

**Pittsford Planning Commission
Minutes - DRAFT
August 28, 2025**

Board Members Present: Kevin Blow, Chuck Charbonneau, Rick Conway, Robb Spensley, Donna Wilson, and Gordon Fox

Others Present: Jeff Biasuzzi, Ann Reed, Logan Solomon – RRPC

1. Meeting - Call to order

The meeting was called to order at 6:35 by Kevin Blow – Chair.

2. Approval of Meeting Agenda

A motion was made by Donna Wilson and seconded by Robb Spensley to approve the meeting agenda as written. The motion passed unanimously.

3. Approval of Minutes

July 24, 2025 - Planning Commission Meeting and Hearing

R. Conway had a question about the portion of the meeting minutes containing the side setbacks in the meeting minutes. He was unclear if commercial side setbacks had all been changed to 10' or if the front and rear setbacks had been changed as well. He asked for further clarification in the meeting minutes and we should revisit this during the meeting.

A. Reed stated the incorrect footer that had been at the bottom of the meeting minutes was corrected.

A motion was made by Robb Spensley and seconded by Donna Wilson to approve the agenda. **The motion passed unanimously.**

4. Public Comments

It was noted that Jeff Biasuzzi was on via zoom, with no comments at this time.

5. Old Business

Zoning Regulation changes were started on page 19, where the Planning Commission left off at the end of the last meeting with the village setbacks, front setbacks, and rear setbacks being discussed. It was agreed among Planning Commission members that the side setbacks were changed to 10' in all three categories for the village area. Logan Solomon let members know that front setbacks looked at with relevance to traffic patterns. Village are closer due to slower traffic, while commercial zones are set back further due to faster traffic. There was a conversation regarding front setbacks and Right Of Ways for roadways. West Rutland and Brandon use waivers with their Zoning Board of Adjustment. Logan Solomon was asked if he could send a copy of this waiver form to the members so that they can see the waiver information. Logan Solomon read the State Statute that makes it so that a Town's bylaw may allow for the municipality to use waivers. Jeff Biasuzzi stated that he doesn't feel the state cares who owns the roads; additionally, the waivers do not have five strict criteria like variances do. Waivers allow for common sense use of the space. If you take the waivers out, you are stuck with only variances. Rick Conway brought up the concern of building in the State right of way. Gordon Fox stated he thought the State would supercede any decision made by the Town. Logan Solomon stated that a structured process is needed with criteria. Robb Spensley asked to see language from other towns and examples of how a waiver is used.

After some debate, it was decided to change the rear setbacks in the village to 10' and the commercial to 10'. The front setbacks for the village will be 15' for all uses, with the asterisk staying for the front setback as written previously. The commercial district front setbacks was decided to keep as written for now.

Section 503: Decision and Findings sections A and C: Logan Solomon suggested deleting Planning Commission from all three parts of section A and in section C, as conditional use is a Zoning Board of Adjustment responsibility. This was agreed to by Planning Commission members.

Section 504: Logan added the word "shall" or "shall be" to subsections B, C and D to make the statements clarifying and include regulatory writing structure.

Section 604: instead of saying single-family dwellings in the first sentence, have it state "dwelling units". This cleans up the statement and makes it more general. There was conversation at this point on how to fit five residential units on an acre with different types of structures. Jeff Biasuzzi mentioned that there were schematics drawn up in 2023 by Better Neighborhoods. He will look it up and get the information to the Planning Commission and Logan Solmon.

Section 701: Logan Solmon changed subsection A of this to include the new 2024 state law for 18' long parking spots instead of 20' long and include the new section A-2 for preexisting parking spaces. These were both approved by the Planning Commission members.

Section 702: Logan Solomon had changed this to state **Minimum** Parking Space Requirements and have it follow the 2023 state law, as per 24 VSA § 4414(4). This adds all dwelling units served by municipal water and sewer requiring one parking space per dwelling unit, dwelling units not served by municipal water and sewer needing 1.5 spaces per dwelling unit, and that the number of parking spaces shall be rounded up to the nearest whole number when calculating the total number of spaces. This eliminates the old zoning regulations for residential (1 or 2 family) and multi-family dwellings as they were listed. Rick Conway asked if any towns have a maximum number of spaces allowed. Jeff Biasuzzi told him to look at what Pittsford has for section 701 versus what Brandon does. It was decided among the Planning Commission members to leave the maximum up to the landowners and only have minimums in the Zoning Regulations.

Section 803: Logan Solomon changed insure to ensure to have the correct word.

Section 902 Subsection B: The addition of lighting shall be downlit and shaded to confine illumination within the premises was added to the end of this subsection, which the Planning Commission agreed to. Ann Reed spoke and said this was a needed addition due to at least two businesses that have had lighting issues recently.

Jeff Biasuzzi had proposed a new Section 903: Temporary signs, which was turned down by the Planning Commission. They appreciated the suggestion but do not feel it is needed.

Section 1001 Subsection D: It was recommended by Logan Solomon to remove this due to the addition of subdivision regulations. This makes this subsection overlap with the subdivision bylaws. This was agreed to by the Planning Commission.

Section 1002: There was discussion if Subsection B was still needed. This needs to be kept was the decision at this time by the Planning Commission.

Section 1003: Logan Solomon made revisions based on state statutes. Logan added the word and between access and circulation, deleted and between circulation and parking, then added in "roads and highways in the vicinity, neighborhood character, availability of water, sewer and educational facilities." Logan Solmon had crossed out to protect the use of renewable energy resources as a change. Rick Conway questioned the taking of this out of the zoning regulations. Logan Solomon stated it was an error and he would put it back into the zoning

regulations. The Planning Commission agreed with Logan's additions and the keeping of "protect the use of renewable energy resources" to the first paragraph of this section.

Under Section 1003 subsection C part (f), Donna Wilson asked how this was enforced. Ann Reed pointed out this section needs a period at the end of the sentence. Jeff Biasuzzi stated that maybe violations need to be issued through the zoning administrator. This is a Town issue. The subsection C part (f) states "All landscaping shall be completed and maintained in accordance with the site plan as approved by the Planning Commission. Any dead or diseased planting shall be replaced as soon as seasonally feasible."

There are new subsections D, E, and F to Section 1003. Per Logan Solomon's note, this is language to provide standards to address traffic, character of the area, and infrastructures/services concerns from the Planning Commission in regards to required changes to conform with state law. Sections D and E had no changes by the Planning Commission. Section F -1(a) it was decided to delete the words "Town regulations and" from the sentence. Section F-2, it was decided to delete "Town or" and change it to district instead of districts. The rest was approved the way Logan Solomon wrote it.

Section 1102: Robb Spensley had a question on measurements, which was answered by Planning Commission members. The language that is there in this section is there to meet State language requirements for the dimensions.

Section 1103: This section had a comment from Logan Solomon stating that the current 50 foot right of way requirement for all other uses that are not single-family homes is more than what is usually needed for access in most developments. He suggested lowering it to maybe 30 feet. The Planning Commission members debated dropping it down to 25', with pros and cons weighed out. Chuck Charbonneau brought up a real-life example of having it so narrow and his struggles on a property with a narrow right-of-way. Jeff Biasuzzi asked if a waiver could be done on a case by case basis. Rick Conway suggested keeping it at 50', as it has worked in the past. The Planning Commission decided to keep it at 50' at this time.

It was agreed to end the zoning regulations update reviewing at this point for this meeting. At the next meeting, the Planning Commission will start at Section 1104, as well as circle back to Section 503B.

6. New Business

Ann Reed let the Planning Commission know about Municipal Day in Montpelier on October 17, 2025. There are four different times for sessions, with each block having something to do with Planning if any Planning Commission members want to attend.

Ann Reed also let the members know that the Selectboard will be hosting the Enhanced Energy Plan Hearings on September 4th and 17th at 6:30pm as part of their selectboard meetings.

8. Next Meeting

September 25, 2025 at the Pittsford Town Office starting at 6:30pm.

It was decided that the next meeting needs to include time for making a timeline for completion of tasks, as well as checking in on deadlines for grants that are outstanding for the work the Planning Commission is doing.

9. Adjournment

A motion was made by Robb Spensley and seconded by Donna Wilson to adjourn the meeting at 8:45PM. **The motion passed unanimously.**

Respectfully submitted,

Ann Reed
Recording Secretary

Approved by,

The Pittsford Planning Commission