

Montgomery Planning Commission Meeting Minutes

Regular Meeting

Public Safety Building

October 14, 2025 - 6:00pm

Present: Alissa Hardy, Diane Sherman, Kim Morrill, Patrick Calecas

Guests: Emily Klofft (Northwest Regional Planning Committee) and John Kuryloski, Sue Wilson, Parma Jewett, and Mary Garceau (Development Review Board)

Meeting called to order at 6:06pm

1. Additions/Deletions to Agenda

Move item #6 (“Continue discussion . . .”) to second item on agenda

2. Continue Discussion and Review of the Proposed Changes to Montgomery Zoning Regulations

- a. Asked DRB members for feedback on whether to move 3-4 units to permitted use from conditional use
 - i. Concerns with whether zoning administrator will receive adequate information to review and has time to review
 - ii. Concerns about whether setbacks are adequate, particularly for parking – could add additional setback for vehicles and side setbacks
- b. Asked DRB members for feedback on whether to adopt site plan review and separate from conditional use review
 - i. Prefer to keep site plan standards in with conditional use review rather than having separate reviews
 - ii. DFR expressed need for adequate/accurately drawn site plans and establishment of minimum standards as need be
 1. Table 5 standards for site plans are not adequate
 - a. Emily noted could add the need for the plan to be to scale, on graph paper, etc.
 - b. Emily noted could develop appropriate spectrum of requirements for site plans based on size of development
 2. If PC follows through with this, how draft changes is: 5.4(A) through (D) would disappear and (E) would get put back into conditional use approval

- a. Emily noted we need to cross reference screening review in conditional use criteria
- c. Asked DRB members for feedback on max number of units
 - i. Prefer 4 remain as max
 - ii. If there are more than 4, for that size development would like to add additional green space requirements/larger lot size, screening, additional parking requirements for guests, garbage removal and screening of garbage
 - 1. Emily will put together some ideas for screening and green space addition for PC consideration
- d. DRB members noted that not many multi-family dwellings have been reviewed by the DRB in the past 10 years; PC noted that many of the multi-unit dwellings units in Town have existed for a while
- e. DRB members would like to see short-term rental ordinance proposed to the Selectboard soon and is on board with the draft as presented to them

3. Identify Process for Adoption of Changes to Zoning Regulations

a. Emily provided the following steps:

- i. PC arrives at final draft of zoning regulations + report form (use state template; Emily will complete) + hearing notice
- ii. With 15-day notice to public, neighboring municipalities' planning commission or town clerk if they don't have one, Vermont Department of Housing and Community Development, and regional planning commission, PC has a public hearing
 - 1. Practically because we meet on a Tuesday it will be at least 17 days notice due to our paper of record
 - 2. Notice has to be published in official town newspaper, in posting places, and on Town website; PC can post other places as well
- iii. PC has hearing and can accept written comments in advance so PC has them on the day of the hearing
 - 1. Emily recommends having people provide comments by writing as well, setting a maximum length of speaking time, requiring people to say their name and identify where they live
 - 2. Sometimes people will cede their time to a "representative" If they all share the same opinion
 - 3. We could consider asking a moderator to help with this
 - 4. May want to hold at grange for space

- iv. PC consider comments and make any edits PC would like to make (decisions have to be made at a public meeting; can meet right after hearing if necessary) and vote to send to Selectboard
 - 1. Even if significant changes made, PC not required to hold a second hearing
- v. At a Selectboard meeting, PC present to Selectboard on the proposed zoning regulations and Selectboard decides whether to make changes prior to noticing
- vi. Selectboard has up to 120 days to notice and hold a public hearing on the zoning regulations
 - 1. Selectboard has to warn meeting at posting locations, in newspaper, and on Town website
- vii. Selectboard decides at meeting following the public hearing whether to make any clerical changes or substantial changes to draft
 - 1. If substantial changes are made Selectboard has to hold a second hearing on the revised draft (repeat steps vi. and vii.)
- viii. Selectboard votes to present zoning regulations for public vote via Australian ballot
 - 1. The warning for Australian ballot needs to be posted for 30 to 40 days
 - 2. Selectboard also needs to hold a public information meeting which has to be posted at least 10 days in advance of the vote and held within 10 days of vote but not within 24 hours before
 - 3. The most efficient and cost effective approach is to consolidate this notice with the warning for Australian ballot, such that this notice arrives 30 to 40 days ahead of vote
- ix. Approval by simple majority needed by voters
 - 1. If not approved draft returns to PC for changes
 - 2. If approved new version with changes becomes effective in 21 days after vote
- x. Discussion of timing with vote
 - 1. PC discussed whether we should focus on the goal of a vote during the primary elections (July or August) or mid-term elections (November)
 - 2. Alissa will ask Liz about voter turnout for these elections
 - 3. Emily will ask Town clerk when needs to have a final draft for town meeting
 - 4. Selectboard's last regular meeting is on Dec 15

5. Emily’s grant goes until December 31 but she can still help after that date; it is ideal for regional planning commission for PC to have a complete draft by December 31

4. Approve Minutes of September 9, 2025 Regular Meeting

a. Motion to approve minutes by Diane; Alissa seconds (3-0-1)

5. Approve Minutes of September 30, 2025 Special Meeting

a. Motion to accept minutes with the following changes by Kim; Alissa seconded (4-0-0):

- i. 2.c. the word “have” was omitted; should appear between “not” and “to”;
- ii. with the agreement that we have a discussion about section 2.h.;
- iii. and replace the handwritten list of the visitors in attendance with a typed version as follows:

Arnold Mercy
Peter Locher
Charles Schnedicor
Wesley D. Skidmore
Roberta A. Baker
Karie Quintin
Mary Garceau
Camilla Lamer
Lauri Ellis
Christopher Johnson
Tosca Smith
Brent Godin
Susan Baker
Josh Howard
Mary Tryhorne

Dennis Baker
Cindy Gilchrist
Claudia Renchy Morton
Ellen Fox
Chi Nguyen
Not in attendance but communication via email: Starbuck Hersey

- b. After discussion of a.ii., arrived at replacing the details in h.a through m to state:

“Most people expressed that they were comfortable in the 4 to 6 unit range as the max number. They also gave input on whether 4 units should be a permitted or conditional use.”

6. Public Comment

- a. None

7. Other Business

- a. None

8. Future Agenda Items

- a. Special meeting on 10/28 to meet on short-term rental ordinance
- b. Final decisions on other zoning regulation changes at a future meeting

Motion to adjourn by Kim at 8:40

Minutes prepared by: Diane Sherman