

PLANNING COMMISSION MEETING MINUTES
August 4, 2025

In Person: Annie Budrewicz, Jeanne Gervais, Bill Hawkins, Mark Vaillencourt, James Ozone, David Sykes
Virtual: Mike Strait, Joel Cope

Call Meeting to Order: Anne Budrewicz called the meeting to order at 5:30pm.

Updates to the Agenda: None

Public Comment: David Sykes told the Planning Commission that he put a mother-in-law apartment on this property on 10 Mile Square Road, saying that according to the zoning bylaws at the time, he was restricted in terms of square footage. He wants to know what he has to do to expand that space (with plans for his daughter to live there). Joel noted that Act 181 allows for up to five dwellings on one acre of property. It is Joel's understanding that the zoning bylaws will have to change to reflect this allowance. After consulting with Allison (NVDA), the Commission determined there is no violation of bylaws if Dave obtains a permit to expand his accessory dwelling unit and his daughter or others stay there temporarily. Under the current bylaws, they may not reside in the ADU permanently unless David subdivides his property. To expand the ADU, he needs to apply for a permit.

Town Plan: Allison (NVDA) was present. She presented the Commission with the Town Survey (printed forms and post cards with QR that leads to Google Form), as had been discussed in previous meetings. The Commission discussed the survey. Allison recommends allowing until the end of September 2025 for responses, which should be compiled by October 15. The second Town Meeting on economic development would be held at the end of October. Annie will be the contact person if people have questions about the survey. Commission members will distribute print forms to area businesses, and there will be drop boxes located in Town Hall and the library for returned forms.

Allison will finalize the forms/post cards. She also recommends putting posters around town. Mike and Allison will get pricing for printing flyers and postcards (to be done by Friday, August 8, 2025). While the survey is live, Allison recommends that the Planning Commission make it "officially" live by the end of the week. Allison will do the flyers, which has the same messaging as the post cards.

Mark Vaillencourt moved to approve the survey, pending adjustments to be made by Allison (i.e. instructions for returning and contact person). Seconded by Bill Hawkins. All in favor; motion carried.

Mark Vaillencourt moved to officially start the survey on Friday, August 8, 2025 to be returned by September 30, 2025. Seconded by Jeanne Gervais. All in favor; motion carried.

Allison also met with Kyle Forrest, who recently purchased 47 Main Street to discuss the Vermont Housing Improvement Program. The structures, particularly the historic front section, have roof and foundation damage., which provides \$30,000 - \$50,000 in exchange for creating units that would be rented at fair market rate (base rate for a 2 bedroom apartment in Island Pond is approximately \$1200). There may also be tax credits available (Allison will look into this).

Allusion is looking for housing opportunities, adaptive reuse, and historic preservation, and 47 Main Street would be a good “case study” to generate interest and buy-in in the community. The Commission should also be looking for these opportunities for redevelopment/reuse.

Zoning Administrator Report: Nick Kittredge updated Annie; he’s issued one new permit (for a shed) and sent an email to Annie and Joel about the property on Cedarwood Drive that wants to install ground-mounted solar panels. If the wattage exceeds a certain amount, it comes under the purview of the Public Service Board. If not, it requires a permit.

Other Business: The Commission received a letter from Norwich Solar regarding the Basil Hill Road solar installation. This project will not advance.

Approve Minutes of Previous Meeting: Jeanne Gervais moved to approve the minutes of the previous meeting. Seconded by Bill Hawkins. All in favor; motion carried.

Adjourn: Bill Hawkins made a motion to adjourn at 6:45pm. Seconded by Jeanne Gervais. All in favor; meeting adjourned.