Braintree Planning Commission
Regular Meeting Minutes DRAFT
August 21, 2025 - 7:00pm
Braintree Town Office, 932 Vermont Route 12A, Braintree, VT 05060
Or Via Zoom

The meeting was called to order at 7:01 pm. Nathan Cleveland, Paul Kendall, Malcolm FitzPatrick and Jackson Evans were in attendance in person from the Planning Commission. Braintree's TRORC Representative, Sandy Vondresek was in attendance via zoom. Hearing no public comment, the commission moved to approve the minutes from the July meeting, which were approved unanimously as submitted.

The next item on the agenda was approval of the Draft Unified Bylaw to be presented at the Planning Commission's September 18th hearing. On a motion from Paul Kendall and a second from Jackson Evans, the item was brought to the floor for discussion. Malcolm FitzPatrick spoke first, informing the Commission that he had spent time recently reviewing the enabling legislation that establishes various sections of the Bylaw. He feels that there are sections of the bylaw that go beyond what is allowed by the enabling legislation. He proposed that the Planning Commission have the Town Attorney review the Draft Bylaw before it be presented at the public hearing. Jackson Evans offered that this was something that the PC may choose to recommend to the Selectboard as part of their due diligence ahead of the formal adoption process but that he was not in favor of the PC taking this step. Sandy Vondresek Cooch suggested that TRORC and their staff were likely better suited to review this than the Town Attorney. Nathan Cleveland suggested that Malcolm prepare a written list of the enabling legislation and the areas of the Draft Bylaw that he is concerned with and present this at the Public Hearing. Nathan also suggested that this be sent to the PC ahead of the meeting to give

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them time to review it. Malcolm said that he would work on getting something put together. With no additional discussion, the PC voted to approve the Draft Zoning Bylaw, as submitted, as the draft that would be presented for the upcoming public hearing. The motion carried on a vote of three in favor and one abstention from Malcolm FitzPatrick.

Next up was a vote on when and where to hold the Public Hearing. Paul Kendall made a motion that the Planning Commission hold its public hearing on the recently approved Draft Zoning Bylaw at the start of their next regular meeting on September 18th, 2025 at 7pm at the Braintree Town Office. Jackson Evans seconded this motion and it was approved with three votes in favor and one abstention from Malcolm FitzPatrick.

The next item was the approval of the Hearing Notice. Paul Kendall made a motion to approve the hearing notice as submitted and this was seconded by Jackson Evans. It was approved with three votes in favor and one abstention from Malcolm FitzPatrick.

Next was the approval of the Zoning Bylaw Hearing Form. Kyle Katz had prepared this on behalf of the Selectboard. Paul Kendall noted that several of the long form answers were truncated in the draft that Kyle had sent. This will need to be corrected before it is submitted but the board agreed that all the information was correct. Jackson Evans made a motion to approve the reporting form provided that it was corrected to eliminate the truncation of the long form answers. Paul Kendall seconded this motion and it was approved with three votes in favor and one abstention from Malcolm FitzPatrick.

Next the Planning Commission discussed plans for the September 18th hearing. Nathan will chair the meeting and serve as moderator. Kyle will assist in his capacity as a consultant. Jackson will take minutes/notes. The agenda for the meeting will be as follows: Regular PC meeting will be

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opened and the first item on the agenda will be the public hearing on the draft zoning bylaw. Once all public comment has been taken, the hearing will be closed and the regular meeting resumed. The PC will then approve minutes from the August meeting and review the comments received one-by-one. Each comment will be taken into consideration and noted whether it has been addressed previously, requires further review by the PC or if it should be forwarded on to the Selectboard for their consideration. Following this review, the PC will vote whether or not to move the Draft Zoning Bylaw on to the selectboard for their review. If the PC votes to move the draft to the selectboard, the draft, along with any revisions and the compiled comments will be forwarded to the selectboard.

Under additional business, Nathan provided a summary of this presentation to the Selectboard on the recent work of the PC. He spoke with the Selectboard about the timeline for adoption of the Zoning Bylaw and the need to complete the process ahead of December 3, 2025 in order to eliminate the grant match required by the By Law Modernization Grant that allowed the PC to work with Kyle Katz from TRORC. Nathan also alerted the board to a potential ethics training that town boards and commissions would be asked to participate in on September 4. Details from the Selectboard to follow. Malcolm noted that the draft zoning bylaw is a very technical document that will require someone with technical expertise to administer. Nathan offered that the PC could work with the Selectboard following the Zoning Bylaw Adoption to review the job description of the Zoning Administrator.

Having no additional business to conduct, the meeting was adjourned at 7:45pm.

Respectfully Submitted,

-Jackson Evans

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