Planning Commission Meeting Minutes
March 13, 2025

In attendance: Mary Rudd, DRB Chair; Gretchen Bailey, DRB member; Catherine Hays, DRB Member; Danelle Birong, Community Planner at Addison County Regional Planning Commission; Sharon Ashcraft, Jamie Dayton

Via Zoom: Bethanie Farrell, DRB member

Planning Commission Meeting

1. Mary called the meeting to order at 6:00 p.m.
2. Minutes of the February 13 meeting were reviewed. No comments were made. Catherine made a motion to accept the minutes; Gretchen seconded. All approved.
3. Danelle Birong was in attendance to review the application language she had prepared for the grant to support a new town plan. She commented that we will need to put $19,000 in our budget for cost sharing. The expense can be split over FY26 and FY27.
   Among many smaller issues, most discussion was focused on the need for a steering committee even though we have the Planning Commission already in place. The steering committee could have a subset of PC members as well as members of the public. They also discussed the best approaches for public outreach. In the past the town has done a survey, and a pizza and planning meeting; both worked well. We will also have a postcard mailed to all households. Front Porch Forum and the Addison Independent should also be used. There was also consideration of which community partners/organizational partnerships we could ask for a letter. Several suggestions were made.
   Finally, Danielle said we need to decide on who will serve as Municipal Authorizing Official (MAO) and administrator before she can start the application. Danelle will revise and update as discussed and will send it to Jamie and Mary for review.
4. On the topics of the proposed update to Zoning Regulations to add an enforcement clause and a noise ordinance, Mary suggested we defer until we hear back from our attorney.
5. Public comments. Sharon Ashcraft reminded us to use BJs for announcements. The assistant clerk said we have a notebook there with town notices.
6. Other Business. Mary announced she will not serve on the DRB again. She said that the Town Clerk asked her to stay on until after the Special Town Meeting in May, to

which she agreed. Gretchen distributed a letter to the rest of the members regarding a zoning issue with her property.

Gretchen made a motion to adjourn the meeting; Catherine seconded. The meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Donna Oliver
Assistant Clerk