



**DEVELOPMENT REVIEW BOARD MEETING MINUTES
OF SEPTEMBER 24, 2025**

Members: Gary Nolan, Lenny Wing, Susanna Burnham, Paul Trudell (Recused himself at 6:03 PM , Mary Ann Wilson, Donald Blake, Jr.

Absent: Christy Snipp

ADMINISTRATION and STAFF: Tyler Machia, Zoning and Planning Administrator

PARTICIPANTS/GUESTS: Todd Thomas, Louis Ferris Jr.

CALL MEETING TO ORDER

Meeting called to order at 6:00 PM

PROPOSED CHANGES TO THE AGENDA

APPROVE PRIOR MEETING MINUTES

1. Approve Minutes of 8/13/25

**Motion by Donald Blake Jr. to approve the minutes of 8/13/25. Motion seconded by Paul Trudell.
Motion Carried (6-0)**

PUBLIC COMMENTS

HEARING OF APPEALS AND DEVELOPMENT APPLICATIONS

- #2025-89 Conditional use & site plan review application submitted by Vermont Land Use Planning on behalf of LH&A Realty to convert a former retail space located at 48 Congress Street (Parcel ID 23-106) into multifamily housing. The plan calls for 8 new residential units inside of an existing retail space. The property is divided between two zoning districts the Commercial Business (CB) district and the High Density Residential (HDR) district. Section 201.3 notes that the Development Review Board (DRB) may apply the regulations of either district to the whole lot if the lot is divided into different zoning districts. This requires conditional use review by the DRB. The applicants are also seeking site plan approval for their project. This project will be reviewed under the proposed 2025 Morrystown Zoning and Subdivision Bylaws and the 2023 Morrystown Zoning and Subdivision bylaws.**

Paul Trudell disclosed a conflict of interest and recused himself from the board at 6:03 PM. Trudell had prepared the site plan for the applicant and was presenting the site plan to the board.

Todd Thomas provided an overview of the project. The Applicants were seeking to convert an existing retail space located at 48 Congress Street into 8 new residential units. The applicants also requested that the Commercial Business zone (CB) regulations be extended to the entire property due to a split zone issue. The lot was split between the CB zone and the High Density Residential (HDR) district. Section 201.3 of the Morrystown Zoning and Subdivision Bylaws (The Bylaws) notes that the

Development Review Board (DRB) can extend the regulations of one zoning district to the whole lot if a lot is divided into two different zoning districts. Given this, the applicants are requesting that the DRB extend the CB regulations to the whole lot.

The board spent considerable time discussing the landscaping and outdoor space requirements particularly in the parking area. Town staff noted that as a result of the use changing the DRB had the ability to reevaluate the parking area and bring it into compliance with the landscaping requirements noted in Section 505 of The Bylaws. The Applicants noted that the parking area was preexisting with the retail use and therefore they were not required to plant landscaping in the parking area. The board spent time discussing the outdoor space requirements for the application. The Board discussed requiring additional outdoor space for the residents to use. They also discussed ways to make sure this space was relatively private, such as a small fence and gate, in order to preserve this space use by the residents.

Motion by Mary Anne Willson to move the application into deliberative session and adjourn the meeting. Motion seconded by Susanna Burnham. Motion carried (5-0, Paul Trudell was recused from this application and did not vote)

ACTION ITEMS TO BE CONSIDERED

OTHER BUSINESS

ADJOURN

Meeting adjourned at 7:04 PM

Minutes submitted 9/26/25

Minutes Prepared by 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.