



**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, February 11, 2026**

[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. PROPOSED CHANGES TO THE AGENDA

III. APPROVE PRIOR MEETING MINUTES

1. Approve minutes from 1/28/26.

IV. PUBLIC COMMENTS

V. HEARING OF APPEALS AND DEVELOPMENT APPLICATIONS

VI. ACTION ITEMS TO BE CONSIDERED

1. Review and approve the new DRB Rules of procedure.
2. Discussion on preparing feedback to the Planning Commission on the 2023 zoning bylaws.

VII. OTHER BUSINESS

VIII. ADJOURN



**DEVELOPMENT REVIEW BOARD MEETING MINUTES
OF JANUARY 28, 2026**

Members: Gary Nolan, Susanna Burnham, Paul Trudell, Mary Ann Wilson, Donald Blake, Jr.

Absent: Christy Snipp, Lenny Wing

ADMINISTRATION and STAFF: Tyler Machia, Zoning and Planning Administrator

PARTICIPANTS/GUESTS:

CALL MEETING TO ORDER

Meeting called to order at 6:04 PM.

PROPOSED CHANGES TO THE AGENDA

APPROVE PRIOR MEETING MINUTES

1. Approve minutes from 1-14-26

Motion by Donald Blake Junior to approve the minutes from 1/14/26. Motion seconded by Susanna Burnham. Motion carried (5/0)

PUBLIC COMMENTS

HEARING OF APPEALS AND DEVELOPMENT APPLICATIONS

ACTION ITEMS TO BE CONSIDERED

1. Continued review of the Development Review Boards draft rules and procedures with a possible vote to approve them.

The Development Review Board discussed and refined their rules and procedures document, focusing on clarifying terms, site visit protocols, and the process for handling partial applications. They agreed to add information about board member terms and the process for renewing appointments. The board also addressed how to handle interested parties and site visits, deciding to remove language about individual board members making site visits. They plan to have one more review meeting to finalize the document before adopting it.

OTHER BUSINESS

ADJOURN

Motion by Susanna Burnham to adjourn the meeting. Motion seconded by Paul Trudell. Motion carried (5/0)

Meeting Adjured 7:33PM

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

TOWN OF MORRISTOWN
DEVELOPMENT REVIEW BOARD
RULES OF PROCEDURE

I. ESTABLISHMENT OF RULES OF PROCEDURE

- A. Authority: The Development Review Board (Board or DRB) of the Town of Morristown shall be governed and have the powers accorded by the provisions of all applicable state statutes, specifically including, the Morristown Zoning and Subdivision Regulations and these Rules of Procedure as initially adopted by the Board on August 5, 2003.
- B. Adoption of These Rules: The Development Review Board Rules of Procedure shall be those adopted by the Board in accordance with 24 VSA § 4461. Upon adoption of the rules, the Zoning Administrator shall file a copy of these rules and all amendments with the Town Clerk as a public record and post a copy in one or more public places.
- C. Amendments: These rules may be amended at any regular meeting by an affirmative vote of a majority of the Board provided that such amendment has been presented in writing to each member of the Board at least 48 hours preceding the meeting at which the vote is taken.
- D. The Board shall follow Roberts Rules of Procedures (as amended) for small boards when not in conflict with these rules or state statutes.

II. MEMBERS, OFFICERS AND DUTIES

- A. Members: The Board shall consist of seven (7) members and two (2) alternate members. Members shall inform the staff and/or Chair of any anticipated absences.
- B. Terms: Members will serve four (4) year terms. Two (2) members terms will expire every two (2) years and will be up for appointment. Two (2) four (4) year appointments will happen on an annual basis as each member's four (4) year term expires. If a member's steps down before the expiration of their term and a new member is appointed that appointed member shall serve out the rest of that four (4) year term.
- C. Alternate Members: Alternate members will serve when there is a vacancy, absence, or conflict of interest of a regular member. Alternate members shall continue with an application for the duration of its review. The Zoning Administrator will notify the alternate members when their services are required. The first alternate member who responds that they are available will serve as the alternate for the regular member who is not available. Regular members will rejoin the Board after the Alternate member steps down following final action on that application.
- D. Election of Officers: The Board shall elect a Chair and a Vice Chair from among its regular (not alternate) members the first meeting after town meeting day. The terms of the Chair and Vice Chair are for one (1) year and an officer may serve more than one term. Should both the Chair and the Vice Chair be absent from a meeting, an Acting Vice Chair shall be elected by majority vote from those members attending and will serve just for that meeting.
- E. Duties of the Chair: The Chair shall preside over all meetings and hearings of the Board, maintain order, and decide all questions of order and procedure subject to these rules. The Chair may administer oaths and compel attendance of witnesses and the production of material germane to any issue appealed. The Chair may designate an Alternate member to serve in case of the absence or disqualification of a regular member. The presiding officer shall cause the proceedings to be recorded.
- F. Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's

absence or when the Chair is not presiding.

- G. Acting Vice Chair: In the absence or disqualification of both the Chair and Vice Chair, the Acting Vice Chair shall perform the duties of the Chair.
- H. Secretary: A Secretary, who may or may not be a member of the Board, or the Planning staff, shall be appointed by a majority of the Board. The Secretary shall perform the following duties:
1. Keep the minutes of all Board actions and proceedings, showing the vote of each member upon every question, or if absent, disqualified, or failing to vote, shall so indicate; and shall include in the minutes the names and addresses of all witnesses, and a summary of the facts on which the decision is based and the decision rendered.
 2. Preserve and keep the records of the Board's examinations and other official actions by causing those to be given into the custody of the Zoning Administrator;
 3. Cause to be filed all minutes and records of examination and other official actions with the Town Clerk as a public record. (The Secretary may use the Zoning Administrator to transmit those minutes and records of examination and official actions to the Town Clerk.)
- I. Zoning Administrator: The Zoning Administrator, or his/her designee, who shall not be a member of the Board, shall be the Zoning Administrator for the Development Review Board. In that role, the Zoning Administrator shall be responsible for the orderly and efficient administrative processes concerning all aspects of the Board's function and shall have the following duties:
1. Conduct official correspondence subject to these rules and at the direction of the Board.
 2. Issue the proper forms and compile all information, maps, and records for the Board's review.
 3. Send and/or post all notices required by law and by these rules of procedure.
 4. Inform persons who are to come before the Board of these rules of procedure and the bylaws which pertain to that person's appearance before the Board.
 5. Receive all minutes and records of examination and other official actions from the Secretary of the Board and see they are properly filed with the Town Clerk.
 6. Maintain copies of the minutes and records of examination and other official actions of the Board separate and apart from those filed with the Town Clerk.
 7. Provide an orientation to new Board members.
- J. Vacancies: The Zoning Administrator or his/her designee shall give immediate notice of any vacancy on the Board to the Selectboard. If the office of Chair or Vice Chair becomes vacant, the Board shall fill that office by election from amongst its regular members for the unexpired term at the next regular meeting of the Board.
- K. Interested Persons: are those owning or occupying property in the immediate neighborhood of a property that is the subject of any decision or act taken under this chapter, who can demonstrate a physical or environmental impact on the person's interest under the criteria reviewed, and as further defined per 24 VSA 4465 and submit oral or written testimony at the public hearing.

III. GENERAL RULES

- A. Submissions and Completeness Review: All applications, fees, site plans and other items for review are required one month prior to the DRB hearing date. Plans shall be

deemed substantially complete by the Zoning Administrator before the application will be scheduled. The Zoning Administrator shall issue a memo noting that the application has been deemed complete prior to scheduling a public hearing on an application. A technical review meeting with the appropriate town staff shall be required in advance of the submittal cut off for all projects deemed to have an impact on town services. This shall include, but is not limited to, construction of new private or public roads, new connections to town utilities, or construction of utilities proposed to be accepted by the Town. Submittals shall include the items required by the applicable bylaws, unless waived by the Zoning Administrator, upon a determination that such information may not be necessary to determine if the project will comply with the Zoning and/or Subdivision Regulations.. In the event an application is not deemed complete the Zoning Administrator shall issue a memo noting the outstanding items. Applicants can still request a hearing by following the steps noted below.

1. Partial Applications: A partially completed application may be submitted to the DRB for review when requested by the applicant in order to complete additional plan development after an initial DRB hearing. The applicant must, in writing, identify what sections of the appropriate regulations are not being requested to be initially reviewed. After the initial review, the DRB will automatically continue the hearing to a date certain in order for the applicant to complete the additional materials for review.
2. The Board will not issue a final decision until all the required information has been submitted.
3. Partial submittals are only permitted for preparation of more detailed engineering plans such as stormwater management or final grading plans and other situations where the Zoning Administrator determines that the applicant would benefit from attending a hearing before completing the final plans or upon request of the Applicant.

- B. Records: A file of all documents, physical evidence, public proceedings, and decisions showing the vote, absence, or failure to vote of each member upon each question shall be kept by the Zoning Administrator as part of the records of the Development Review Board. All records of the Board shall be public records except for legal opinions from the Town Attorney and draft decisions used in deliberation.
- C. Fees: The Selectboard shall determine such fees as may be necessary for the filing of notices and the processing of hearings and action thereon.

IV. MEETINGS

- A. Regular Meetings: Regular meetings of the Development Review Board shall be held on the 2nd and 4th Wednesday in each calendar month as deemed necessary.
- B. Site Visits: The Board may convene at the site at the request of an interested party or if the Board feels a site visit will aid in their understanding of a proposed project. Site visits are intended to familiarize Board members with the site on which a project or activity has been proposed. Members may visits the site individually. If a quorum of the Board is expected to be present, the site walk would be an open meeting and its date and time must be announced and/or posted in accordance with state law.
- C. Special Meetings: Special meetings of the Board may be called by the Chair or by a majority of the members of the Board provided that at least 24 hours written notice of the time, place, and business of such meeting shall be given each member of the Board. Action items requiring public hearing notice shall conform to the notice requirements in 24 V.S.A. §4447 and will not be scheduled for a special meeting.
- D. Order of Business: The order of business at all regular meetings of the Board will generally be as follows, however, changes in the order of the agenda may occur. The agenda order of the

applications shall be established by the Zoning Administrator in conjunction with the Chair. The order of business shall generally be as follows:

1. Call to order
2. Proposed changes to the agenda
3. Approve prior meeting minutes
4. Public comments
5. Hearing of appeals and development applications
6. Action items to be considered
7. Other business
8. Adjourn

- E. Recess of Meeting or Hearing: The Board may recess a meeting or hearing if all the applications or appeals cannot be disposed of on the day set. No further public notice shall be necessary provided that the date, time, and place of the recessed meeting or hearing shall be announced before adjournment.
- F. Request for Recess: An applicant may request, in writing, a recess. Such a request will be reviewed by the Board and may be granted at the Board's discretion. The Board may grant a recess for the following reasons:
1. Change in schedules that do not allow the applicant or his representative(s) to attend the hearing.
 2. Request to make additional changes to the project plans after being heard at a hearing.
 3. Request to be heard when more than four Board members will be present.
 4. Any other reasons the Board finds reasonable.
- G. Failure to appear (except appeals of the Zoning Administrator's Notice of Violations): If an applicant or their representative fails to appear for a scheduled hearing, such hearing will be rescheduled for the next available meeting. If the applicant or their representative fails to appear for the rescheduled hearing, the application will be rejected .
- H. Failure to appear (Appeals of the Zoning Administrator's Notice of Violations): A failure of the applicant or their representative to appear for an appeal of a Notice of Violation hearing will result in the appeal being considered with the available information and without testimony of the applicant.
- I. Deliberations: All meetings of the Board and its committees shall be open to the public; however, the Board reserves the right to enter into deliberate sessions. No minutes shall be taken during deliberations, nor shall such deliberations be recorded as part of the record. All decisions made during closed deliberations shall be put in writing and signed as prescribed in Section VIII below.
- J. Submissions: If an applicant has written submissions for the Board's consideration, there should be 9 copies included with the original application. Written submissions made at a hearing will likely result in the Board's recessing the hearing to a future date in order to read and consider the information presented.
- V. CONFLICT OF INTEREST All members of the Development Review Board shall abide by the Town of Morristown Ethics & Fraud Policy for Public Officials (as amended) as well as the State Code of Municipal Ethics found in Sec 22 of 24 V.S.A Chapter 60. In the event the Morristown Code of Ethics or State Code of Ethics are in conflict the stricter of the two shall control. In addition, all members of the Board shall comply with the provisions of 12 V.S.A § 61(a) and 24 V.S.A. § 1203 when they conduct hearings. No disqualified member shall preside at the hearing or be counted by the Board in establishing the required quorum. If the Chair is disqualified, the Vice Chair shall preside. In the event the

Vice-Chair is unable to preside, the Board shall elect an Acting Vice-Chair for the proceedings.

VI. CONDUCT OF HEARING OR REVIEW OF ALL APPLICATIONS

A. Order of Hearing or review of applications: The order of proceedings shall be as follows, unless the DRB, in its discretion, determines otherwise:

1. Introduction of board members who are present at the hearing.
2. Statement of the case and reading by the Chair or designated staff of the public notice for the hearing and of correspondence and reports concerning the appeal, application, or petition.
3. Presentation of his/her case by the applicant along with the witness in favor of the appeal if applicable.
4. Examination of applicant's witnesses by the Board.
5. Cross examination of applicant's witnesses by interested parties.
6. Presentation of a case by any interested party or parties.
7. Cross examination of opposition witnesses by the applicant.
8. Rebuttals.
9. Recess or adjournment of hearing or discussion of application.
10. Deliberation -Review criteria applicable to application.
11. Development of Findings of Fact, Conclusions, and Conditions (See VIII).

B. Representation: Any interested party may appear in person or be represented by an agent or attorney.

C. Record of Proceedings: Proceedings at public hearings shall be recorded electronically A transcript of the proceedings shall be made available at the request of any party upon payment of the reasonable costs thereof.

D. Presentation of Evidence: All evidence upon which the applicant or other party wishes to rely shall be presented at the hearing and made part of the hearing record.

E. Oaths: All oral testimony by witnesses shall be given under oath or affirmation administered by the Chair or, in the Chair's absence, the Vice Chair or the Acting Vice Chair if one is serving for this proceeding

1. Any of the above mentioned parties can designate this duty to any of the other board members with their consent.

F. Examination: The Development Review Board members may examine witnesses. The Chair, or Vice Chair/Acting Vice Chair if presiding, shall rule on the relevance and may limit the scope of examination to ensure relevancy and expedite the business of the Board.

G. Rules of evidence: Irrelevant, immaterial, or unduly repetitious evidence shall be excluded.

H. Documentary Evidence: Documentary evidence may be received in the form of copies or excerpts if the original is not readily available. Upon request, parties may be given an opportunity to compare the copy with the original.

I. Rehearing: An application for rehearing may be made in writing and submitted to the Zoning Administrator prior to the expiration of the 30 day appeal period for the decision in question. This application may be made by either the original applicant or an interested person provided that this person meets the definition of interested person. The Board may reject an application for rehearing without a hearing and render a decision thereon, which shall include findings of fact, within 10 days of the date of filing of the application if (a) the Board concludes the issues raised by the applicant in his or her application have been decided in an earlier appeal, and (b) there has been no substantial change in the evidence, facts, or circumstances of the case. The

decision shall be rendered, or notice given, as in decisions under Section VIII of these Rules of Procedure. The party requesting the rehearing is responsible for paying the appropriate application fees.

- J. Ex-parte Communications: While an application is pending, conversations between Board members and any person other than their legal counsel or staff regarding the substance of a particular hearing or application outside of the regular meeting are considered ex-parte contact and are inappropriate.
1. A presiding officer shall not communicate, directly or indirectly, with any party, party's representative, party's counsel, or any person interested in the outcome of the proceeding, on any issue in the proceeding, while the proceeding is pending, without notice and opportunity for all parties to participate.
 2. No other members of the board sitting in a contested hearing shall communicate on any issue in the proceeding, directly or indirectly, with any party, party's representative, party's counsel, or any person interested in the outcome of the proceeding, while the proceeding is pending.
 3. A presiding officer who receives an ex parte communication on any issue relating to the proceeding and a member who receives any ex parte communication shall place on the record all written communications received, all written responses to those communications, and a memorandum stating the substance of all oral communications received, all responses made, and the identity of each person making the ex parte communication.
 4. No member shall have ex-parte communications with the Zoning Administrator when there is an appeal of a notice of violation.

VII. VOTING

- A. Quorum: For the conduct of a meeting or hearing and the taking of any action a quorum shall be present. A quorum for the Development Review Board shall consist of four (4) members. If a quorum of the Board is present at a meeting, that quorum may transact all matters that may or are required to come before it.
- B. Motions: Upon conclusion of the evidentiary portion of the hearing, the DRB may, by motion, direct the Zoning Administrator to prepare draft Findings of Fact for the Board's consideration. All motions require a second. The making or seconding of a motion does not, in all instances, imply support for the motion. A failure to obtain four affirmative votes shall be considered a denial. An abstention shall not be treated as either a positive or negative vote.
- C. Qualification to vote: A board member shall not participate in the decision unless they have heard all of the testimony and reviewed all other evidence submitted for the Board's consideration. Members who have not attended every session of the hearing may participate in the decision if they have listened to the recording of the testimony they have missed (or read the transcripts of this testimony) and reviewed all exhibits and other evidence prior to deliberation.

VIII. DECISIONS MADE BY THE DEVELOPMENT REVIEW BOARD

- A. Majority Vote: The decision on any application or appeal to the Development Review Board shall be made after a motion, a second and the affirmative vote of the majority of the Board.
- B. Written Findings of Fact and Conclusions: The decision shall set forth the findings of fact and conclusions reached by the Board on that matter. This decision shall be reviewed and adopted by the Board and signed by the member of the Board who presided as Chair or Vice Chair at the hearing if it accurately reflects the findings of fact and conclusions, and any applicable

conditions as determined by the Board.

1. A final decision of the Board shall be in writing and shall separately state the findings of fact and conclusions.
 2. The findings shall explicitly and concisely restate the underlying facts that support the decision. They shall be based exclusively on evidence contained in the record of the hearing.
 3. Conclusions shall be based on the findings of fact.
 4. The final decision in any case involving local Act 250 review of municipal impacts shall include notice that it constitutes a rebuttable presumption under the provisions of 10 V.S.A. § 151 and notice that presumption may be overcome in proceedings under 10 V.S.A. § 151.
 5. The Zoning Administrator shall cause copies of the decision to be delivered to each party.
 6. Transcriptions of the proceedings shall be made upon the request and upon the payment of the reasonable costs of transcription by any party.
- C. Conditions to Approvals: The Board may attach additional reasonable conditions, safeguards, and time limitations necessary and appropriate under the circumstances to implement the purposes of the Vermont Municipal and Regional Planning and Development Act and the municipality's plan and bylaws. An application for the amendment or removal of a condition from a previously granted approval shall require a new warned public hearing and will be subject to review by the Board under the bylaws then in effect and other applicable standards.
- D. Stay of Enforcement: If a notice of appeal includes a request for a stay of enforcement, the board may, after a public hearing, grant or deny the stay.

IX. REFERRALS AND EVALUATION REQUESTS

- A. Referral to State Agencies: Approval by the Development Review Board of any application subject to state agency review shall not absolve the applicant of obtaining state approval prior to starting the project.
- B. State Agency Report to the Board: The State Agency Report to the Board may be introduced into the hearing record as evidence.
- C. Request for Other Official Evaluation: As relevant and necessary for the conduct of the hearing, the Board may request from an appropriate municipal department or official an evaluation of the impact a proposed development application will have on traffic, the environment, or community services and finances. This information or report may be presented as testimony at the public hearing and shall become part of the public record.

This amended policy supersedes and replaces all previous versions of this policy or procedure and any other policies or provisions inconsistent with its terms.

Approved on February ___ 20___ by the Morristown Development Review Board.

Gary Nolan (Chair)

Donal Blake (Vice Chair)

Susanna Burnham

Marry Ann Wilson
State of Vermont



Chartered in 1781

Lenny Wing

Christy Snipp

Paul Trudell

MORRISTOWN