

# Planning Commission Meeting Minutes

## February 2, 2026

Present: Annie Budrewicz, Jeanne Gervais, Mark Vaillancourt, James Ozone

Attending Virtually: Mike Strait, Joel Cope

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

Updates to the Agenda: None

Public Comment: None

Town Plan - Alison from NVDA: Alison was unable to attend but spoke with Mike Strait about the Town Plan. He mentioned that the Town may want to consider encouraging the development of senior housing to meet housing targets. The Planning Commission discussed possible parcels/lots that could be developed while acknowledging the challenge of attracting developers to the area, as well as ensuring the Town has adequate infrastructure (e.g. roads, water/sewer) to accommodate growth.

Zoning Administrator Update: A resident on Cedarwood Drive called to complain about a truck with a mobile billboard parked at the end of the road. This issue has been referred to ZA Nick Kittredge.

Certificates of Occupancy: Joel discussed Certificates of Occupancy as relates to the Town Zoning Bylaws. He advises that the bylaws be revised to require projects be "substantially completed" within two years of applying for the initial permit. The Planning Commission must define "substantially completed." The ZA will also have to implement a process to track this and ensure all permits are in place (e.g. drive access, state highway access, etc.). The Commission also discussed Vermont statutes that relate to housing development in areas served by water and sewer. Many clauses are intended to prevent towns from restricting additional housing development.

Zoning Bylaws - Revisions (Short-Term Rentals): Annie Budrewicz brought the short-term rental policy adopted by East Burke. She distributed copies to the other members for review. The issue of inspections for short-term rentals was discussed. There is not enough staff to coordinate inspections, write reports, enforce violations, etc. The Planning Commission agreed that this was not a pressing issue for the Town but it should be included in the Town Plan so it can be revisited if necessary. No action taken.

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

Other Business: The next Planning Commission meeting falls on Presidents Day (Monday, February 16). The members agreed to hold the meeting the following week (Monday, February 23 at 5:30pm). The meeting will be warned, noting the change in the regular schedule.

Adjourn: Mark Vaillancourt moved to adjourn at 6:40pm. Seconded by Jeanne Gervais. All in favor; motion carried.