

PLANNING COMMISSION AND  
ZONING BOARD OF ADJUSTMENT  
SEPTEMBER 2, 2025 MINUTES

The September 2, 2025 meeting of the Planning Commission and Zoning Board of Adjustment was called to order at 6:00 P.M.

Board members in attendance were Frank Vetere, Bruce Pauley, Jay Kullman, and Anne Brown. Bryan Kovalick, of Two Rivers Ottauquechee Regional Commission attended via Zoom.

Anne Brown made a motion to approve the minutes of the August 5, 2025 meeting. Frank Vetere seconded the motion. All were in favor.

First on the agenda was the continuation of the Conditional Use hearing for Theodore Hall to erect a carport on his property at 273 Messer Hill Road, within the Coolidge Homestead Historic Overlay. Mr. Hall was not in attendance, but had provided a drawing to the board of his proposed carport, and the specific details of the structure. The board members noted the structure will not have a foundation, but will be secured by mobile home style auger anchors. It will be 18' wide and 26' long, with an 11' peak clearance. They asked if this style structure is allowed within the Coolidge Overlay. It was noted the property is not visible from the Coolidge Homestead site. The structure is in keeping with other buildings on adjacent properties.

The proposed structure meets the criteria stated in the Conditional Use Standards for the Coolidge Homestead Overlay with regards to height, materials, architectural features, proportion, and visual pattern of walls and opening.

All Conditional Use Standards were met. Anne Brown moved to close the hearing. Frank Vetere seconded the motion.

Next, Bryan Kovalick of TRORC addressed the PC board regarding a grant application to fund the Town of Plymouth Town Plan Revision. The next round of grants will open soon and the deadline to apply is November 3, 2025. The board asked about the cost of our plan revision and the amount the town would be responsible for if a grant is awarded. After reviewing our previous town plan revisions, Bryan stated the approximate cost could be between \$12,000 and \$15,000. If a grant is awarded, the town would be required to pay a 10% match of \$1200 to \$1500.

The board discussed the value of working on this revision with TRORC, for their knowledge of complying with new and amended laws and meeting the requirements for the Regional Plan update and Vermont Planning goals.

Bryan stated areas to highlight in revising the town plan that would address the changes in Act 250 that require updating Village areas, housing needs, and energy compliance.

The next step in the process will be to go before the Selectboard to approve the grant application for the Town Plan Revision.

Jay Kullman made a motion to pursue a grant to fund the town plan revision. Anne Brown seconded the motion.

The board then continued a discussion regarding vacant and derelict houses. Questions raised were how can we deal with hazard conditions of buildings in emergency situations, is an ordinance necessary, and how would an ordinance be enforced? Who can condemn a hazardous property?

Anne Brown volunteered to find out more information regarding the process of adopting an ordinance.

Jay Kullman motioned to close the meeting. The board then went into executive session to review the Theodore Hall Conditional Use application. It was noted that all Conditional Use requirements had been met. There were no further questions.

Frank Vetere made a motion to approve the application. Anne Brown seconded the motion. All were in favor.

Jay Kullman made a motion to adjourn the meeting at 6:50 PM. Bruce Pauley seconded the motion. All were in favor.

Respectfully submitted, as draft to be approved,

Elaine Pauley  
Secretary, Planning Commission