

Zoning Commission
Meeting Minutes

September 18, 2025
7:00 PM

Present: Thomas Angell, Eric Haims, Wendy Burton, Doreen Brown

Absent: Don Smith, Chris Flynn, Steve Horowitz

Nina Peek and Taylor Daigle were present to continue the presentation on the restructuring of the Zoning Code.

164-19.4: Application Procedure, Submission, and Decision

The comment was that it should be a scaled site plan on an approved survey, may also require a floor plan to ensure the ADU includes all required components. Ms. Peek suggested the wording should be “scaled drawing” to avoid the added cost of needing a site plan.

164-20.2: Horse Operations

Lot Standards – what is the reason for this only applying to two districts, RC and LR? Ms. Peek suggested that it should just read one acre minimum, but the Commission agreed it can just stay.

164-20.3: Housing for Farm Employees

This should be combined with ADUs, at present, it is regulating the user and not the use. The discussion is too in-depth for this meeting, it will be continued.

164-21: Animal Hospital

It was decided that as it is written is fine.

164-22: Bed & Breakfast Establishments

Additional Structures – the note was that the language seemed to contradict itself, the Commission agreed it is okay how it is.

164-24: Farmer’s Market

Ms. Peek clarified if 10,000 square feet is the total site size, not a single structure, it is temporary or portable multiple structures.

164-25: Gasoline Stations

Ms. Daigle asked if the map reference should be updated and if it is a comprehensive plan. The reference map can stay.

164-26.2: Notification Required

Ms. Peek asked what the process is now for mailings, but it is unknown, and it should be included. Ms. Peek said they will contact the building department for details.

Ms. Daigle said they will rephrase the compliance mailing procedure to make it clearer.

164-30: Public Utility Structures

The note was that we should specify what we are regulating, especially considering recent BESS email, but it was decided that the definition is already in the definition section.

164-34.3: Area and Bulk Requirements

The Commission discussed if the Town wants to be in the business of maintaining easements. Mr. Haims explained that the owner would have an easement with the DLC, but still own the land. Mr. Angell pointed out that the Town would want an opportunity to accept land. The discussion ended deciding the conservation bit can stay.

164-35: Recreation Areas and Golf Courses

Ms. Daigle asked if it is for both public and private courses, it is for both.

For illumination, it was decided that the lighting would be for safety reasons, not to increase the operating hours.

164-38.1: Application Procedures

Site Plans: Does the Town want to require digital copies. It was decided that it would be added to the discretion of the Planning Board.

164-38.3: Approval Considerations

Ms. Peek said to consider adding a clause allowing the Planning Board to waive certain site plan requirements; the Commission agreed that the Planning Board should have the ability to use some discretion.

164-38.5: Post Approval

For submission for stamping it was decided to add digital copies are also accepted, and also only 1 print is required if not a digital submission.

164-39.2: Application Procedures

The removal of notification compliance. And there will be no maximum fee schedule for review costs.

164-40: Building Permits

They will change the "Plot Plan" to drawing since "Plot Plan" is not defined. Ms. Peek

suggested deleting the Building Inspector may waive the requirement for the filing of detailed plans where such waiver would not be in conflict, but the Commission would like to keep it so excessive costs for stamped plans, and for agricultural structures.

164.40-1: Application Procedures & Requirements

Drainage should be in its own paragraph. Consulting Engineer will be added and updated throughout the code.

164-42: Amendments

Petitions shall be accompanied by the applicable fee, but this is unusual to have not a fee schedule and ask for a fee, but the fee would cover the consultant that would be rewriting the law. Ms. Peek suggested creating a fee schedule for people that are asking for law changes that the Town, that would not be an application fee, more of an escrow fee. Also, the Commission would like to remove 50% of more of the landowners.

164-42.3: Actions

“of at least four members of the Town Board” it should be; majority plus 1.

164-43.2: Area Variances

Ms. Peek said they would update the “No Adverse Impact” section to compile with State law, and remove the current ones and replace with 5 updated.

164-43.3: Use Variances

Deleting language in 3rd paragraph in C) Character

164-43.4: Procedures

Changing to super majority and delete the number of members

Ms. Knickerbocker contacted County Planning to find out the need of the County on determinations made by the Zoning Board of Appeals.

164-44.1: Permits

Ms. Peek asked if this was for specifically for building permits, but the Commission said there are a couple other miscellaneous uses.

Definitions:

“transient occupancy” Ms. Daigle asked if it needed to be defined. Ms. Brown suggested changing the word to temporary.

Beginning of Construction: this usage is not used in chapter 164. This will be a flagged

future provision.

Building Area, Building Envelope are newly added and defined. Mr. Angell said the provision of when building envelopes are required.

Building Coverage: suggested that the town consider adding maximum impervious coverage to dimensional tables. This will be added to the list of cluster developments discussion points.

Building, Principal: It was re-worded to make more sense, but Mr. Angell said it is a big discussion point for the true definition of it.

Business, Retail / Density, Gross / Density, Net / Fence: Also re-worded to be clearer.

Family: The suggestion was to delete this definition because it is incredibly difficult to regulate this term. The Commission would like to discuss this further because the dwellings are connected to the definition “family.” Ms. Peek pointed out that the code enforcement should be able to address any issues that would come up without dealing with the fact that the people are not necessarily related.

Lot of Record: They need to get Bob Butts to weigh in

Multiple Dwellings: this terminology is confusing as to what the intent is, are there unique differences. Duplex, 2 family and Multiple Dwellings concepts will be combined for parking. Dwelling, Multiple Family will be removed.

Ms. Peek and Ms. Daigle will consolidate and email final comments.

Mr. Haims and Ms. Burton will talk with the applicant regarding a resort amendment to the Town Code.

Meeting adjourned at 9:18 PM

July, August minutes still need to be approved.