

TOWN OF PLYMOUTH
PLANNING COMMISSION AND
ZONING BOARD OF ADJUSTMENT
MARCH 10, 2026 MINUTES

The March 10, 2026 meeting of the Plymouth Planning Commission and Zoning Board of Adjustment was called to order at 6:00 P.M. by Chairman Bruce Pauley.

Board members in attendance were Bruce Pauley, Jay Kullman, Mike Scmillio, Anne Brown, and Frank Vetere.

Kyle Katz of Two Rivers Ottauquechee Regional Commission and Willem Bargfrede of Okemo Valley TV were also in attendance.

Two items were added to the agenda by Bruce Pauley: a discussion of the Zoning Permit application form and a secretary's report regarding older zoning records, without Certificates of Completion.

Jay Kullman made a motion to approve the minutes of the January 6, 2026 meeting. Anne Brown seconded the motion. All were in favor.

Next, Kyle Katz spoke regarding the need to update our existing Town Plan, which was adopted September 10, 2019 and is valid until September 10, 2027. By statute 24 VSA §4350, we are required to review and update our town plan every 8 years or the plan will expire.

A Town Plan allows us to have a Zoning Ordinance, to be compatible with the Regional Plan and receive Regional Approval, unlocks funding for Municipal Planning Grants, and is used for Act 250's land use and development law and Section 248 permitting for energy projects, such as solar and wind.

Kyle's power point presentation stated all areas of our current plan will be reviewed and updated. Some flagged areas will be the Housing chapter to be updated to meet the Statutory requirements of Acts 47, 181, and 250.

Also flagged is the Energy chapter in our current town plan, which is based on data from 2017, to incorporate new language and determining Priority Projects of need, costs, and methods of financing to the Utilities and Facilities chapters.

Kyle suggested a survey to solicit community input regarding planning for our town's future development.

Frank Vetere asked if there will be River Corridor changes to the minimum requirements for flood regulations in the Act 121 Flood Safety Act. Kyle explained we can bring up changes in Act 121, that the most important thing to consider is the state took over permitting in River Corridors. He stated the Town Plan is a vision document, not meant to go into details.

Next Kyle spoke about the Outcomes and Deliverables of the town plan revision process.

The outcome of the town plan revision will be a fully updated draft plan and maps, ensuring the draft plan is consistent with State planning goals and the Regional Plan.

Before the Select Board adopts the revised plan they will be required to hold 2 public hearings to explain how the town plan is used and to answer any concerns raised by the public.

The Town Plan update is a 2-year process, funded through a Municipal Planning Grant from the Department of Housing and Community Development.

Kyle suggested we begin the review process at our next meeting on April 7, 2026, by reviewing the chapters on Transportation and Economic Development.

The meeting on May 5, 2026 can be a review of the chapters on Utilities, Facilities, and Services, and Telecommunication Facilities, and Education.

Frank Vetere asked if the Town Plan is the basis for the philosophy for the Zoning Ordinance. Kyle responded the Town Plan enables what we can do in the Zoning Ordinance. Language in the Town Plan should not be too specific. There should be no detailed standards in the Town Plan. The Zoning Ordinance provides the detailed standards.

Following Kyle's presentation, Bruce Pauley asked for the boards comments on making slight revisions to the Zoning Permit application form. He suggested we should have a separate application form for Sub-Divisions. This discussion can be continued via email so long as all members are included in the discussion. Anne Brown suggested that the form be a fillable PDF, and made available on our web-site.

As board secretary, I gave an update on completing the process of getting Certificates of Completion signed for the large number of open zoning files found in the Zoning office. Also, the number of Conditional Use hearings that did not receive Decision Letters after their hearing have been filed with the minutes from their hearings included in their zoning folder. Per Section 4.15.5 of our Zoning Ordinance, the Decisions are Deemed Approved if a Determination Letter is not submitted within 45 days of the publicly warned hearing.

Anne Brown made a motion to adjourn the meeting at 7:12 PM. Frank Vetere seconded the motion. All were in favor.

Respectfully submitted, as draft,

Elaine Pauley
Secretary
Planning Commission and Zoning Board of Adjustment