

DRAFT  
Pittsford Planning Commission Meeting  
April 24, 2025

**Board Members Present:** Rick Conway, Kevin Blow, Donna Wilson, Chuck Charbonneau

**Board Members Present via Zoom:** Mike Norris

**Others Present:** Ann Reed, Logan Solomon

**1. Meeting - Call to order**

The meeting was called to order at 6:30PM by Kevin Blow – Chair.

**2. Approval of Meeting Agenda**

A motion was made by Rick Conway and seconded by Chuck Charbonneau to approve the agenda as amended. **The motion passed unanimously.**

Change in RRPC Report to be presented by Ann Reed rather than Donna Wilson.

**3. Approval of Minutes**

***. March 27, 2025 Planning Commission Meeting***

A motion was made by Donna Wilson and seconded by Rick Conway to approve the March 27, 2025 Planning Commission meeting minutes. **The motion passed unanimously.**

**4. Public Comment**

There was no discussion held.

**5. Old Business**

***a. Work on Zoning with Logan Solomon from RRPC***

Logan Solomon recommended work on the subdivision regulations. Ann Reed provided the Planning Commission members a sample of the Town of Brandon's subdivision regulations as a template. Rick Conway noted concern about completing the work prior to the end of the year as the Planning Commission does not want to lose the \$10,000 grant for the zoning update. Mr. Solomon noted that the revision includes the State law component but the subdivision regulations are another item to be included in the revision. Mike Norris stated last month, Mr. Solomon had explained there are State mandates that are required but there could be strategies to mitigate some of those and Mr. Norris stated that it is a priority. Ann Reed asked if the changes due to the State regulations are the only items to be changed or if there are other changes from the 2019 revision. Mr. Solomon advised he will do a full review of the document to ensure that it is in line with State law. Ms. Reed asked if the Planning Commission had additional major changes as the revision deadline is likely doable with minor changes. Mr. Solomon stated prior to the next meeting he will send the Planning Commission the mitigating pieces for discussion at that meeting. The Planning Commission could also review what sections they would like to change to discuss at that meeting and then formulate what has to be done to meet the grant deadline. It was suggested the Commission provide any additional sections they would like changed to Mr. Solomon prior to the meeting.

Mr. Solomon noted the Brandon regulations template could be used with some modifications. He noted there are some sections in the sample the Town already has in its current zoning. A review of the document was held.

**Section 700. Policy and Purpose** – Mr. Solomon noted some regulations include a statement. The last sentence is important as it indicates that one needs to get a subdivision permit. Mr. Solomon advised subdivision regulations can be an article in zoning or a stand-alone document. Rick Conway suggested having it as an addendum as he thought it would be easier. Mr. Solomon agreed it might be easier to be an appendix or addendum. There was consensus to keep Policy and Purpose in the document.

## **Section 701. Subdivision Application Procedures**

**(a)701 Applicability** – Mr. Solomon stated this is indicating when it applies and is typical language, except the item b in the section. He noted there is different language that could be included. There was consensus to leave the section as is.

**(b)701 – Authority to Review and Make Decision on Proposed Subdivisions** – Mr. Solomon advised (b)1 is an important piece. The Zoning Administrator has the authority on a subdivision proposal and the section includes the exceptions. Mr. Solomon provided an example subdividing a lot multiple times within a specific timeframe. He noted that some towns do not have a time component and it is dependent upon how much the Town wants this to be a Zoning Administrator approval process. Rick Conway suggested with the new State law that the minimum should be five. Mike Norris noted concern with someone having a 4-acre parcel that could be subdivided into 4 one-acre lots and then five dwelling units could be placed on each one-acre lot if there is water and sewer available. Mr. Solomon stated the subdivision regulations would only look at the 4 acres and dividing them into the 4-acre parcels. Chuck Charbonneau noted once one goes over 9 acres it would trigger Act 250. Mr. Conway stated it is important to get the subdivision regulations implemented so that Act 250 will start after 10 acres. Mr. Conway noted with the regulations; Pittsford will go from a one-acre town to a ten-acre town. Mr. Solomon noted with Act 181 there are specific requirements the Town could choose to opt into relating to the housing exemptions, and one requirement is having adequate regulations. Mr. Conway questioned if there is a change of use as some Act 250 conditions will stay on the permit. Donna Wilson suggested just defining what a minor subdivision would be. Mr. Solomon noted the Town could go that route and questioned what a minor subdivision would be. He noted some towns consider acreage, the number of lots, the timeframe, the size of the parcel, if it would be divided for a road to be constructed, or open spaces. Chuck Charbonneau questioned if a number is needed. Ann Reed asked how much authority the Town wants the Zoning Administrator to have. Chuck Charbonneau stated the Zoning Administrator would need to follow all the rules of zoning and noted concern when having to go before boards, things get delayed and it makes it more difficult for the developers. Rick Conway noted concern in giving one person all the authority. Mr. Conway advised the Zoning Administrator currently does simple parceling and if it is over 10 acres it goes through Act 250, and Mr. Conway suggested the number be five. Mr. Norris suggested keeping the simple parceling as is currently written in Pittsford's zoning. Mr. Solomon stated in Pittsford's zoning section, larger subdivisions are to be reviewed by the Planning Commission or the Zoning Board. There was consensus to leave the Planning Commission as the reviewer in Item (b)3. Mr. Solomon noted in Item (b) 2, certain sections would not apply for a minor subdivision as noted. For Item (b)4, appeals would be made to the Zoning Board of Adjustment.

**(c) Waiver Authority** – Logan Solomon advised the Planning Commission or Zoning Board could waive certain requirements. Rick Conway stated there is a waiver in the current zoning on page 31. It was suggested to leave the waiver in as noted in the sample. Site plan approval goes to the Planning Commission. Mr. Conway suggested keeping that with the Planning Commission. Mr. Solomon advised under c(1) and c(2) he will replace Development Review Board with Planning Commission. Mr. Solomon advised c(2) references conserving open spaces and if Pittsford was going to have section 711 in the regulations, he suggested keeping this item.

## **Section 702. Phased Developments**

Mr. Solomon reported that this section indicates that if a developer wants to develop land over a period of phases, the developer could apply all at once, or the other option would be to apply for one phase but disclose the infrastructure implications of the entire project. This avoids approving specific phases and allows the developer to go through phases or one at a time but the Town needs to be provided the information of the overall project. Mr. Solomon is aware of several towns that have this regulation. Donna Wilson suggested keeping this section. Ann Reed stated it would be good to keep due to water and sewer allotments and suggested a timeframe on sewer and water allocations could be placed on it. Chuck Charbonneau noted it would be the decision of the Sewer Board to determine this. Ms. Reed will convey this information

to the Select Board. The consensus was to keep the section with a change from Development Review Board to the Planning Commission.

### **Section 703 – Pre-Application Meeting**

Mr. Solomon advised this section would be for discussions prior to going through the process. One can meet with the Zoning Administrator to get an understanding of the process and what is needed to avoid doing things that are incorrect or doing something that is not needed. Rick Conway saw this as a good thing to assure the applicant has what is needed. There was consensus to leave this section as is.

### **Section 704. Development Review Board Meeting Schedule**

Mr. Solomon stated this section is not necessary but indicates the process should be expedited to the degree possible. Mr. Conway suggested this should stay in the document with the change from Development Review Board to Planning Commission. There was consensus to keep this section.

### **Section 705. Subdivision Application Contents**

Logan Solomon advised Brandon has a preliminary plan and Section 706 speaks to what the preliminary review process is. The Planning Commission would hold a hearing and a determination made, and then a final site plan review would be submitted where there would be another hearing. Some towns do not have a preliminary plan, but other towns do have this preliminary step. The preliminary step is more informal and there could be sketches used to give enough information for the Planning Commission to give suggestions. Within a year, a final plan would be submitted. Mr. Solomon suggested Pittsford could do the same as the Brandon plan, or go to a final plan, or something in between. Mr. Solomon noted a pre-application meeting is informal and nonbinding but the preliminary plan is more official, but not as official as the final plan and can be modified. Chuck Charbonneau suggested foregoing the preliminary plan process as most people come before the Planning Commission with complete plans and would require fewer meetings. Ann Reed suggested when reviewing the final plan, either paper or mylar could be used and once the final plan is approved the mylar could be submitted. There was consensus to remove the preliminary plan column in the Plan/Plat Mapping Requirements.

In reviewing the Requirements Table, the following changes were suggested:

- Number of Copies of Application Form – change 7 to 3.
- Waiver Requests – change from NA to Yes.
- Written request for modification of dimensional requirements or other standards contained in the zoning bylaws – remove including any modifications that might be necessary to facilitate cluster development.
- Materials – change Mylar to Mylar or Paper.
- Location of Fragile Features and Natural and Cultural Resources – Mr. Solomon stated this would be important features of the Town and asked if those areas would be required on the plat. He noted certain things could be clarified in reviewing the Town Plan and it was suggested to circle back to this section. Mr. Solomon will provide an up-to-date map.
- Existing and Proposed Elevations – Section 603 in the current zoning uses 10-foot intervals rather than 2-foot intervals.
- Utilities – It was suggested to add existing and proposed to the language.
- Digital Data as specified by the Development Review Board – it was suggested to either remove it or clarify the digital data. There was consensus to delete this item.
- Proposed Landscaping and Screening – this is already in the site plan review and was deleted.
- Proposed Conservation Buffer – there was consensus to delete this item.
- Notation Prepared in Accordance with Section 708c – there was consensus to delete this item.
- Reduced Copies of Proposed Plan – there was the consensus to delete this item.
- Certification that the Project, When Completed, Will Be in Full Compliance of All Relevant Provisions of Article VI – there was consensus to delete this item.
- Engineering Reports – include State and/or Town wastewater and water permits.
- Stormwater and Erosion Control Plan – there was consensus to delete this item. Mr. Charbonneau noted one has to have a stormwater permit with the State.
- Grading Plan – there was consensus to delete this item.

- Open Space Management Plan – there was consensus to delete this item.
- Site Reclamation Plan – there was consensus to delete this item and it was noted this is in another area of zoning.

## **Section 706. Preliminary Site Plan Review**

This section is to be deleted.

## **Section 707. Final Site Plan Review (Applies to all Subdivisions Requiring Development Review Board Approval)**

Logan Solomon advised this section needs to be changed in eliminating the preliminary plan and can be word smithed indicating an application is to be submitted. Changes from Development Review Board to Planning Commission will also be made. In 707(b), Mr. Solomon stated it is specific language to State law that pertains to subdivision regulations. In 707(c), Mr. Solomon advised within 45 days the Planning Commission would need to approve, approve with conditions, or disapprove. If the Planning Commission fails to reply within that time, the application would be deemed approved. In 707(d), change Development Review Board to Planning Commission. The Planning Commission may impose a time limit that is integral to the subdivision.

Mr. Solomon advised he would make the proposed changes discussed to the document and suggested the Commission review the remaining sections prior to the next meeting from Section 708. Mr. Solomon will also review the mitigating impacts for the next meeting. If there are any specific changes in the current zoning the Planning Commission is proposing, Mr. Solomon suggested they be sent to Ms. Reed to keep the process moving. Mr. Solomon advised all changes can be made under one zoning amendment, with the subdivision regulations as an addendum.

### ***b. Energy Plan Review (Discuss hearing)***

Ann Reed reported the Energy Plan hearing has been formally warned and is to be in the Brandon Reporter this week to meet the deadlines. Ms. Reed has advised the Select Board of the hearing that it is scheduled for May 15<sup>th</sup> at 6:30PM. Rick Conway thanked Ann Reed for getting all of this information together.

## **6. New Business**

### ***a. Report on RRPC by Ann Reed***

Ann Reed reported she attended the March 8<sup>th</sup> and April 15<sup>th</sup> meetings. CEDRR along with RRPC is hosting “Bring Back the Trades Day” at Castleton University on May 20<sup>th</sup>. There are 1400 students attending and the day is all about the trades. F. W. Webb is a major sponsor and the event will run from 9AM to 3PM and will include an equipment rodeo. This event is on Facebook and most Stafford students are attending the event. Ms. Reed reported RRPC has been holding Act 181 training and there is a video available for viewing. The RRPC is rolling out their Rutland Region 2026 Plan and they have to have it approved by early 2026. They will be coming to a Select Board meeting to discuss and packets will also be available for the Planning Commission members. The Regional Plan engagement meeting is scheduled for Wednesday May 21<sup>st</sup> at 6:30PM to review Act 181 that will include Pittsford’s maps with the 8 different classifications. Ms. Reed noted they are trying to stretch the designated village area for the Town to qualify as a 2a designation. They will be asking for Tier 1b resolutions by September which is what Pittsford will be eligible for.

Donna Wilson reported the historic marker has been received and she will coordinate with the Pittsford Community Center. Ann Reed stated there is a statewide Covered Bridge Week August 2<sup>nd</sup> to August 9<sup>th</sup> and suggested a monument dedication ceremony could be scheduled for August 9<sup>th</sup>. Ms. Reed also suggested Mr. Conway could coordinate with the Town staff on installing the marker.

## **7. Next Meeting**

May 22, 2025 @ 6:30PM at the Pittsford Town Office

## **8. Adjournment**

Pittsford Planning Commission Meeting  
April 24, 2025

‘

A motion was made by Chuck Charbonneau and seconded by Rick Conway to adjourn the meeting at 9:03PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

Approved by,

---

The Pittsford Planning Commission