

Planning Commission Meeting Minutes

December 15, 2025

Present: Jeanne Gervais, Bill Hawkins, Mark Vaillancourt,

Attending Virtually: Mike Strait, Joel Cope, Annie Budrewicz, James Ozone

Annie Budrewicz called the meeting to order at 5:30pm.

Updates to the Agenda: Zoning Bylaws (Revisions)

Public Comment: None

Town Plan - Alison from NVDA: Alison spoke to the Planning Commission about the timeline for updating the Town Plan (which expires in October, 2026). She recommends the PC update utility and facility section with recommendations and funding mechanisms, update economic development section with input from Community Meeting #1, and add recommended housing typologies and recommendations for zoning reform. She also recommends holding the second Community Meeting in the summer, though Mark Vaillancourt noted that summer is a busy time with scheduled vacations. The Plan should be completed in August to allow time for the hearing and adoption processes.

Zoning Administrator Update: Nick Kitteredge communicated to Annie Budrewicz that he is working on one permit, which is being mailed. Joel Cope also discussed with Nick the property on Derby Street, which is in violation of section 306 of the Zoning Bylaws (burned, abandoned, and dilapidated structures). No action.

Other Business: Joel Cope reviewed proposed changes to the Zoning Bylaws with the Planning Commission. Many revisions reflect changes in Vermont law, specifically regarding multi-unit dwellings. Other changes include more specific language around accessory units and affordable housing opportunities. Joel indicated that the revisions should be reviewed by counsel. He asked that the bylaws regarding AirBNB/VRBO be added to the next meeting's agenda.

In other business, Mark Vaillencourt said that he had received a Certificate of Insurance, which he had asked about at the previous meeting. This expires at the end of December. Joel or Mike will call the insurance company to issue updated certificates.

Adjourn: Jeanne Gervais moved to adjourn at 7:05pm. Seconded by Bill Hawkins. All in favor; motion carried.