

DRAFT  
Pittsford Planning Commission Meeting  
May 22, 2025

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

**Others Present:** Ann Reed, Logan Solomon, Jeff Biasuzzi, Nancy Gaudreau

**1. Meeting - Call to order**

The meeting was called to order at 6:49PM 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.**

New business – Ann Reed to provide a presentation regarding a VLCT event.

**3. Approval of Minutes**

*. April 24, 2025 Planning Commission Meeting*

A motion was made by Donna Wilson and seconded by Robb Spensley to approve the April 24, 2025 Planning Commission meeting minutes. **The motion passed unanimously.**

**4. Public Comment**

There was no discussion held.

**5. Old Business**

Logan Solomon stated from the last Planning Commission meeting; he provided a document with track changes for the subdivision language that Pittsford will be using from the Brandon subdivision regulations. It was the intent to complete the revisions of the remaining sections at this meeting.

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

**Section 708. Plat Recording Requirements (Applies to All Approved Subdivisions)**

- (a) No changes were made to this section.
- (b) No changes were made to this section.
- (c) Change DRB to ZBA and Board to Commission.

Jeff Biasuzzi stated the way the zoning is set up, the Planning Commission approves plans and some towns defer to giving the authority for subdivisions to the ZBA. Mr. Solomon stated this could be either the Planning Commission or the ZBA. Rick Conway stated from his years of serving on the Planning Commission, the Commission does a lot of work with the zoning regulations and the Town Plan and suggested it is better for this to go to the ZBA. Mr. Solomon noted he will change all references from Planning Commission to ZBA and will be reflected in the next revision of the document. All members were in agreement.

- (d) Change DRB to ZBA.

## **Section 709. Compliance with Subdivision Approval**

- (a) Change DRB to ZBA.
- (b) Change DRB to ZBA. Change enforcement action from Section 1014 to Article XVI of the Pittsford zoning.
- (c) Change pronouns from she/he to they or the entity. Change DRB to ZBA. Remove mention of a Fire District.
- (d) Robb Spensley stated this provides the Zoning Administrator a lot of power and could force applicants to pay for a full review. He asked if the ZBA should have the final review of this decision. Logan Solomon suggested adding the verbiage - following approval from the ZBA. Jeff Biasuzzi stated that most jobs will not require much inspection and a complex project would require an engineer. Mr. Spensley suggested another body should approve the decision. Mr. Solomon clarified the verbiage to read; upon review from ZA to the ZBA, the ZBA will require a review of the project. Mr. Biasuzzi noted this will cause scheduling problems for projects as it will take 15 days to warn the hearing and could hold up the projects for weeks. Mr. Biasuzzi asked if all requirements for mapping onsite plans could be waived for simple subdivisions that don't have to be mapped. Mr. Solomon stated Section 705 indicates - unless waived by the ZBA in accordance with 701(c) that gives an option to waive.

## **Section 710. Revision to an Approved Subdivision Plan by Administrative Procedure**

- (a) Change pronouns, change DRB to ZBA. Change design criteria to design standards specific in Section 711. Also use ZA as Zoning Administrator throughout the document. Change Section 1005(a)(7) to Section 1701 of Pittsford's zoning regulations.
- (b) Change pronouns and DRB to ZBA.
- (c) No changes were made to this section.

## **Section 711. Design Standards**

- (a) Add Pittsford zoning regulations to the end of the first sentence.
- (b) Change DRB to ZBA and change Article III to Article IV of Pittsford's zoning regulations, change number of dwelling units to maximum lot coverage.

It was noted Brandon has a dimensional standard for maximum density and instead of the density it could be the lot sizes. Rick Conway stated it is known how much can be developed on a lot and suggested reviewing Article IV would apply except for where there is water and sewer with the new law. Mr. Solomon stated there are a couple of ways this can be done with adding a separate section regarding those areas. Mr. Conway suggested a new section would be best for clarity and simplicity in taking the statutory language and adding it to the document. All were in agreement that the verbiage would be only maximum lot coverage.

- (c) Change DRB to ZBA. Mr. Conway suggested adding the word Vermont before standards.
- (d) There were no changes to this section.
- (e) There were no changes to this section.
  - (1) There were no changes to this subsection.
  - (2) Change Brandon Fire Department to Pittsford Fire Department.
- (f) There were no changes to this section.
- (g) There was no change to this section.
  - (1) Rick Conway asked if the Town could regulate utilities. Chuck Charbonneau advised that the Town can on a subdivision. Mr. Solomon stated anything through State permitting is exempt from zoning and subdivisions. Mr. Conway expressed concern with underground conduit being very expensive. Mr. Solomon stated it is encouraged to be underground but not required and suggested rephrasing with a change from shall to should.
  - (2) There were no changes to this subsection.
  - (3) There were no changes to this subsection.
  - (4) This subsection is to be deleted.
- (h) There were no changes to this section.
- (i) Mr. Solomon noted the state law indicates that a town may have regulations on open space. It was the consensus of the Commission to eliminate this section. Mr. Solomon stated there may be some sections that reference this section that will need to be removed from the document that includes Section 701(c)2. Mr. Solomon advised that in removing 711(i) the

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ZBA could remove the specific requirements if setting aside land. Robb Spensley suggested taking out in accordance with section 711(i) and leaving Section 701(c)2 in the document. Mr. Spensley stated the section is only talking about the portion that is undeveloped and asked why it has to indicate 10 acres. It was the consensus of the Commission to eliminate the acreage. It was also noted that 711(i) is also in section 711(b) and will be struck from that section.

## **Section 712. Adoption of Certification by Independent Experts**

Change DRB to ZBA and make a change of Article VI that is performance and development standards. Rick Conway advised that Pittsford does not have that article and would be part of the conditional use. Jeff Biasuzzi stated conditional use would be an Article in Pittsford's regulations. Mr. Conway stated Article X for site plan approval would cover it. It was decided to change Article VI in the document to Article X of the Pittsford Zoning regulations.

Ann Reed stated there are things that may be changed once the zoning regulations are reviewed for changes. Logan Solomon stated there was an item in section 701(b)2 that was to be discussed further. Jeff Biasuzzi stated under site plan review, the Zoning Administrator can do one subdivision of a parcel per year and in another section the Zoning Administrator can address boundary line adjustments. Mr. Solomon stated section 701(b)1 states the Zoning Administrator can make a change and section 702 indicates the Zoning Administrator does not have to worry about phase developments. The Zoning Administrator will tell the applicants that there is no requirement for a survey but a mylar will eventually be needed. It was noted that at minimum the applicant shall comply to all applicable state laws. Mr. Solomon stated section 708 pertains to the recording and Mr. Biasuzzi recommended the Zoning Administrator sign off, not the ZBA. Mr. Solomon advised state statute allows for an administrative officer to sign off.

Logan Solomon stated in section 705, the second table had some resources that were unclear and discussed clarifying them such as steep slopes and what the definition of steep might be. Rick Conway noted Pittsford has upland conservation areas. Mr. Solomon advised that the comment will be kept but highlighted for additional discussion. Mr. Solomon will make sure that all numbers are correct and will renumber all sections from 700's to 100's. Additional changes will include changing DRB to ZBA and change pronouns to the entity. Mr. Biasuzzi stated there are some holes in the zoning that have not been fixed like structures under 150 feet and whether they are conforming to setbacks. This item is still in the zoning and not clear. The other issue is shipping containers as they are 160 square feet and suggested moving thresholds to 160 square feet. It was noted these items will be discussed during the zoning document review. Chuck Charbonneau suggested making shipping containers exempt. Mr. Solomon suggested forwarding him anything that is a discrepancy or case study to compile a list for discussion of zoning changes. Ann Reed stated the window is still open for changes and suggested having all comments or recommendations for changes to zoning be provided by June 4<sup>th</sup>. Rick Conway suggested all Commission members read through the zoning for discussion at the next meeting. Mr. Solomon advised the Commission could choose to make this a separate document, or an addendum to the zoning document. Mr. Solomon noted he reviewed the zoning as it relates to the new state law and he will also review the zoning for all state laws to ensure that the zoning document is up to date. Mr. Conway requested Mr. Solomon do a similar review process of the zoning document in providing track changes for the Commission's review. Mr. Conway asked about mobile homes as they relate to the new state law. Mr. Biasuzzi stated that under state statute, a town cannot prohibit mobile homes going into any town or any zone. It was noted that private deed convenience can restrict in a subdivision but there is a question if Act 181 overrides private convenience. Mr. Solomon stated it could be part of a site plan review process and there is state statute where a Planning Commission could impose appropriate regulations, or other matters specified in the bylaws and those would need to be outlined. Mr. Logan will get a second opinion from the VLCT on this subject.

Rick Conway asked Nancy Gaudreau if there is any interest in being on the Planning Commission. Ms. Gaudreau indicated she is interested in the topics but is concerned with the time commitment. Ann Reed noted the Board Chair will have a discussion with Gordon Fox regarding moving from an alternate to a committee member.

## **6. New Business**

Ann Reed advised VLCT will be hosting training on Wednesday, June 11<sup>th</sup> on the Vermont Land Use Review Board overview due to the changes of Act 181. Ms. Reed noted she may be attending and will share the video training with the Commission members. Jeff Biasuzzi advised there will also be the Spring Zoning Training forum at Lake Morey on May

May 28<sup>th</sup> from 9AM to Noon that will be discussing the mandated regulations. Mr. Biasuzzi noted one can attend remotely or attend in person, and it will also be recorded for future viewing.

Ann Reed reported Logan Solomon attended the Select Board meeting to discuss the RRPC 2026 plan that is available for viewing at [rutlandrpc.org](http://rutlandrpc.org) and noted the Planning Commission might want to be aware of what the potential is for changes to the maps, in particular the classification of Plains Road as the current classification makes it so that it can't be expanded to negate Act 250. The Town is looking to be Tier 1(b) as it is not eligible for Tier 1(a) classification because the Town does not have river corridors. Tier 1(b) would be exempt from Act 250 in the growth area if it is 10 acres or less. The village will also be expanded south. The Town has a few weeks to respond to the proposed changes and there is still time to make modifications to the map. Anyone can provide input and the Select Board has the 2026 RRPC mapping on their next meeting agenda. The revisions to the Town's zoning regulations are what is holding up Plains Road being reclassified and Ms. Reed suggested if any Planning Commission member would like to discuss this topic, they were encouraged to attend the next Select Board meeting.

## 7. Next Meeting

June 26, 2025 @ 6:30PM at the Pittsford Town Office

## 8. Adjournment

A motion was made by Chuck Charbonneau and seconded by Rick Conway to adjourn the meeting at 9:14PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

Approved by,

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The Pittsford Planning Commission