



**TOWN OF MORRISTOWN PLANNING COMMISSION  
MEETING NOTICE & AGENDA  
COMMUNITY MEETING ROOM  
43 Portland St. Morrisville, VT 05661  
5:00 PM Tuesday, April 22, 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>

- I. CALL TO ORDER**
- II. AGENDA CHANGES/ADDITIONS**
- III. APPROVE PRIOR MEETING MINUTES**
  - 1. Approve minutes 4-8-25
- IV. NEW BUSINESS**
  - 1. Finalize Proposed Zoning Bylaws
- V. OLD BUSINESS**
  - 1. Approve Rules of Procedures for Planning Commission
- VI. CORRESPONDENCE/NOTICES**
  - 1. Update on zoning activity
- VII. ADJOURN**



## PLANNING COMMISSION MEETING MINUTES OF APRIL 8, 2025

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

Absent:

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

PARTICIPANTS/GUESTS: Tom Cloutier, Jerry Throne, Laura & Martin Green

\* Remote participant

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### CALL TO ORDER

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

### APPROVE PRIOR MEETING MINUTES

#### 1. Approve minutes 3-25-2025

There was a discussion about the format of the minutes and the details they contained. Etienne Hancock, Chair, wanted a comprehensive document with "red line" items included for each bylaw decision made to be included in the minutes. Brent detailed the procedure for taking minutes as it currently exists. It was decided to address the minutes with the new planning administrator when that person is hired. The Commission will use the strike version date to refer to amendment discussions and not insert the entire bylaw edit document as part of the minutes.

***Motion made by James Morris to approve the minutes of 03/22/2025 with the amendments discussed which staff will make to create a final set of minutes for posting on the website. Motion seconded by Wally Reeve. Motion carried (5/0) with amendments.***

Mr. Cloutier requested that meeting agendas be posted on Front Porch Forum by administration. This was discussed by the committee. It was noted that once the public adapted to the change of finding minutes on FPF, they would expect them to be there. This would not be under the administration's control. Mr. Cloutier also wanted the agenda packets to be available at the door of the meeting. There was a concern about wasting paper without knowing meeting attendance. The agenda packets are available on the town website. A suggestion was made for interested people to call for a packet before the meeting which would solve that concern. It was decided that the Rules and Procedures be modified to include 5 packets available at the door for those calling ahead with a request.

### NEW BUSINESS

None

### OLD BUSINESS

#### 1. Continuing with Rules of Procedure

The commission members continued their review of the Rules of Procedure. A red line version will be prepared for the next meeting.

## **2. Continuing Zoning and Subdivision Amendments**

The commission received an updated zoning bylaw strike document from their consultant, Ron Rodjenski, that included updates from the last commission meeting. The Commission reviewed the Ron's memo from March 22<sup>nd</sup> to verify amendments as discussed were included in the Zoning and Subdivision Amendments. Further review will continue April 22<sup>nd</sup>, including confirmation of the zoning map is acceptable to the Village Trustees regarding the service areas delineated by the SSMA zone in Section 1120. This topic will be the only item on the next several commission agendas as the amendments work their way through the hearing and adoption process.

## **ADJOURN**

***Motion made by James Morris to adjourn. Motion seconded by Wally Reeve. Motion carried. (5/0)***

Meeting adjourned at 7:15 pm  
Submitted and filed this 4/8/25  
Bonnie McDermott, Scribe

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

## Morristown Planning Commission Rules of Procedure

### **A. PURPOSE**

The Planning Commission of Morristown, Vermont is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law, 1 V.S.A. §§ 310-314. Meetings of the commission must be open to the public at all times, except as provided in 1 V.S.A. § 313.

### **B. AUTHORIZATION**

The Morristown Planning Commission shall be governed by all applicable state statutes, local ordinances and these rules. Planning Commissions are authorized by Title 24 VSA, Chapter 117, Section 4323 to develop rules of procedure.

### **C. POWERS AND DUTIES**

The Planning Commission may:

1. Prepare a Town Plan and amendments for consideration by the Selectboard and Village Trustees and to review any amendments initiated by others.
2. Prepare and present to the Selectboard and Village Trustees proposed bylaws and make recommendations to the Selectboard on proposed amendments to such bylaws.
3. Administer bylaws and other regulatory tools adopted under subchapter 6 of Chapter 117:
  - a. Zoning bylaws
  - b. Site plan bylaws
  - c. Subdivision bylaws
  - d. Unified development bylaws
  - e. Official map
  - f. Impact fees
  - g. Phasing
  - h. Transfer of development rights
  - i. Special or freestanding bylaws
- ~~4.~~ Undertake capacity studies and make recommendations on matters of land development, urban renewal, transportation, economic and social development, rural

beautification and design improvements, historic and scenic preservation, the conservation of energy and the development of renewable energy resources and wetland protection. Data gathered by the Planning Commission that is relevant to the geographic information system (G.I.S.) established under 3 VSA Section 20 shall be compatible with, useful to, and shared with that system.

~~5.4.~~ Prepare and present to the Selectboard recommended building, plumbing, fire, electrical, housing, and related codes and enforcement procedures, and construction specifications for streets and related public improvements.

~~6.5.~~ Hold public meetings.

~~7.6.~~ Request from other departments and agencies of the town, such available information as related to the work of the Planning Commission.

~~8.7.~~ Participate in regional and state agency planning programs **as a Commission or an individual duly nominated.**

~~9.8.~~ Retain professional staff and consultant assistance in carrying out their duties and powers **in coordination with administration and subject to funding constraints.**

~~10.9.~~ Undertake comprehensive planning studies, including related preliminary planning and engineering studies.

~~11.10.~~ Perform such other acts or function as it may deem necessary or appropriate to fulfill the duties and obligations imposed by, and the intent and purposes of 24 VSA, Chapter 117.

#### **D. MEMBERSHIP**

1. The Planning Commission shall have five (5) members.
2. Members of the Planning Commission shall be appointed, and any vacancy shall be filled by the Selectboard of the Town of Morristown. The term of each member shall be for four (4) years. Any member may be removed at any time by unanimous vote of the Selectboard. Any appointment to fill a vacancy shall be for the unexpired term. Members may be appointed to successive terms without limitations.
3. Members of the Planning Commission shall not post on social media or submit a letter to the editor representing themselves as a member of the Planning Commission or representing the views of the Planning Commission without prior approval by majority vote by the Commission at a public meeting.

## E. AGENDAS

1. Each regular and special meetings of the body shall have an agenda. Those who wish to be added to the meeting agenda shall contact the chair to request inclusion on the agenda. The chair shall determine the final content of the agenda.
- ~~2.~~ At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, the chair shall ensure a meeting agenda is posted online at <https://morristownvt.gov> and on bulletin boards at the Town Office, the U.S. Post Office and the Morristown Centennial Library. The agenda must also be made available to any person who requests such agenda prior to the meeting. As a courtesy, the Planning Commission staff may post agendas to Front Porch Forum.
- ~~3.~~ Members of the public may request printed agenda packets in advance by contacting the Planning & Zoning office via telephone or email. As a courtesy, five (5) printed copies will be made available for distribution at the public meeting.
- ~~3.4.~~ All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.
- ~~4.5.~~ As a body that primarily writes and updates documents, meetings are usually informal, and members may discuss agenda items freely during meetings. However, sometimes discussions may become prolonged and unproductive and at that point any member of the body, including the chair, may call for a Point of Order and ask that the discussion topic be resolved. At that point the chair shall define a motion and give each member up to 1 minute to make a statement, then hold a series of votes: 1) whether to table the matter (for discussion in a future meeting); 2) if that fails, whether to call the question; and 3) if that passes, how to decide the matter.

## F. MEETINGS

Regular meetings shall take place on the second and fourth Tuesday of the month, at 5:00 pm at the Town office.

1. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; and is posted online at <https://morristownvt.gov> and on bulletin boards at the Town Office and the U.S. Post Office.

2. A member of the body may attend a regular or special meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attends a meeting without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one ~~staff~~member of staff or designee of the body, shall be physically present at each designated meeting location.

#### **G. PUBLIC HEARINGS**

All hearings are subject to Vermont's Open Meeting Law, 1.V.S.A. §§ 310-314, ensuring transparency and public access.

1. Hearings typically follow an orderly process:
  - a. Opening by reading the warning of the hearing
  - b. Explanation of the order of events and rules of participation
  - c. Disclosure of any conflicts of interest by commission members
  - d. Acceptance of written materials
  - e. Public testimony or comments, with time limits of 2 minutes per speaker
  - f. Responses from commission members and further questions or comments if necessary.
2. If all matters cannot be resolved in one session, the hearing can be recessed. No additional notice is required if the date, time and place of the continuation are announced before adjournment.
3. Decisions are made through public deliberation. Only members who have attended all sessions or reviewed all evidence may participate in the decision-making process.

#### **H. PUBLIC PARTICIPATION**

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded ~~reasonable~~reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules. Public comments with time limits of 2 minutes per speaker.
2. Members of the public may make comments during discussion of each agenda item before any action is taken by the public body. By majority vote, the body may close public comment on an item.
3. Comment by the public or members of the body must be addressed to the chair or the body as a whole, and not to any individual member of the body or public.

4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
  - a. Call the meeting to order and remind the members of the applicable rules of procedure.
  - b. Declare a recess or table the issue.
  - c. Adjourn the meeting until a time and date certain.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025:

\_\_\_\_\_  
Etienne Hancock

\_\_\_\_\_  
Josh Goldstein

\_\_\_\_\_  
John Meyer

\_\_\_\_\_  
Wallace Reeve

\_\_\_\_\_  
James Morris

\_\_\_\_\_



## Memo

To: Morristown Planning Commission  
CC: Brent Raymond, Judi Alberi  
From: Kevin M Petrochko  
Date: 04/21/2025  
Re: 2025 Morristown Zoning Office activity

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Below is an overview of permits issued (YTD) and files being reviewed by the Zoning office currently.

We have issued permits for 3 New Residential Builds, 2 Change in Use permits, 3 signs, 1 Stormwater project, 2 Subdivisions, 1 lot line adjustment, 5 Accessory structures, and 4 Access Permits.

We are currently reviewing several applications and responding to even more pre-application inquiries.

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

- 2 ~ Access Permits
- 3 ~ Change in Use requests
- 7 ~ Subdivisions
- 6 ~ New SFD builds
- 1 ~ New Duplex builds
- 4 ~ Accessory structures
- 2 ~ New Sign inquiries
- 1 ~ Commercial building addition
- 1 ~ Public Sewer upgrade (Pump Station)