

**Planning Commission Minutes**  
**Monday July 14, 2025**  
**5:00 pm**

**Open regular meeting**

Matthew Moore opened the meeting at 5:08

**In Attendance:**

**In person:** Michele Carlson

**Via Zoom:** Matthew Moore (Chair), Erik King (Vice Chair)

Absent: Brian Holt, Cheryl LaFlamme

**Others Present:**

**In Person:** Jessica Roberts (Zoning Administrator)

**Additions to the Agenda:** none

**Public Comment:** none

**Approve Minutes:** 06/23/2025

*Erik made a motion to approve the minutes of June 23, 2025*

*Matthew second; all in favor.*

**Public Hearing discussion and vote to advance proposed changes as drafted to Select Board**

Following review of our last meetings public hearing on proposed bylaw changes, PC had no further questions or additions.

*Erik made a motion to advance, as drafted, the proposed Bylaw changes to the Select Board*

*Michele second; Erik yes, Michele yes, Matthew yes*

**Update from Zoning Administrator (Jessica Roberts)**

Jessica suggested the review, clarifications and inclusions of:

- Section 730-Shoreland Protection Compliance, update to reflect Vermont state mandates such as but not limited to the 10-acre threshold which would include significant town waters such as Lake Raponda. Jessica suggests reaching out to Windham Regional Commission (WRC) for assistance
- Identify Docks in Bylaws - currently not mentioned in bylaws
- Permitting criteria for Helipads

**Update Town Plan (Erik)**

Matt Bachler and Sue Westa from Windham Regional Commission are scheduled to present a draft survey for the Town Plan update. They recommend the PC have informal discussions and communication with to the various town departments and community organizations to start the process of reviewing the current Town Plan and visions for the upcoming Town Plan Update. The PC will discuss with Matt and Sue on August 11

**Discussion of process in support of appointment of next ZA**

Jessica Roberts will be leaving her position as Zoning Administrator on Sept 1, 2025. The PC thanked her for hard work that supported us getting so much done this past year. The PC then went into Executive Session.

**Next meeting July 28, 2025**

Erik made a motion to adjourn at 5:57, Matthew second; all in favor

Submitted by: Michele Carlson, Clerk