



**PLANNING COMMISSION MEETING MINUTES
OF APRIL 22, 2025**

Members: Etienne Hancock, James Morris, Wally Reeve

Absent:
Joshua Goldstein, John Meyer

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

PARTICIPANTS/GUESTS: Dan McLaughlin, Ron Stancliff

CALL TO ORDER

Etienne Hancock called the Planning Commission to order at 5:02 PM at the Tegu Building.

AGENDA CHANGES/ADDITIONS

None

APPROVE PRIOR MEETING MINUTES

1. Approve minutes 4-8-25

Motion made by Wally Reeve to approve the minutes of 4/8/2025. Motion seconded by Jamie Morris. Motion carried (3/0) with amendments.

NEW BUSINESS

1. Finalize Proposed Zoning Bylaws

Ron Rodjenski presented the latest version of the 2025 zoning bylaws with the final edits:

1. **Section 204.5 (a)** – MDR strike of the Dwelling Unit, Two Family used omitted a strike in that same row - “C” so struck “C”
2. **Section 401.5** – Added to first sentence: “Subdivision or” construction of...Disposal System (WW) permit “or Morrisville Water & Light (MWL) approvals” is prohibited unless and until the WW permit “or MWL Approvals” are issued.
3. **Section 750.7** – Action on Final Plan – Stuck “for Minor Subdivision, or the DRB for major subdivisions”, added new sentence: “Upon approval of minor subdivisions, the zoning administrator shall mail a copy of the town permit and related site plan to all abutters, including a notice of appeal rights to request a hearing before the DRB, such fees to be paid by the landowner seeking subdivision approval.”
4. **Section 830** – Amended to first sentence:... shall supply the DRB with the approved WW permits “and/or MWL approvals for municipal water and/or municipal sewer.” Amended second sentenceno zoning permits issuing until WW Permits “and/or MWL approvals for municipal water and/or municipal sewer” are issued and recorded.
5. **Section 850** – Retitled to: Drainage Improvements for Major Subdivisions “and Exemptions”. Added second sentence to 850.1c State Permits: “Projects receiving state permits for wetlands or stormwater, or both, are exempt from review of those elements under this Bylaw when in compliance with other local ordinances, bylaws and policies.”

6. **Section 910 – Definition Cottage Court – change to “up to 2.0 stories”**

Motion made by Wally Reeve to accept the revised Zoning Bylaws. Motion seconded by Jamie Morris. Motion carried (3/0).

Ron reported that the state-required Zoning Bylaw Report will be available with the public notice for the May 20th public hearing. Etienne will work with the staff to draft the Bylaw Report and send it to the state.

Motion made by Wally Reeve to authorize Etienne Hancock to act on behalf of the Commission as the duly appointed agent to work with the staff to provide the Bylaw Report and hearing notice and date to the state. Motion seconded by Jamie Morris. Motion carried (3/0)

OLD BUSINESS

1. Approve Rules of Procedures for Planning Commission

Motion made by Jamie Morris to accept the Rules of Procedure as written. Motion seconded by Walley Reeve. Motion carried (3/0).

CORRESPONDENCE/NOTICES

1. Update on zoning activity

The Commission reviewed the memo on the current zoning activities provided by Acting Assistant Administrative Officer, Kevin Petrochko. It is getting busy with subdivision permits. However, there are no new major projects.

ADJOURN

Motion made by Wally Reeve to adjourn. Motion seconded by Jamie Morris. Motion carried. (3/0)

Meeting adjourned at 6:22 pm.

Submitted and filed this 4/22/2025.

Bonnie McDermott, Scribe

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