Brent met with Etienne H., Gary N., George C., and Don

M. to discuss Brent's decision to incorporate the job into one position, which would address planning and zoning. The town manager aims to finalize the committee quickly and post the job description by March 24th. Commission members are asked to review the job description and send any comments to Brent by mid-next week. Town Manager vs an Ad Hoc hiring committee was discussed. Brent will include Scott Johnson of the Trustees, Etienne, and John from the Planning Commission, a representative from the DRB, one from the Selectboard, and Brent from Administration, to follow through and be involved in the interview process. The committee's feedback and the hiring process were discussed, with Brent emphasizing the importance of following the statute and providing opportunities for public comment during meetings.

3. Consideration of Rules of Procedure

Etienne reviewed the Morristown Planning Commission's Rules of Procedure with the committee. Discussion ensued regarding compliance with the statutes.

4. Track changes Zoning Bylaw spreadsheet

The committee reviewed the spreadsheet of Zoning Law changes needed for compliance from Ron and legal counsel David Rue. The Commission discussed how to proceed to complete the tasks identified. It was decided to have Ron spend about 4 hours prioritizing and simplifying the spreadsheet. Other more complex or optional changes will be saved for future discussion.

5. Zoning and Subdivision Amendments Update

The Planning Commission discusses updates to zoning and subdivision amendments. Ron highlights issues with public hearing processes for administrative approvals, suggesting a simplified checklist approach. The Commission also addresses the need to update the Sewer Service Management Area (SSMA) map to reflect the village trustees' stance against additional pumping stations. They acknowledge the challenges in mapping older underground infrastructure and plan to work with Morrisville Water and Light to verify and improve the accuracy of utility maps.

The discussion focuses on potential changes to zoning bylaws, particularly regarding architectural repetition and cottage core development.

Ron suggests the PUD (planned unit developments) section needs to align better with state statutes and provide more flexibility. The Commission decided to have Ron draft changes to the (PUDs) section and cottage court development regulations for review at the next meeting.

OLD BUSINESS

None

ADJOURN

Motion made by Wally Reeve to adjourn. Motion seconded by John Meyer. Motion carried. (5/0)

Meeting adjourned at 7:30 pm

Submitted and filed this 3/11/2025

Bonnie McDermott, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Planning Council meeting.

Memo

To: Morristown Planning Commission

From: Ron Rodjenski, Stone Shore Municipal Consulting, LLC

Re: Statutory & Housekeeping Bylaw Amendments

The below recommendations are in addition to the 2025 strike amendments previously warned for a public hearing with a focus on statutory compliance, clarifying ambiguities and formatting errors. At the end of this memo are some recommendations for future amendments.

If accepted by the Planning Commission, one or more of the following revisions will be merged with the 2025 Strike Amendments and set for a new public hearing.

1. **Section 204.3 Variances** – Sentences 2 and 3 are flood hazard bylaw provisions for a specific variance process 24 VSA 4469(d) & should be moved to Section 320, Special Flood Hazard Area).
2. **Section 204.4, Waivers.** Undefined terms lead to inconsistencies and risk of unfair regulatory practices by treating similar applications differently. This section should be considered for removal or simplification.

To simplify, remove percentages and set a numeric minimum after consideration of highway safety & function and VT Fire Safety guidelines, ex. 20-foot building separation for wooden structures indicates 10-foot side & rear setback for the Bylaw waiver to match State Rules and would be easy to administer by the ZA, not referred to the DRB. If setback waivers are desired with public notice, the administrative approval could be sent to adjoining neighbors for their 15-day opportunity to request a DRB Waiver hearing.

The current 2025 version of waivers encourages developers to install pocket parks, etc. to gain approval making it administratively difficult to negotiate consistently (town staff presumably would be the lead negotiator to set a value of the improvement to gain approval for DRB waiver approval. But several words in 204.4 aren't supported by guidelines on what they mean or how to weigh their value (silly example, but "is on park bench worth 1-foot of a request 3-foot waiver"). Most importantly, not all applicants will have that capacity to offer improvements beyond improving the Grand List. If this section remains, several "squishy" words should be defined to enable administrative use, and be based on the town plan goals and objectives:

- a. “rural feel” – that is a state of mind and personal experiences, what is needed from the applicant to prove that an improvement will result in a rural feel without guidelines?
 - b. “minimize impact on surroundings” – who determines minimize?
 - c. “neighborhoods existing settlement pattern” – are patterns mapped?
 - d. “detract from value of adjacent properties” – value determined by... appraiser?
 - e. “desirable and durable” – is there a town adopted list to choose from, who’s list and where is it published to show it is desirable?
3. **Section 204.5, a. Use Table.** For clarity, the first sentence of 204.5, a, should state “Uses not listed below are prohibited, except that the DRB may review uses not listed as conditional uses if deemed to be substantially similar to a defined Permitted or Conditional Use.”
4. **Section 206.1 Design Criteria for Dwellings 1-4 units, Subsection a, Architectural Repetition.** This section requires homes in some districts to be architecturally different from homes adjoining and across the street. Design review for single-family homes is unusual. While one- and two-family dwellings are not subject to site plan review (24 VSA 4416), this proposed Section 206.1 does include some prohibited 4416 elements like Section 206.1, f (garage location) and 206.1 (g) sidewalk design and installation requirement. The town attorney advised that 206 appears to conflict with the HOME Act. **Suggestion:** Use Section 206 only for 5 units or more in all Districts that allow housing. Work on this concept in a future amendment but use 24 VSA 4414, 1(E) which allows towns to adopt “Design Review Districts” which is what 206.1 wants to be and re-confirm HOME Act compliance with the town attorney before the hearing process starts.
5. **Section 206.2 Design Criteria for Dwellings 5+ units, Subsection (j) Stormwater –** Stormwater into the highway is already addressed in 19 VSA 1111 regarding control of stormwater from land development by the Selectboard or Road Commissioner review. Site plans or sketches presented to the Town should be referred to the Road Commissioner to determine if 19 VSA 1111 approval is required before a project sends stormwater to the public stormwater system.
6. **Section 206.3 – Cottage Court Development.** The definition of “Cottage Court Development” [Page 52] and Section 206.3 should not be in the Bylaw but used in a guidebook for Planned Unit Developments or possibly used in Section 510 as an example of creative development, but not kept in Section 206.3 subject to Section 630 as a Conditional Use Review. Cottage Court developments are a function of Planned Unit Developments and can take many forms, limiting to 800 SQ ft dwellings seems not in keeping with the spirit of flexibility of PUDs. Suggestion: Move elements of the draft

Cottage Court bylaw to 510 or simply share the concept with developers as a guide to developing their property. See definition of PUD in 24 VSA 4417 to see how broad this provision is as compared to trying to define one style in the draft 2025 Bylaw Section 206.3. Work more with Section 510 if that is not achieving town plan goals.

7. **Section 207.2 Historic Preservation Applicability** – 6th line – Correction in “...and **207.3 (K)** for Mix of Uses of the Criteria...” should be “207.3 (h)”
8. **Section 325, Flood Hazard**. Correction to 21 days of review by the State to statutory 30 days in 24 VSA 4424, a, 2, D, III – “either 30 days have elapsed following the mailing [to the Agency] or the Agency or its designee delivers comments on the application.”
9. **Section 401.1(c), Permit Exemptions** – Both Americans with Disabilities Act (ADA) and FHA – Fair Housing Act supersede local zoning so this section should include both.
10. **Section 402.1, Permit Renewals** – Unusual to have zoning permits with 12 year lives making record keeping unwieldy over that length of time, including for listers to inspect each year, & approved projects being deferred past the communities’ update of new town plan goals. 12 years should be narrowed to a manageable permit window of 3 total years (2 initial plus, 1 extension year). Note: The past practice of adding permit conditions with interim deadlines for construction, for example, “must complete one item in four months”, are not provided for in the statutory 2-year window to complete construction per 24 VSA 4449, a, 4.
11. **Section 424 Tiny Houses** – 3rd line – “comply with **§424.4 c**” should be “423.4, c”.
12. **Section 455 & 456 – Access Permits** – Per 19 VSA 1111 jurisdiction is granted to the Selectboard not zoning administrator so this section in the 2025 amendments should refer to obtaining the required 19 VSA 1111 permit from the Road Commissioner for new driveways or changes in use of existing driveways (not seeking an access permit from the ZA). Note: Once outside the public ROW, the driveway or road construction activities are subject to a zoning permit issued by the ZA. The 19 VSA 1111 requirement is already in the 2023 Bylaw to go to the Road Commissioner for subdivisions (not amended by 2025 Amendments). It is unusual for a zoning bylaw to not maintain the Selectboard and Road Commissioner administrators of highway access permits as delegated in 19 VSA 304 and 24 VSA 1236(5). This doesn’t prevent the ZA from assisting applicants in presenting an application to the Road Commissioner, but the Road Commissioner should have the final permit granting authority (signing and placing permit conditions). Additionally, 19 VSA 1111 permits do not have a 15-day appeal period to the DRB, so making them “appealable by zoning permit” is inappropriate. Suggestion is to shorten and combine 455 & 456 to “Access Permits: Applicant shall secure 19 VSA 1111 permits from the Town Manager for town highways and Agency of Transportation for state highways.”

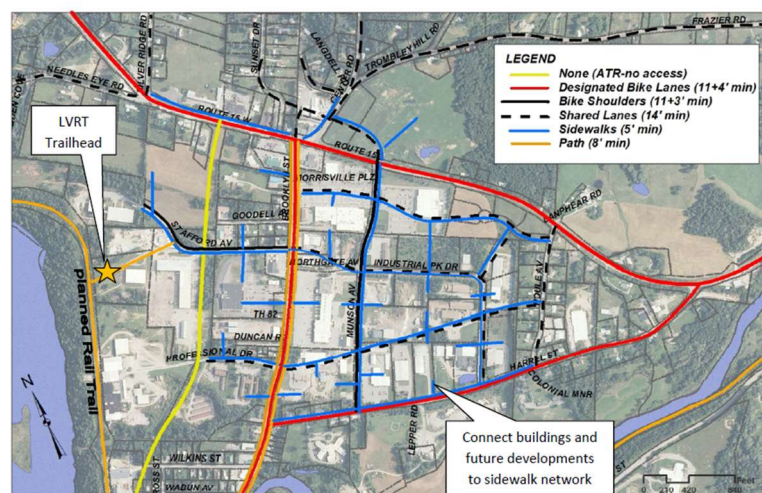
13. **Section 470, Signs.** When the ZA issues a written approval, which is an appealable “act” per 24 VSA 4465, the current email approval process fails to provide the statutory appeal rights to adjoining landowners (i.e. the 15-day public appeal period). The proper regulatory tool is a sign exemption or a sign permit requirement. For example, the sign sections when taken together are ambiguous: from all signs are exempt under Section 401.1 (d), to some signs require a permit in Section 471.1 (g), to some signs require written approval of the ZA in 471.1 (a) and a general statement that 476 “all signs not permitted are prohibited”. **Suggestion:** Delete 401.1 exemption and clarify what is an exempt sign in Section 470 where the sign regulations are found. Note: Sign regulations are difficult, including time-consuming for enforcement, so the simpler the better. For example, to simplify the current 471.1 (g), add a sign exemption for the replacement of existing signage if the same size, height, location so there is no need for the new business to apply for a permit to replace signs due to a name change. Lighted replacement signs should be limited to permitted signs and comply with current sign lighting requirements.
14. **Section 425 Fences.** This is a second “exemption” issue from 401.1 with all fences exempt per Section 401.1 but Section 425 regulates fences. A short edit to Section 425 is to exempt all fences placed on side and rear property lines, or within five feet of said line, if not greater than 6.5 feet in height above ground level and exempt all fences placed on the front property line or in the front yard setback area if not greater than 4.5 feet in height above ground level. Fences placed inside a parcel (more than five feet from a side or rear property line and not inside the front yard setback) shall be no higher than 8-feet. Any fence proposed higher than the above maximums shall be reviewed by the DRB as a conditional use.
15. **Section 479, Sign Exemptions** – Add school & municipal signage on public properties or within public highway right-of-ways as exempt to eliminate & simplify the current effort in 2025 amendments to add/define a “town sign” like in 479’s 1st paragraph and 479, b & c.
16. **Section 484.** Gas Stations – No gas stations are allowed in Morristown by Section 204.5(a), making existing stations non-conforming. The definition of Gas Station [Page 53] includes EV charging, hydrogen, & other propulsion fuels. Suggestion: The Bylaw could clarify or provide for individual (private or public property) or small scale EV charging stations as an administrative permit when installed on existing non-conforming gas station parcels without DRB hearing normally required in Section 432.1 & 435. Also, EV charging locations should not reduce the required parking space requirements in Section 450. An exemption for personal or private business use, versus public charging stations, could be added. This topic may require more research and action in a future amendment.

17. **Bylaw 501 Site Plan Approval [Page 31]** – The HOME Act (24 VSA 4412) requires that any district that allows year-round residential use must allow duplexes with dimensional standards no more restrictive than single-family homes, and if the lot is served by public water and sewer, the town must allow up to a four-unit dwelling as a permitted use. 24 VSA 4416(a) prohibits towns from applying site plan review to single-family and two-family dwellings. 1st sentence - Change beginning of 1st sentence to “Single-family and two-family dwellings are exempt from site plan review per 24 VSA 4416(a) and....”.
18. **Bylaw 501 Site Plan Approval [Page 31]** – delete last sentence “If the application is classified as a Permitted Use, the DRB may approve the application without a warned hearing” because the DRB is not authorized to meet without public notice per 24 VSA 4464, a(1) and a (2), only 15 day and 7 day notices are allowed.
19. **Section 505 (g) – Plantings** – Change Zone 3 to **Zone 4b** per 2023 USDA guidance and UVM “Vermont - New Plant Hardiness Zones”
20. **Section 622, Enforcement – Penalties** – This section is redundant as it is repeated in Section 621 which includes the proper and necessary references to state law, 24 VSA 4451, etc. Repeating the referenced statutory language in Section 622 requires the town to continually look to state law amendments and then update 622, vs relying on Section 621 referral to notify applicants what Section of State law will be followed for town bylaw enforcement.
21. **Bylaw 710.2 Subdivision – Application of Regulations** – this section includes the term administrative minor subdivision approval and defines minor as any proposed subdivision resulting in no more than one new parcel (2025 amendment says 2 parcels). This provision creates a “work around” where applicants can avoid major subdivision review by the DRB (major being all subdivisions with 3 lots or more) by submitting consecutive minor subdivision applications resulting in no limit on new lots created administratively. Most significantly the town has a robust PUD section for 3 lots or more in Section 510 that should not be avoided by administrative workarounds because it is adopted to implement Town Plan goals and objectives. To close the work around, such subdivisions can be limited to one subdivision every 5 years or 10 years and to clarify “lot count”, at the end of 710.2 the bylaw can provide: “For lot count, the original parcel being subdivided counts as one new parcel (i.e. due to newly reduced acreage).” Variations in an amendment – Minor subdivisions allow no more than 2 (or 3) lots every 5 (or 10) years.
22. **Bylaw 750.5 Subdivision – Public Hearing** – Delete “The zoning administrator for a minor subdivision...shall hold at least one public hearing” – There is no statutory authority for ZA public hearing review and on appeal the town attorney feels they could likely defend the ZA hearing process. The town attorney advised leaving public hearings to the DRB which

is clearly authorized to conduct hearings under 24 VSA 4460, e. In addition, the goal of administrative subdivisions is to expedite that process for the landowner. To accomplish that goal the bylaw should have a clear and concise checklist to assist the landowner to prepare the minor subdivision application and gain approval administratively (no public hearing). If public notice was of the ZA Public Hearing – then the Town could modify Section 720.4 and send the **Sketch Plan Approval Letter** to adjoining neighbors whether the subdivision is minor or major as an initial notice of the possible subdivision and their right to participate in the subdivision process.

23. **Section 795.2 – Lot Line Change** – The ZA position is administrative, charged with fairly & literally applying the bylaw for all applicants. Bylaw language that is hard to consistently apply creates the risk of unfair treatment, so deleting 795.2 is recommended unless clear guidelines are added to the Bylaw to assist the ZA in determining when a lot line change is not in the “best interests of the Town”. Section 795.2 now reads: “The Zoning Administrator may require a lot line change applicant to obtain a subdivision permit rather than a lot line change if it is felt to be in the best interest of the town.”
24. **Section 820.5 Streets** – The second sentence should be deleted as it is unnecessary and adds inappropriate statement that the “Selectboard should act upon the Zoning Administrator’s recommendations” regarding street acceptance. Acceptance is by agreement of the developer & the Selectboard. The Selectboard uses their own standards for acceptance & public benefit objectives usually formalized in an Offer of Dedication & Acceptance (or similar negotiated legal agreement) per 19 VSA 710, etc. not on the recommendation of the ZA.
25. **Section 835 – Sidewalks** – This section requires new sidewalks per the 2011 RSG Circulation Study which is also a goal in the Town Plan (sidewalk connectivity). There are many sidewalk segments in the Circulation Study, including background support in its Appendix 1, and both should be in DRB member packets for reference. No changes just awareness. The image below is the proposed sidewalk map implemented by Section 835:

Figure 30: Future Long Term Bicycle and Pedestrian Facilities



26. **Section 850.1(c) State Permits** – To expedite permit reviews, this section can provide that “Projects receiving state permits for wetlands and stormwater are exempt from review of those elements under this Bylaw when in compliance with all other local ordinances and permits”.
27. **Article IX – Definitions** – Several definitions appear to be headed to regulatory language & past purely a definition, like Primitive camps, Short-term rentals, Development (new 2025 proposed 19 VSA 1111 highway cuts require a zoning permit) and Cottage Court Development. Other than recommending not moving forward with the 19 VSA 1111 change in the 2025 definition change to “Development”, the other definitions can wait for a future bylaw amendment process.
28. **Section 1000 through 1111 – Zone Boundaries** – The practice of relying on lengthy and likely inaccurate definitions from time to time, like using “ravine”, adds unnecessary length to the Bylaw, offers little opportunity for the public or applicants to understand easily, and makes this simple Bylaw element complex. Suggestion: Delete 1100 and use a map that can be publicly vetted instead of adding the map after the effective date. Adding the map after the effective date also creates a “non-regulatory” map being “added to” the Bylaw as an Appendix post-public hearing implies it was publicly vetted. Also, adding boundary maps later can result in errors like the SSMA 2023 which did not include LDR-3 and should have. **Suggestion:** Delete all boundary definitions but keep each zone’s “Purpose” statement which should be expanded in future amendments to more closely and clearly describe the area as detailed in the Town Plan Future Land Use Map. Use a zoning map or words is allowed by 24 VSA 4444. Using a map for the public review is clear & space is reserved in Appendix 3 of the 2025 amendments.
29. **Sewer Service Management Areas (SSMA)** – Unsure why this boundary is defined in the Zoning Bylaw when it is most appropriately in a Sewer Ordinance managed by the sewer operators and Village Trustees. Additionally, the Bylaw only uses the defined “SSMA” boundary in two PUD subdivision sections to preserve agricultural soils within the SSMA per Section 510, 2, I & Section 510, 6, d. Ag soil preservation and open space delineation is adequately addressed in 510 without needing to refer to SSMA boundaries. Suggestion is to delete Section 1120 and advise the Village Trustees to adopt water and sewer service areas informally or formally for reference in town planning & compliance with the HOME Act.

Future amendment process

30. **Section 440 - Clean-up of Building Site** – 90 days to clean up a site is difficult to enforce and often would be impractical to meet following fire, especially with insurance adjuster visits, hiring contractors, & working with the town. Revise to 180 days, then only extend

via DRB conditional use hearing for good reason, like documented effort by the landowner to clean up the site (invoices), or letters from other regulatory agencies that are delaying progress. Section 442 seems excessive as most immediate safety responses include boarding up windows for safety. Is this town objective better implemented via a Health Order under 18 VSA 602 or separate blighted buildings ordinance. Might be some history on this and better ways to address than via zoning bylaw.

31. **Bylaw 501 Site Plan Approval [Page 31]** – Delete second sentence and add new second sentence per town attorney recommendation “Administrative site plan approval is limited to minor amendments to previously approved site plans per 24 VSA 4464(c) and projects determined to have a substantial impact under any site plan review criteria shall be referred to the DRB.” [Additional guidance on defining “substantial” is recommended, see **Attachment A** to this memo.] This recommendation should be paired with a reduction in the need for Section 500 site plan approvals, improve minimum requirements for sketches for administrative approvals. More discussion needed.
32. **Section 637 (NEW) – Conditional Use by DRB -Exemptions.** Add new section to expedite new business approvals - “Within any zoning district, a change from one conditional use to another conditional use may be approved administratively, if found by the administrative officer to be a minor, non-material change in size or the nature of conditional use related impacts than can reasonably be anticipated as similar as compared with the previously approved conditional use. The previously approved conditional use must be conforming with the zoning bylaw when proposed to be changed to a new conditional use. The Administrative Officer may refer any such application to the Development Review Board if questions or concerns arise that are not resolvable at the administrative level.” More discussion needed.
33. **Section 660, Local Act 250 Review** – Suggest deleting as compliance with 24 VSA 4420 includes understanding and applying the procedures in the Municipal Administrative Procedures Act 24 VSA Chapter 36, typically administered by land use attorneys (like, witness cross-examining procedures, and evidentiary fact-funding). The cost of complying with 4420 seems like a good thing to defer to the State versus DRB hearing expenses. More discussion needed.
34. **Additional Comments** – Town Staff continues to run across bylaw irregularities, ambiguity and areas for improvement in administrative permitting, and clarity to landowners (checklists, and reduced need for DRB review). The planning commission should actively seek amendments from town staff to reduce regulatory burden on landowners while achieving town plan objectives.

End of memo

Attachment A

(Morristown Planning Commission Memo 03/23/2025)

For future Bylaw Amendments Discussion to expedite minor permit amendments under Section 500 (Site Plans) and 630 (Conditional Use Approvals) and 700 (Subdivisions)

If the bylaw allows, the zoning administrator may approve projects normally assigned to the DRB by following clear ADMINISTRATIVE REVIEW PROCEDURES per 24 VSA 4464, c:

(c) Administrative review. In addition to the delegation of powers authorized under this chapter, any bylaws adopted under this chapter may establish procedures under which the administrative officer may review and approve new development and amendments to previously approved development that would otherwise require review by an appropriate municipal panel. If administrative review is authorized, the bylaws shall clearly specify the thresholds and conditions under which the administrative officer classifies an application as eligible for administrative review. The thresholds and conditions shall be structured such that no new development shall be approved that results in a substantial impact under any of the standards set forth in the bylaws. No amendment issued as an administrative review shall have the effect of substantively altering any of the findings of fact of the most recent approval. Any decision by an administrative officer under this subsection may be appealed as provided in section 4465 of this title.

The DRB should retain decision-making powers on all substantial impacts caused by amendments on neighboring properties, like screening elements, new lots, off-site stormwater impacts and altering findings of fact obtained in the most recent DRB approval process. This results in Administrative Approvals being "Minor non-material" amendments to previously approved land development which may be reviewed and approved administratively. Morristown may also elect to continue minor subdivisions as those procedures are in place excepting the "work around" issue in the 2023 Bylaw for unlimited consecutive minor 2-lot subdivisions to avoid major subdivision determination requiring PUD review.

"Non-material" means project elements proposed to be modified that do not undermine nor negate conditions deemed necessary in prior approvals to satisfy bylaw requirements. This is primarily because the DRB public hearing process will not be used in administrative process so administrative permits should not result in significant changes not considered by the public.

These may include but are not limited to:

- Relocation of site improvements or accessory structures as long as all other relevant requirements (setbacks, site coverage limitations, etc.) remain satisfied.

- Reapproval of plans previously approved by the DRB that may have expired where no material changes from those previously approved plans are proposed and where no relevant zoning bylaws have changed that would otherwise alter the approvability of those plans.

As-Builts – Administrative Approval

Approval of plans showing minor adjustments based on "as built" field measurements after construction that do not create material changes to underlying requirements or conditions of approval, such as:

- Minor changes to approved landscaping plans, such as substitution of species or materials that will still satisfy the qualitative and functional purposes intended.
- Increases in building size and/or site coverage totaling less than 5,000 sq ft or 3%, whichever is smaller.
- Changes in use of buildings or sites where all other site or permitting requirements remain satisfied.

The Administrative Officer retains the authority to refer any such application to the Development Review Board at the Officer's sole discretion or if questions or concerns arise that are not resolvable at the administrative level.



Memo

To: Morristown Planning Commission
CC: Brent Raymond, Judi Alberi
From: Kevin M Petrochko
Date: 03/20/25
Re: 2025 Morristown Zoning Office activity

Just to give you a brief overview of what is going on in the Zoning office (YTD), we have issued permits for 2 signs, 1 Stormwater project, 2 subdivisions, 1 lot line adjustment, and 1 accessory structure.

With careful consideration, literal review of 2023 Bylaw standards, and frequent consultations as conditions do merit, we are currently reviewing several applications and responding to even more pre- application inquiries each day.

Work in progress that we are tracking at this time is as follows:

- 3 ~ Access Permits
- 3 ~ Change in Use requests
- 3 ~ Subdivisions
- 7 ~ New SFD builds
- 2 ~ New Duplex builds
- 4 ~ Accessory structures
- 2 ~ New Sign inquiries
- 1 ~ Commercial building addition