Pittsford Planning Commission
Meeting Minutes - DRAFT
April 23, 2026

Board Members Present: Kevin Blow, Chuck Charbonneau, Rick Conway, Nancy Gaudreau, Donna Wilson, Mike Norris

Others Present: Ann Reed, Will Austin -RRPC

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 by Nancy Gaudreau to approve the meeting agenda. The motion passed unanimously.

Approval of Minutes

The minutes of March 26, 2026 were unanimously approved after a motion by Rick Conway and a second by Chuck Charbonneau to approve the minutes.

Public Comments

None at this time.

Planning Commission Member Comments:

Non at this time.

Old Business:

Enhanced Energy Plan (EEP) Update:
Ann Reed explained she had turned this over to Will at Rutland Regional Planning Commission. Will Austin explained where Rutland Regional Planning Commission is with this. He and Sean at RRPC are working with multiple towns right now to complete their Enhanced Energy Plans. Pittsford is third in line to have theirs worked on. The other two are almost at completion. Rick Conway asked how long an Enhanced Energy Plan is valid. Will explained that this follows the update to the Town Plan, as it is attached to it. Kevin Blow asked if everyone wants to get the Enhanced Energy Plan off from the Town Plan after eight years, can this happen? Will Austin stated this can happen. Rick Conway stated if the Town has an EEP, they can have substantial deference with the Public Utility Commission (PUC). Rick then gave the history of the Chittenden Power company and Allied Light in Pittsford. He explained how he feels the parts about the natives in the plan currently should not be there. He also gave a brief synopsis of who owns GMP, what it was like with CVPS, and now we have HydroQuebec too. Will Austin will get back to us ASAP with revisions to the EEP for compliance.

Update on Zoning Regulations:
Zoning Regulations hearings will have to happen again once we have a Town Plan approved. We will need to make at least one minor change for this to occur. Ann Reed also looked into the grant that is attached to these zoning regulations. The Town does not need to fully adopt them in order for the grant to be used. We are at a point where we can be reimbursed the expenses with the grant.

Town Plan Updates:
Ann Reed and Will Austin each handed out materials regarding the Town Plan. Ann handed out the current Town Plan along with the handout showing what Will Austin believes needs to be corrected at a minimum for the Town Plan. Will had a handout that showed what the municipal plan must include. There are now twelve areas that need to be covered. Will Austin then went over his review of the Town Plan and his suggestions to meet state statute and maybe do some format cleanup. Kevin asked about schedule and how long this might take. Ann suggested doing a down and dirty to get this done so we can get Zoning Regulations approved, then go back and do a deeper dive into the Town Plan. Will suggested taking the Town Plan in chunks to edit. The maps need to be updated and Will believes this will take about an hour using the GIS systems. There is also data that needs to be updated. Donna Wilson asked what general factoids are. Will explained this is general facts, things referenced in the 2018 Town Plan that need updating. Will suggested cleaning up the numbers, goals, and actions of each section. There are little things that have been accomplished that need to be updated. Will feels that graphics may help with some of the population and other data. This may help modernize the Town Plan.

Rick Conway stated that he, Kevin, and Chuck have already done one Town Plan. Chuck asked if there is a rush. Rick explained that the Town Plan comes into play with Act 250. Chuck stated then we should go through it and get it adopted with the minimums and then do a deep amendment after. The timeline was then discussed. Will thinks the Planning Commission can work on this in May and June to have a version to work with in July to wrap up and do the hearings. Will has already started the maps updates. Will also has data software and can redline and update the Town Plan. He will send this to Ann to distribute and print before the next Planning Commission meeting so all members can be prepared to dive in. Will will also put comments to give starting points. These will also be in red.

Rick mentioned green spaces along Maclure Library and Village Green and the importance of adding these into the Town Plan going forward. This was not done in the past.

Rick then asked about requirement #12, flood resilience and river corridors. Will stated that flood plain and river corridors are more the banks of the rivers, and a length of buffer is added to the banks. Rick asked for clarification. Last time river corridors came up with the Planning Commission, the Planning Commission decided they did not want them. This is sounding like the planning commission will need them now. Will said they want to see it identified and mapped. Development within a river corridor is not favorable is something that could be stated in the Town Plan. Rick asked to get the setback requirements for the next meeting. Rick mentioned the shoreland protection setbacks for Champlain and how it affects landowners. Donna asked about Burr Pond for shoreline. Rick said he didn't know and suggested talking to Lisa Wright, the Town Assessor.

Rick then asked about the definition of affordable housing, as he wants to make sure the Planning Commission is good in that regard. Ann stated the definition in the Zoning Regulations is the statutory definition. Rick then asked about the water and wastewater capacity. Ann has this data. Rick then asked where the young people are for this Town Plan revision. He discussed how the Town Plan was done previously by the Planning Commission dividing up the town and going door to door. There was a discussion on how young people seem to be leaving. Chuck discussed the way that Pittsford is not business friendly with the personal property taxes. There was also a discussion on how gravel pits used to be a big industry in town and now are not. This is also showing in the way material is now hauled into Town using bigger trucks to make fewer trips and the damage this can do to the roads in Town. There was discussion also about saving forest blocks and protecting them, as well as maintaining them. Rick mentioned all the resources Pittsford has now to draw people in like the recreation area, hiking trails, disc golf course. To him, it feels like younger people want to be here. People used to take care of their neighbors, now they don't even know each other's names. Chuck feels like the Town Plan is more Town regulation.

New Business:
Timeline Needed for Grant Compliance:
This was discussed above.

Next Meeting
The next meeting will be held May 28, 2026 at 7:00pm. The meeting following that will be June 25, 2026 at 7:00pm.

Adjournment

A motion was made by Chuck Charbonneau and seconded by Rick Conway to adjourn the meeting at 8:25PM. **The motion passed unanimously.**

Respectfully submitted,

Ann Reed
Recording Secretary

Approved by,

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The Pittsford Planning Commission