

TOWN OF MONTGOMERY, VERMONT

MONTGOMERY DEVELOPMENT REVIEW BOARD UNAPPROVED MINUTES

Thursday, December 11, 2025 @ 5:30 pm

Board Members: *Parma Jewett (Chair), John Kuryloski and Barry Kade; Mary Garceau and Suzanne Wilson were absent*

Applicant: *Tessa Faye Hill (present).*

Visitors: *Lynda Cluba, Clerk*

Parma called the meeting to order at 5:30 pm.

Parma explained the process of how the meeting will be conducted. The hearing is recorded and all who speak must first state their name and be recognized by the Chair. She introduced the Board members and gave the Oath to the witness. Tessa affirmed. Parma asked if any Board members felt they had a conflict of interest. No response.

1. DRB Hearing - Tessa Faye Hill has submitted an application for Conditional Use Approval for a change of use, from a single family dwelling to a lodging establishment for short term rental. The application is for an existing structure on Parcel ID# 1.003X of .38 acres at 32 Fuller Bridge Road. This is in the Village 1 Zoning District. A lodging establishment in the Village 1 Zoning District requires conditional use approval.

Evidence is submitted by the Zoning Administrator, noted as Exhibit A, includes; Notice of Public Hearing, including abutting property owners, and posted in 3 places in town on November 20, 2025 and published in the St. Albans Messenger on November 21, 2025; Application to the Development Review Board dated November 17, 2025; Application for Building/Zoning Permit dated November 17, 2025; Copy of the Town of Montgomery Property Record Card, last inspected 10/06/2012 and listed in the name of previous owner, Gila Domina; a sketch of the buildings on the property and a copy of emails between the applicant and Zoning Administrator regarding proposed rental compliance information.

Applicant states she recently bought the property but is not able to live there at this time but would like to reside here full time in the future. She currently lives in Burlington. She will have a representative manage the property who lives at Crofter's Green in the winter and Lowell during the rest of the year. She would like to attract families and will make the property handicap accessible. She would like to eventually put a dining area in the barn but would like to keep the building for personal use until then.

Parma asks Board members for questions. John asked that she submit and answer the Vermont Dept of Health, Short Term Rental Regulations questionnaire form. Parma explains that there should be no parking on the village green. Applicant answers that parking will only be in the driveway. She will ask renters to park deep in the driveway as ice can fall from the roof and possibly land on a car parked next to the house. She can provide 2 parking spaces in the driveway and one in the garage. Barry asks that she check with the insurance provider to confirm renters belongings would be covered. Applicant answers she has coverage for short term rentals but will clarify with her agent. Parma asks if anyone would sleep in the barn? Applicant answers no, that she will keep that for her personal use. John asks her about egress windows.

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She explains all windows are not very high off the ground. John suggests looking on the Vermont Dept of Health form for short term rental, which explains requirements for egress windows.

The hearing ends at 5:44 pm. Parma explains the board will go into deliberations and a decision will be mailed within 45 days. Barry made a motion and was seconded to enter deliberations at 5:45. So moved. 3-0. John made a motion and was seconded to exit deliberations at 5:52 pm. So moved. 3-0.

Based on the findings the Board **APPROVES** the application for Conditional Use at 32 Fuller Bridge Rd. with the following conditions:

- Provide a statement from the insurance company that the policy covers short term rentals and personal liability coverage to renters.
- Maximum of 6 renters, including children.
- Minimum of 3 parking spaces.
- No overnight camping.
- Quiet hours between 10 pm and 6 am.
- House rules must be posted on the premises.
- 911 location must be posted in a visual location.
- Property must be registered with the State of Vermont for rooms and meals tax, unless rentals are through an online platform that collects taxes.
- There must be a minimum of 1 fire extinguisher, smoke detector and CO detector on each level. Also a smoke/CO detector in each bedroom.
- A contact person must be available within a 25 mile radius at times when the property is rented. Contact information must be visibly posted on the premises.
- If renters have dog(s), Montgomery Town leash laws must be obeyed.
- No parties or large events.
- All bedrooms must have egress according to Vermont Dept. of Health, short-term rental regulations.

John made a motion and was seconded to **APPROVE** the Application for Conditional Use to change the use of a single family dwelling to a lodging establishment for short-term rental at 32 Fuller Bridge Rd with conditions as listed.

2. Approve Minutes - 11/19/2025 Barry wishes to read the minutes and asks to postpone approval until the next meeting.

3. Other Business - Barry made a motion to adopt Roberts Rules of Order for small boards. Parma would like to read the rules closer and would like to visit the proposal for the next meeting. No vote was taken. Parma asks if the board has any recommendations for alternate board members for the DRB. She will message Charlie Hancock and ask to have the position advertised.

Respectfully submitted: Lynda Cluba, Clerk