



**TOWN OF MORRISTOWN DEVELOPMENT REVIEW BOARD
WARNED PUBLIC HEARING
COMMUNITY MEETING ROOM OF THE OLD TEGU THEATER
43 Portland Street in Morrisville, VT 05661
6:00 PM Wednesday, June 11, 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 meeting will be live streamed on the Town of Morrystown's website:
<https://www.morrystownvt.gov/community/page/meetings-agendas-minutes>

I. CALL MEETING TO ORDER

II. APPROVE PRIOR MEETING MINUTES

1. Approve Minutes of 5-28-25.

III. PUBLIC COMMENTS

IV. HEARING OF APPEALS AND DEVELOPMENT APPLICATIONS

1. #2025-041 submitted by Christopher Wilcox and Cinthia Audet (Parcel 16132-01) 4925 Randolph Rd, requesting a 25% dimensional standard waiver of minimum setback distances under §204.4 for a garage. This application is to be reviewed under the 2023 Morrystown Morrisville Zoning and Subdivision Bylaws. The property is in the Rural Residential Agricultural Zone.

V. ACTION ITEMS TO BE CONSIDERED

1. Procedural motion to reopen and re-warn application #2025-011 (Parcel 16-099-09, 0 Elizabeths Lane, Morrystown) in order to receive additional information.

VI. OTHER BUSINESS

VII. ADJOURN



**DEVELOPMENT REVIEW BOARD MEETING MINUTES
OF MAY 28, 2025**

Members: Gary Nolan, Lenny Wing, Susanna Burnham, Christy Snipp, Paul Trudell (Arrived Late to Meeting), Donald Blake, Jr.

Absent: Mary Ann Wilson

ADMINISTRATION and STAFF: Tyler Machia, Zoning and Planning Administrator; Ron Rodjenski, Consultant

PARTICIPANTS/GUESTS: Daniel Dougher, Anderson Leveille, DianeK Cote

CALL MEETING TO ORDER

APPROVE PRIOR MEETING MINUTES

1. Approve minutes 5-21-25

Motion by Donald Blake to approve the minutes of 5/21/25. Motion seconded by Susanna Burnham. Motion carried. (4/0/1,Christy Snip Abstained. Paul Trudell arrived late and did not vote on the Minutes)

PUBLIC COMMENTS

HEARING OF APPEALS AND DEVELOPMENT APPLICATIONS

- 1. #2025-007 submitted by Daniel Dougher (Parcel 06-042, 40 Rooney Rd., Morrystown) requesting major subdivision review for 3-lot subdivision with no additional proposed development per Section 510. This application to be reviewed under the 2023 Morrystown Morrisville Zoning and Subdivision Bylaws. The property is in the Rural Residential Agricultural Zone.**

The Zoning and Planning Administrator, Tyler Machia, provided an overview of the application. It was noted that the applicant had applied for a 3-lot subdivision. Subdivisions of three lots or more count as major subdivisions and a reviewed as conservation subdivisions. Machia noted that the application appeared to be missing significant amounts of information that is required in order to comply with the major subdivision regulations. Daniel Dougher noted that he had originally applied for an administrative subdivision. Due to the cost of the survey he decided to proceed with a major subdivision. His ultimate goal is to subdivide the land so he can sell a portion of the land. It was noted that the decision to have three lots is what triggered the major subdivision review. There was a lot of discussion on how to move the application forward. The board opted to keep the application open while the Zoning Administrator and the applicant work on a path forward.

Motion by Christy Snipp to continue the application to June 25th at 6PM in the Morrystown Town Office. Motion seconded by Susanna Burnham. Motion Carried (6/0)

- #2024-147 Amendment submitted by Anderson Leveille, on behalf of 49 Ace LLC (Parcel 07-012, 49 Miller Bridge Rd Morristown), requesting an amendment to a Permit 2024-147 to remove a sidewalk installation permit requirement per Section 503 of the 2023 Morristown Morrisville Zoning and Subdivision Bylaws. The property is in the Low Density Residential Zone.**

The Zoning and Planning Administrator, Tyler Machia, provided an overview of the application. It was noted that the applicant was requesting that the board remove condition 12 from the DRB approval of application #2024-147. This requirement required the applicant to install a sidewalk on their property along Route 100. Machia noted that in order to remove this condition the DRB needed to apply the Stowe Club Highlands Analysis to this application to determine if the condition was critical to the original approval. If this condition was deemed to be critical it would have to pass the review standards noted in the Stowe Club Highlands Analysis. The Board discussed whether or not the sidewalk condition was critical to the original approval of #2024-147.

Motion by Paul Trudell to approve the request to remove condition 12 from application #2024-147. Motion seconded by Donald Blake Jr.. Motion carried (6/0)

ACTION ITEMS TO BE CONSIDERED

- Percy deliberations - #2025-011 submitted by Matthew Percy, on behalf of Dale E. Percy, Inc. (Parcel 16099-09, 0 Elizabeths Lane, Morristown)**

The board continued their deliberations with application #2025-11.

OTHER BUSINESS

ADJOURN

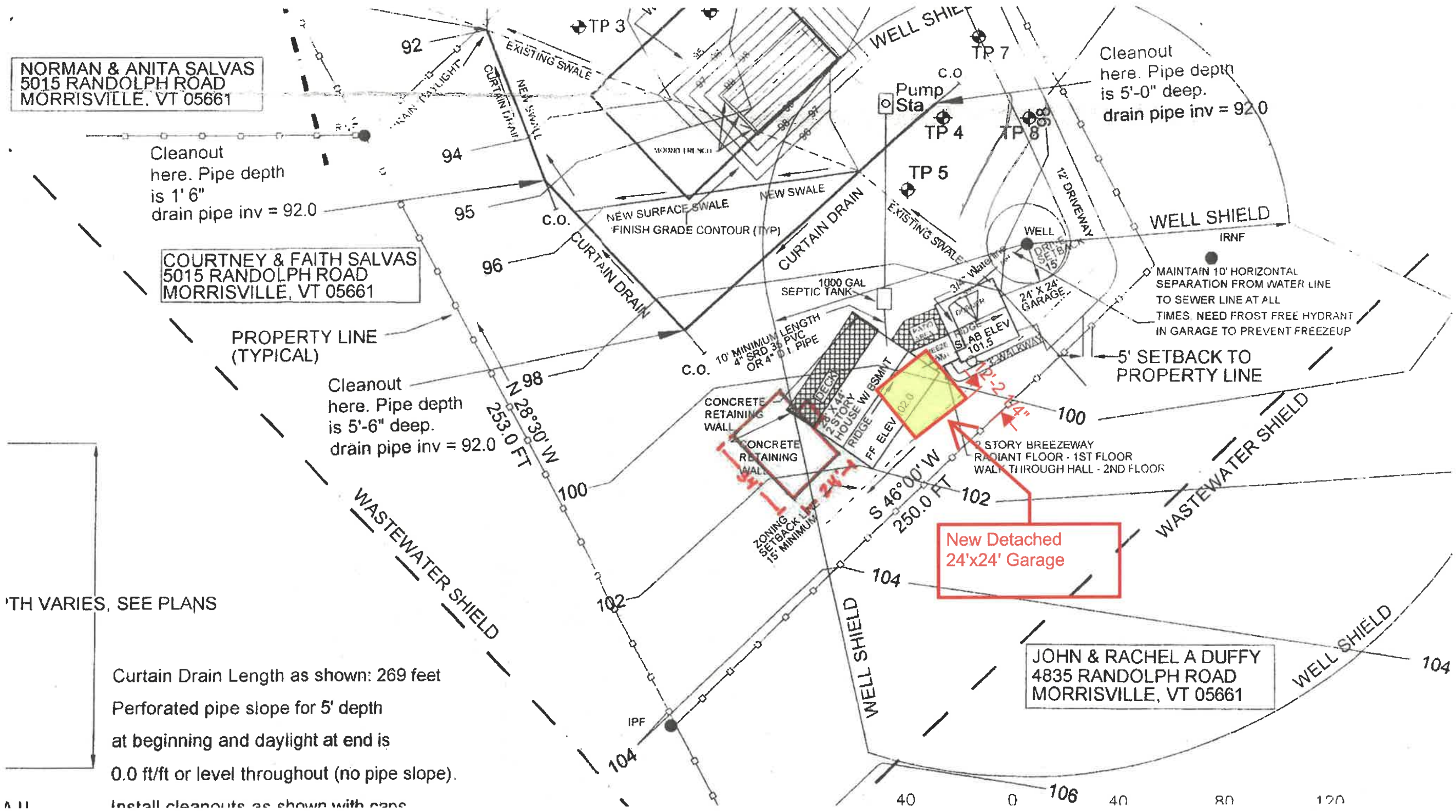
Motion made by Susanna Burnham to adjourn. Motion seconded by Paul Trudell. Motion Carried (6/0)

Meeting Adjourned 7:27 PM.

Submitted and filed this June 3,2025

Tyler Machia, Zoning and Planning Administrator

Please note all minutes are in Draft form and are subject to approval at the next Development Review Board meeting.



WIDTH VARIES, SEE PLANS

Curtain Drain Length as shown: 269 feet
Perforated pipe slope for 5' depth at beginning and daylight at end is 0.0 ft/ft or level throughout (no pipe slope).
Install cleanouts as shown with caps

ARTICLE V. SPECIAL REGULATIONS AND PROVISIONS

Section 500. Site Plan Approval.

- 501 A Permitted Use within any zone can be approved by the Zoning Administrator without a public hearing if the site plan requirements in §502 through §506 are satisfied by the Applicant. At the discretion of the Zoning Administrator, or request of the applicant, any permit application can be referred to the DRB for further permitting. If the application is classified as a Permitted Use, the DRB may approve the application without a warned public hearing.
502. **Site Plan Requirements.** In applying for approval of a Permitted Use by the Zoning Administrator, or a hearing before the DRB for Site Plan Approval, Conditional Use, Variance, or Waiver, the applicant shall submit a printed copy of the site plan, as well as an electronic copy of said site plan in PDF format. All site plan submittals shall include the following information:
- a. The name, address and daytime telephone number of the person or firm preparing the map and supplying the data and information;
 - b. The name and address of the owner of record and of the applicant if different;
 - c. The date of map preparation and a bar scale showing miles or feet;
 - d. A north arrow with the most recent magnetic declination if available
 - e. Existing and proposed features including streets, utility easements, rights of ways, structures, and all waterbodies.
- And for all new commercial development, and Dwelling Unit Multi-Family uses, site plan submittals shall also include the following details:
- f. A boundary survey;
 - g. The location of propane tanks, which shall be placed underground (only the Bulk Storage of Fuel uses allows above-ground tanks).
 - h. The location of trash, recycling, and compost containers/dumpsters shall be screened from views of streets and surrounding properties, and maintained in a sanitary manner. The use of dumpsters shall only be allowed in the CB, COM, IND, & HOS Zones. Dumpsters are prohibited in all residential zones, with the exception of short-term use for construction activity.
 - i. The location of USPS approved 4C centralized or cluster mailboxes, which are required when 5 or more residential units are proposed on the same parcel. All cluster mailbox installations require at least 1 parcel locker per every 5 dwelling units. All cluster mailbox and parcel locker installations shall be located on the secondary development road, or no closer to the primary road than the front façade of the proposed building(s).
503. **Additional Conditions.** Appropriate conditions of approval may be attached to any permit with respect to the following:
- 503.1 Adequacy of traffic access and circulation
 - 503.2 Provision for vehicular and/or pedestrian access to connect site to adjacent properties
 - 503.3 Provision of parking
 - 503.4 To protect the utilization of renewable energy resources
505. **Landscaping Plan Standards.** Landscaping shall be a requirement of §500 Site Plan Approvals for all non-residential uses and Dwelling Unit Multi-Family uses.
- a. Landscaping proposed on a site plan shall include a combination of shade trees and shrubs (both deciduous and/or coniferous), and may also include grasses and ground covers.



June 25, DRB Meeting Staff Notes

APPLICATION: 2025-041

APPLICANT: Christopher Wilcox & Cinthia Audet

REQUESTED ACTION: Dimensional Waiver Request

LOCATION: 4925 Randolph Road

EXISTING ZONING: Rural Residential Agricultural

PROJECT DESCRIPTION: The Applicants, Chistopher Wilcox and Cinthia Audet, are requesting a 25%-dimensional standard waiver of the minimum setback distance as noted in Section 204.4 of the Morristown Zoning and Subdivision Bylaws (The Bylaws) to facilitate the construction of a garage.

PARCEL HISTORY:

1. Access permit 2016-07A, Approved 6/13/2016
2. Zoning permit 2016-050, Approved 6/13/2016

LIST OF APPLICANT SUBMISSIONS:

- A. Application
- B. Site Plan

PROCEDURAL INFORMATION:

1. Application submitted on 5/9/25
2. Agenda placed in News and Citizen 5/15/2025
3. Notice placed on the town website and at three locations in town on 5/22/2025
4. Abutters notified on 5/22/2025
5. Notice sent to Applicant 5/22/2025

STAFF COMMENTS (In Bold):

1. The Applicants, Chistopher Wilcox and Cinthia Audet, are requesting a 25%-dimensional standard waiver of the minimum setback distance as noted in Section 204.4 of the Morristown Zoning and Subdivision Bylaws (The Bylaws) to facilitate the construction of a garage.
2. Section 204.4 of The Bylaws notes that the DRB may reduce any dimension or numerical requirement provided 2 of the following conditions are met:
 - a. Maintains compact development patterns in the village and the rural feel of the Town.
 - b. Minimizes impacts to the environment and natural surroundings.
 - c. Does not disrupt the neighborhood's existing settlement pattern.
 - d. Does not detract from the value of adjacent properties on the Town's Grand-List.
 - e. Protects or enhances historic resources.
 - f. The installation of a permanent public art installation
 - g. The creation of new affordable housing per 24 VSA §4303 (1-2) that is permanently deed restricted.



3. The property is located in the Rural Residential Agricultural (RRA) district and is subject to the dimensional requirements noted in Section 204.5b of The Bylaws.
4. The minimum setbacks for the RRA are as follows:
 - a. Front-45ft
 - b. Side-15ft
 - c. Rear-15ft
5. If the 25%-dimensional waiver from the minimum standard was granted the setbacks would be reduced to the following.
 - a. Front- 34', 3''
 - b. Side -11',3''
 - c. Rear-11',3''
6. Section 502 of The Bylaws notes that waiver Request are subject to the site plan requirements noted letters a-e of this section.
7. The Applicants have provided a site plan for the project; however, it does not contain the required information noted in Section 502 a-e. **(The applicant has not submitted a site plan with the required information noted in Section 502. These are hard requirements that an applicant is required to meet. Which technically makes the application incomplete as it is presented. That being said given that this is a waiver request and not a site plan or conditional use review, the board could consider approving this application with the condition that the applicant provide a site plan with the above-mentioned information.)**

OUTSTANDING ITEMS:

1. Site plan that meets the requirements noted in Section 502 a-e of The Bylaws.

ITEMS FOR DRB CONSIDERATION:

1. Does the Applicants request satisfy 2 of the criteria noted in Section 204.4 a-g of The Bylaws?
2. Should the application be continued until a site plan with the required information noted in Section 502 a-e is presented?
3. Should the application be approved on the condition that a site plan with the required information noted in Section 502 a-e is presented to the Zoning Administrator prior to any zoning permits being issued for the garage?

RECOMMENDATIONS FOR THE DRB:

1. Continue the application until the Applicant has submitted a site plan with the required information noted in Section 502 a-e.



6/11/25

Tyler Mumley
Mumley Engineering Inc
PO Box 68
Morrisville VT 05661

RE: Continuation of Public Hearing on Application #2025-041

After considering your application the Development Review Board does not feel it has enough information to issue a decision on your application. The Board has decided to reopen the hearing and re-warn your application to allow for the submission of additional evidence. The Town will not seek reimbursement for re-hearing notice costs. To that end, the Board requires that you submit the following supplemental information to the Zoning and Planning Administrator prior to setting a date for the reopened hearing on your application. You must submit the following information:

1. A project narrative confirming that Phase 3 is the final phase per Bylaw Section 510 (l).
2. More information on the role of the HOA in the following: Solar array decommissioning, Fire pond maintenance, Stormwater maintenance.
3. Existing recorded HOA documents which will require DRB review. Amendment to those documents may be required for Phase 3 approval.
4. A plan to protect required open spaces.
5. A plan to protect existing Vermont Association of Snow Travelers (“VAST”) trail connections with the following information: Written confirmation of how the existing snowmobile trail relocation would be completed, map of the proposed relocation, consent of those impacted landowners.
6. A plan for the connecting of proposed trails to existing trails.
7. A plan for the delineation of open space limits (boulders or fencing).
8. Provide a plan to link homes to open space with at least 50% of the home lots connected by walkway, per Section 510, #6 (n). A site plan is required to show compliance with this section.
9. Written confirmation from the Morristown Fire Chief that the project has been designed to ensure fire protection to serve the project as noted in Section 840.8.
10. Copy of the State 1111 permit for Elizabeth Lane to access VT 100 in Stowe.
11. A wetland delineation that is less than 5 years old, delineated by a wetland biologist or certified consultant per the 2023 Vermont Wetland Rules. See Bylaw Section 340.
12. Written confirmation from the Vermont Public Utilities Commission that the solar array structures may be located at zero setback to a road right-of-way boundary, or confirmation from the PUC as to the minimum setback distance if one is required.

Please coordinate the Zoning and Planning Administrator to provide the required documentation. Once the materials have been received and deemed complete, a date for a reopened hearing will be set.

Sincerely

Gary Nolan, DRB Chair

_____ Date