

Pittsford Planning Commission
Meeting Minutes - DRAFT
August 27, 2026

Board Members Present: Kevin Blow, Rick Conway, Nancy Gaudreau, Donna Wilson, Gordon Fox, Chuck Charbonneau

Others Present: Ann Reed, Will Austin, Scott Kaufman

Meeting - Call to order

The meeting was called to order at 7:00 by Kevin Blow – Chair.

Approval of Meeting Agenda

A motion was made by Rick Conway and seconded Gordon Fox to approve meeting agenda. The motion passed unanimously.

Approval of Minutes

The minutes of July 23, 2026 were approved unanimously after a motion by Rick Conway and a second by Donna Wilson. The motion passed unanimously.

Public Comment

Ann Reed let the Planning Commission know that Mike Norris has given his notice that he needs to leave the Planning Commission. Ann Reed will let the selectboard know.

Ann Reed introduced Scott Kaufman, the new zoning administrator.

Scott Kaufman shared an email he had received about the zoning setbacks in rural areas. The person would prefer that the setbacks be ten feet on the sides and back with the new zoning regulations for all districts, not just village district. Rick Conway gave the history of why setbacks are smaller in the village. The lots are smaller and rural needs more land. Donna Wilson asked what would happen if the zoning regulations were written to allow non-conforming lots in rural district to have smaller setbacks. Rick Conway stated that spot zoning would take place. The Zoning Board of Adjustment can do variances. The applicant has to submit testimony that it can't fit within the zoning regulations without a variance. Chuck Charbonneau pointed out that it is twenty-five feet all around someone's property that they can't use. Rick Conway stated that if the planning commission wants to reduce it, it needs to be done for all in that category and not just spot zoning. Gordon Fox clarified the variance with a sample. Gordon Fox stated that the goal of the state is a more compact village, with rural areas not as compact. This was based on state recommendations. Scott Kaufman will get back to the citizen on this concern.

Old Business

Drafting Updated Town Plan 2026 Writing Session with Will from RRPC

Will Austin gave the Planning Commission two options going forward. The Planning Commission can have a redlined document or a full black document for the next update. Will Austin would like to use September's meeting to go through the draft. If it is the redlined version, then it will likely take two meetings to go through the comments, then get a black version, then schedule the hearings. Donna Wilson stated that a clean copy would be good. It was decided that once the Planning Commission goes through this meeting, Will Austin will get the Planning Commission an updated clean copy.

September 24, 2026 is the next scheduled meeting. Will Austin will send out a clean draft for everyone to read through on September 11, 2026. He asks that Planning Commission members provide comments ahead of the meeting on September 24, 2026. Will Austin recommends that the public meeting be

scheduled during the Planning Commission meeting September 24, 2026 with a motion for a hearing in October 2026.

It was decided to start on page 33 of the Town Plan to do edits during the meeting. It was also noted that the table of contents will need to be updated once the redlining has been removed and a clean copy has been created. Ann Reed handed out copies of the draft from Will Austin sent with her comments and edits on the draft. Will Austin also explained the layouts of all of the chapters before starting on page 34. It was discussed that the fire department is currently actively looking for volunteers. Ann Reed also discussed that the goal to participate in multi-town emergency preparedness while striving to be self-sufficient wherever possible. She is already working on this with tabletop exercises. Will Austin stated that he will expand upon this goal. Fletcher Allen Health Care is now UVM Medical Center.

Page 35, there were a few typographical errors found. There were also some missing words showing as dots in the first paragraph. Will Austin has the correct words in his draft. Under mitigation, Ann Reed let the Planning Commission know that Rapid Response Plan is now called a Local Emergency Management Plan. This plan is updated every five years to address ever-changing mitigation needs. Under preparedness in the bottom paragraph, it is an Emergency Management Director and a Local Emergency Management Plan.

Page 36 – There were some typographical errors pointed out and the fire department currently meets bi-weekly. Under police protection, there were some updates due to the change from a constabulary to a police department.

Page 37 – It was mentioned that the transfer station takes composting now, there are boxes at the municipal offices for recycling batteries and returning unused medications, as well as a book bin to be recycled. There were some other updates in the cable television, internet, telephone, and electric service. Consolidated has been purchased by Fidium.

Page 38 – Ann Reed mentioned that there is also a communications tower on Furnace Road. There were also updates to the sewer system numbers, installation of a sewer sleeve on bridge 108, and where permit applications are for a wastewater system. There are updated numbers for the water system too.

Page 39 – There were updates to grants that Maclure library had received, including the storm windows and repair to windows. There was also an update that the Maclure library gets funding through fundraising efforts too.

Page 40 – There were updates to the positions in the town offices. There was also a large part under the post office section that needs to be removed, as it pertained to when the post office was going to be relocated to the location where Dollar General is now. There was also an update to the basement vault, as it has been built now.

Page 41 – There were updates to the recreation department's offerings to the Town.

Page 42 – There was a grammatical correction. There was also an addition to the third full paragraph to add forests for an opportunity to picnic, hike, and camp.

Page 43 – There were updates to the inventory of existing Pittsford recreational facilities. The two golf ranges are no longer functioning. Taranovich Recreation Fields are owned by Greater Rutland County Supervisory Union, and there is now a fishing access point on Gorham Bridge Road. Under the education vision, Will Austin will come up with the goal. It will match the action items and the partnerships as part of the goal. Nancy Gaudreau said that Pittsford Village Farm should be added to the second action item.

Page 44 – There were updates to the education section, especially with the school boards and the number of students at both Lothrop and Caverly. There was a conversation on the decline of numbers, the housing and trying to get young people to stay. Rick Conway discussed how zoning regulations are hurting the state due to the regulations.

Page 45 – In the education section, there were updates to renovations to Otter Valley Union High School, the number of students at Otter Valley, and what colleges are available in the area. The section on the energy plan should state that the enhanced energy plan should be reviewed, which is an addendum to the Town Plan.

The Planning Commission then moved to the Flood Resilience section on page 49. There are goals and actions needed for the flood resilience section. Will Austin stated that this will have another couple of paragraphs with more information as well as the goals and actions. Ann reed let Will Austin know that Maggie has the maps of marked flood areas per Chad from the local hazard mitigation planning. Rick Conway asked about the river corridors. Will Austin stated that ANR has mapped the river corridors and adoption of the river corridors is not the same as flood plains. The state is working towards standardized river corridor regulations. Rick Conway stated that Will Austin should look in the zoning regulations on page 86 for flood information. Article 21 has flood hazard regulations. Will Austin will review this and reference this in the Town Plan.

Page 50 – There were minor changes in the next to last paragraph for maintenance and preservation of the village green area. There was also discussion on the village green area and how it needs to be preserved.

Will Austin stated again that he will send a clean copy and maps September 11, 2026. Maps take a lot of data, so they will be sent in a separate email. Ann Reed will print copies for anyone that would like them.

It was noted that the hearing would be October 22, 2026 if the normal schedule is followed for meetings.

New Business

Set Next Meeting Date

The next meeting will be held Thursday September 24, 2026 at 7:00pm.

Adjournment

Motion by Rick Conway to adjourn the meeting at 8:40pm. This motion was seconded by Gordon Fox. Motion carried unanimously.

Respectfully submitted,

Ann Reed
Recording Secretary

Approved by,

The Pittsford Planning Commission