

Mendon Planning Commission Minutes (DRAFT)

October 27, 2025

Present: Justin Lindholm, Fred Bagley, Dick Howe and Sarah Buxton were present in person. Teri Corsones was present remotely via the GoToMeeting platform. The draft October 6, 2025 minutes were approved with no changes. Mendon Zoning Administrator Greg Smith was also present in person.

Zoning Regulations Update: Rutland Regional Planning Commission consultant Logan Solomon was present in person. Before the zoning review work resumed Logan and members discussed the proposed Saturday, November 15 date for the MPC public hearing. Logan confirmed his availability to participate remotely and security has also confirmed availability. Sarah indicated that Jesse offered for her email address to be used for persons wishing to forward written comments in advance of the public hearing date. The necessary notices will be sent out accordingly. The timeframe for the meeting is 9am – 12 noon.

Teri will submit the email requesting an extension for the MPG grant, based on the draft request that Logan provided. The deadline for requesting the extension is at the end of November.

Teri will forward some suggested revisions to the “Reporting Form” in the morning, so that the document can be finalized before the publication deadline later this week. The “Place, Date and Time” sections of the “Notice of Public Hearing” will also be completed and Sarah will add a section detailing the option for persons to email written comments in advance of the public hearing. The Notice will also state that the draft will be available digitally on the Town website. Members also discussed providing a listing of the different topics for discussion at the public hearing, for the convenience of participants.

Members had the following comments or questions regarding the following sections of the regulations, working from the October 24, 2025 draft provided by Logan:

Section 705 - Exclusions: Add a new subpart (5) to provide: “Any sign sponsored or approved by the Town of Mendon.”

Section 111(8) - Exemptions: Change the height from 4 feet to 6 feet, to be consistent with the height referenced in the definition of “Structure”.

Section 201 - Establishment of Zoning Districts: Change last sentence to provide: “The Town of Mendon additionally has two overlay districts.”

Section 301(a)(3) – Prohibited Uses: Add “but not limited to” after “including” in the second sentence so that it’s clear that the list is not an exclusive one.

Section 301(a)(4) – Prohibited Uses: Logan will check whether there is a definition of “motor vehicle” that could be added, for discussion at the public hearing. It’s assumed that the definition doesn’t include farm vehicles for purposes of this section.

Sections 303 and 304 – Village District and Commercial District: In the “Miscellaneous Requirements” sections, delete the references to “a strip of land, at least twenty-five feet in width . . .” and insert “the setback area of the parcel . . .” instead. This will be included on the list of matters for additional discussion.

Section 412 - Landscaping: Add a new phrase to the first sentence: “Where existing natural landscaping is not sufficient to limit the view by the abutting property of the new development, . . .”. Add “some combination of” in the first sentence following “the form of” so that all forms of landscaping aren’t considered to be required. Add “or” before “well-kept” and remove reference to “grassed areas” in the current second to last sentence since grassed areas are considered ground cover. Add “Any landscaping that does not survive the first year may be required to be replaced by decision of the Zoning Administrator, appealable to the ZBA.” as a new last sentence.

Add a new section entitled “Multiple Principal Dwelling Units” that provides: “Multiple principal dwelling units are permitted on a parcel if they meet dimensional standards”.

Section 411 – Demolition: Add a note – “The Vermont Department of Health requires advance notice from the owner or the contractor prior to demolition of a structure.”

Section 503(d)(5) – Site Plan General Standards: References to Rutland City Fire Department revised to comport with current practice.

Section 408 – Grading: Remove the section given that grading considerations are treated elsewhere, including in section 503(a).

Section 409 – Private Road Maintenance: Revise to provide: “All roads constructed shall be privately maintained unless established as a public highway pursuant to law”.

Section 415 – Driveways and Roads – Add “substantial” before “modification” in (a). Add “unless waived by the Planning Commission or Zoning Board of Adjustment” to the phrase regarding 12% grade in (b). Remove (c) and (d).

Section 108 – Fees: Delete the third sentence and modify the fourth sentence to provide: “Any required fees under these regulations shall be paid to the Town Clerk”. Add two new final sentences to provide: “An application for a permit or hearing shall not be deemed complete until the required fee is paid. An appeal shall not be deemed timely unless the required fee is paid by the appeal deadline”.

Section 1301 – Violations: Add a new sentence at the end: “The Mendon Selectboard shall set the schedule of fines.”

Section 410 – Excavation for a Structure: Remove this section given the provisions in section 402(10) regarding hazardous conditions.

Fred moved to accept the current draft of the proposed amendment dated October 24, 2025 and as modified by the discussion above for dissemination to the public for the MPC public hearing to be scheduled for November 15, 2025. Dick seconded the motion and the motion carried.

Public Comments: There were no public comments.

The next regular meeting of the Mendon Planning Commission is scheduled for Monday, November 3 at 5:15 pm. The next meeting of the Mendon Planning Commission dedicated to the zoning review work will be the MPC public meeting on November 15, 2025.

Respectfully submitted,

Teri Corsones