



**PLANNING COMMISSION MEETING MINUTES  
OF OCTOBER 28, 2025**

Members: Etienne Hancock, James Morris, Wally Reeve

Absent: Joshua Goldstein, John Meyer,

ADMINISTRATION and STAFF: Tyler Machia Zoning and Planning Administrator

PARTICIPANTS/GUESTS: Jerry Throne

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**CALL TO ORDER**

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

**AGENDA CHANGES/ADDITIONS**

Addition of a letter from VLCT response on the use of ladder trucks.

**APPROVE PRIOR MEETING MINUTES**

**1. Approve Minutes from 10/14/25**

*Motion made by Jamie Morris to approve the minutes of 10/14/25. Motion seconded by Wally Reeve . Motion carried (3/0) with amendments.*

**NEW BUSINESS**

**1. Update on the Downtown Designation application and the town's Municipal Planning Grant application with Johnson.**

Tyler updated the Commission on the Downtown Designation, which was granted last Friday. Due to the time constraints on the application deadline, the Selectboard had to move on with the process and was unable to incorporate the Planning Commission's suggestions into the submission. Tyler assured the Commission members that there would be an opportunity to influence the capital plan annually.

The town submitted a Municipal Planning Grant joint application with Johnson, which aims to support downtown development and infrastructure improvements. Adele, the new economic development coordinator, played a key role in managing both applications. The Planning Commission Chair's signature was required for the grant application. The grant application collaboration with Johnson was for a \$45,000 project to create a timeline inventory and capital plan. Tyler explained that the project aims to identify infrastructure needs and potential improvements, with Lamoille Regional Planning overseeing the process. The \$45,000 grant will be split between the two towns. Due to the two town's collaboration they scored well on the grant application with a 120-point score, exceeding the required 60 points.

**OLD BUSINESS**

**1. Review the latest draft of the proposed 2025 bylaws.**

The discussion began with the lawyer's review of the latest version of the bylaws that Tyler sent him

from the last meeting of the Planning Commission, where the members instructed Tyler to copy language from the statutes and insert it into the bylaws. Tyler explained that the lawyer suggested removing certain non-regulatory sections (420.1, 420.2, and 420.3) as they were redundant, as the statute already takes precedence. For Section 420.5, he recommended either keeping it as is or incorporating its content into a separate use table, rather than having a standalone section.

The group discussed language in the zoning bylaw regarding minimum lot sizes and development of small lots, particularly in the central business district. They debated whether to prohibit the development of very small lots or allow it, with concerns raised about potential issues such as overdevelopment and parking requirements. The group agreed to review the proposed language and make a decision on how to proceed. They decided to prohibit small lots outside village districts not connected to municipal water and sewer.

Lastly, they considered the width requirement for road access, with Tyler suggesting a 20-foot width for minor subdivisions. He noted that road widths are determined based on the number of homes served, with 20-foot widths allowed for developments serving fewer than three homes, while 40-50-foot widths are required for larger developments. They also explored how minor subdivisions could impact road requirements.

## **2. Continued Discussion on Multiple Use on A Lot Memo.**

The meeting discussed changes to Act 250 regulations, including a new road rule that will subject developments with impervious surfaces over 800 square feet to Act 250 review. The discussion also covered updates to building height restrictions for affordable housing developments, noting that state statute allows for an additional floor if the project meets fire code requirements, regardless of ladder truck access. Tyler clarified that developers could legally add an extra floor to existing buildings, provided they meet fire code requirements for sprinklers. They also discussed the potential benefits of becoming a Tier 1B area, which would exempt them from Act 250 requirements while still meeting its criteria. The group reviewed changes to zoning regulations, including updates to Section 4-2011 and the removal of Section 420.

The meeting focused on discussing zoning regulations, particularly option D for multiple principal uses on a lot. This would replace 510 with option D. Tyler explained that this option would limit such uses to non-residential zones and require site plan review by the DRB, which would ensure transparency and address concerns such as traffic and landscaping. The group agreed to finalize these changes of the bylaws by the next meeting on November 11th.

## **FUTURE PLANNING AGENDA TOPICS**

After the public meeting held during the first week of December, the finalized bylaws can go to the Selectboard meeting.

## **CORRESPONDENCE/NOTICES**

None

## **ADJOURN**

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

Meeting adjourned at 7:00 pm.

Submitted and filed this 10/29/25.

Bonnie McDermott, Scribe

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