



PLANNING COMMISSION MEETING MINUTES OF JULY 8, 2025

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

Absent: Joshua Goldstein

ADMINISTRATION and STAFF: Tyler Machia, Zoning and Planning Administrator

PARTICIPANTS/GUESTS: Jerry Throne

CALL TO ORDER

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

AGENDA CHANGES/ADDITIONS

The agenda was changed by deleting item #4 and substituting a report on the Zoning Permits.

Motion made by Wally Reeve to modify the agenda by deleting item #4 and adding a Zoning Permit report.

Motion seconded by John Meyer. Motion carried (4/0).

APPROVE PRIOR MEETING MINUTES

1. Approve Minutes of 6-26-25

Discussion regarding the minutes of the 6/26/25 joint meeting of the Selectboard and the Planning Commission ensued. Tyler extracted language from the Selectboard meeting for use in this capacity. There was disagreement regarding the necessity of the Planning Commission to approve the minutes from the Selectboard meeting. It was noted that the only reason the Selectboard meeting was also warned as a Planning Commission meeting was because there was a quorum of Planning Commission members present at the Selectboard meeting. Given the ambiguity as to the necessity to approve the minutes from the Selectboard meeting the board opted to table this to the next meeting.

Motion made by John Meyer to table the minutes from June 26th to the next meeting. Motion seconded by James Morris. Motion carried (4/0).

NEW BUSINESS

1. Review educational materials.

Tyler introduced the packet of informational materials on the Planning process for the committee's review and use as a resource. The first document in the packet was The Municipal Plan: State Planning Manual 2017. Next was the Municipal Planning Grant 2025 on pages 137-147. The following document, named "So you've just become a member of your town's Planning Commission, Zoning Board, or Development Review Board", was found on pages 148-157. Last in the packet was the Essentials of Local Land Use Planning and Regulation. Tyler suggested the members keep these documents to use as questions arose. He added that page 191 has a Flow Chart of Adoption and Amendment of Bylaws (Regulations), which he recommended the Commission members start to review, as well as page 148.

There was a brief conversation about Planning Grants, which Etienne said had not been pursued in the past, yet interest in them remained. Tyler explained there was information about grant availability that he had not been able to research. Jerry Throne requested that if the Planning Commission moves forward with applying for a grant to that they reach out to the Conservation Committee to explore the possibility of applying for grants useful to conservation efforts.

2. Discuss public hearing of 6/26/25.

- 1. Comments about the meeting.**
- 2. Discuss timeline for Selectboard Review.**
- 3. Discuss any concerns with review process.**
- 4. Why other legal reviews.**

The members of the Planning Commission were frustrated that the Selectboard sent the Zoning Bylaws back for a review by the legal council for another review of the changes. Etienne wants a policy that clearly defines the path for approving Zoning Bylaw amendments through the Planning Commission, legal department, Trustees, and the Selectboard. Many Commission members were concerned with what they felt was poor communication between the Commission and the Selectboard and asked Tyler to facilitate improving communications between the Commission and the Selectboard. Tyler noted that he would talk to Brent about the Planning Commission's concerns and make sure the process for approving any new future bylaws is mapped out beforehand so the Planning Commission and Selectboard are on the same page.

3. Consider a timeline for revisions of the Zoning Bylaws.

Tyler solicited the members' response to the idea of each member having an assigned task to bring to the committee. Etienne did not approve of members writing legal guidelines, and would rather have staff bring the correct language to the committee for revision and comments. He suggested the committee continue in the same manner as done previously, whereby Tyler does the research and brings the topics to the committee. Tyler noted that he has not had as much time as he would like to devote to planning because of the volume of zoning work he has had to do as summer is a particularly busy time of the year for zoning.

4. Discussion of Lamoille County Planning Commission land use maps and how our zoning districts fit inside them.

Zoning Office Report-Tyler reported that 39 permits were issued and 10 DRB meetings. Tyler explained that he has been focused on his zoning work due to the number of applications he has received. He noted that spring and summer are particularly busy times of the year for zoning work. Tyler noted that as fall approaches he should have more time to direct towards planning work.

OLD BUSINESS

None

CORRESPONDENCE/NOTICES

None

ADJOURN

Motion made by Wally Reeve to adjourn. Motion seconded by James Morris. Motion carried. (4/0)

Meeting adjourned at 6:42 pm

***Submitted and filed this 7/11/25 .
Bonnie McDermott, Scribe***

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