

SHARON PLANNING COMMISSION REGULAR MEETING MINUTES

September 9th, 2025

This meeting was publicly warned in conformance with the January 2022 amendments to the Vermont Open Meeting Law requirements for remote and/or telephonic meetings.

Attending: John Roe, Dee Gish, Dana Colson, Paul Kristensen, Lucy Gibson, Andrew Cliburn, Sue Sellew (virtually), Alexandra Babicki (Sharon Planning Administrator)

In-Person Visitor: Larry Swanson

Virtual Visitor: Ron Gaetgens

1. Call to order Planning Commission Meeting

John Roe called the meeting into order at 6:59 PM

Sue Sellew virtually joined the meeting at 6:59

2. Review of the August 20th, 2025 meeting minutes.

Larry Swanson arrived at the meeting at 7:02 PM

The minutes required a change to the attendance list, removing Andrew Cliburn from the list. Additionally, the incorrect spelling of "Scott Milton" was corrected to "Scott Milne."

At 7:04 PM Dana Colson made a motion to approve the minutes two revisions, the attendance and spelling edits. Paul Kristensen seconded. Motion approved unanimously.

3. Follow-up on dedicated town DRB/PC emails for all members by Planning Administrator

At 7:05 PM Alexandra Babicki (Planning Administrator) briefed the commission that the selectboard had approved the request for separate "town" email addresses and provided a rough estimate of the cost at \$550.00 a year. Alexandra stated that she would update the commission on the definitive cost and the date when the emails will go into effect.

John noted the importance in practicing an attentive email engagement custom.

Ron Gaetgens virtually joined the meeting at 7:06 PM

4. Briefing on two prospective subdivision applications (Bruce McCoy and Ron Gaetgens) by Planning Administrator

a. Ron Gaetgens

Larry Swanson coordinated with Alexandra to attend the meeting and speak informally on Ron Gaetgens behalf since Larry is helping Ron with his land. The land is at 1922 and 1994 Howe Hill Rd. Both parcels were inherited between siblings of the Gaetgen family. Ron currently owns

the 16.35-acre lot (with an existing garage on it) at 1994 Howe Hill Rd and Ron and his sister Robin own the 53.17-acre farm lot at 1922 Howe Hill Rd. Ron hopes to take between 11-20 acres from the 53-acre lot and add it to the 16-acre lot. Ron and his family have not come up with any official number or plan yet. Ron and Larry highlighted the desire to make the smaller parcel over 27 acres, so it is eligible for the current use program. Both Ron and Larry are under the assumption that the 53-acre lot is presently in the current use program.

Larry explained that the Gaetgens hope to have "boundary line adjustment" that would make both parcels more equal and does not want a "subdivision." Larry brought and displayed a survey of the land. Larry is hoping to survey ONLY the added acres to the 16-acre lot.

Both John and Paul were emphasizing that the commission understood that Ron did not want to subdivide the properties into three lots but clarified that the subdivision permit application would likely still need to be utilized to get the desired outcome.

Larry stated that in other towns he is able to do boundary line adjustments (like the one he and Ron were suggesting) with more ease. Larry resolutely suggested the commission consider amending the part of the bylaws and definitions based on his experience surveying across other municipalities. The commission let Larry know that revising the bylaws was the final agenda item of the meeting and that his comments would be taken into consideration during that section.

John said that the commission had the power to waive the boundary line adjustment maximum acreage (1 acre) if they choose. Andrew noted that the best practice would be for Ron to draft a deed describing the additional acreage to his lot and to record. John voiced his support to simultaneous recording conditions. Next steps: Ron will start the subdivision application with help from Alexandra. Once the official application process starts, the commission will have to consider if the application should "jump" straight to a final decision or if there should be a hearing prior to a decision. Additionally, the commission will have to determine if a site visit will be necessary. John assured Larry and Ron that the commission would find an amenable way to make it work.

b. Bruce McCoy

Before Larry left, Alexandra asked him if he had any information to share about previously surveying Bruce McCoy's land. Larry clarified that he only surveyed a small part of McCoy's land for a mortgage discharge in 1993.

Larry Swanson left the meeting at 7:41 PM

Alexandra briefly discussed the McCoy land records and previous subdivision application for 694 Town Farm Road. In 2014/15 McCoy applied for and was granted a subdivision permit for his property turning 3 lots into 4, but the permit became invalid when McCoy did not provide the Town Clerk with a signed mylar. Alexandra and Town Clerk Cathy Sartor have been researching

and piecing together the timeline and documentation of the land, spanning back to subdivision applications from 1991 and 2007. The 2007 subdivision permit application from December of that year was approved and recorded which captured lot #1 at 30.4 acres, lot #2 at 13.7 acres and the "land to be retained" by McCoy at 57.9 acres. The 2014/15 approved permit would have resulted in: lot #1 at 30.4 acres, lot #2 at 13.7 acres, lot # 3 at 22.2 acres, and parcel 4 at 35.7 acres.

Although McCoy reached out to various employees at the Town Office in August and September 2025, he has not set up a meeting with Alexandra or left a message that he started a subdivision permit application. The Office is still trying to clarify to McCoy that the 2014/15 subdivision application is invalid and never went into effect.

Since both discussion on Gaetgens and McCoy's land were preliminary, John commented that the DRB was not activated because the commission were not reviewing the issues as applications or in an official capacity.

5. Follow-up comments on TRORC Regional Plan Presentation from 8/20/25 meeting.

At 7:51 PM the commission reviewed two email correspondences between Alexandra and Kyle Hansen, a planner from TRORC who presented the proposed regional plan at the commission's previous meeting on 8/20/25. The emails included maps and more information regarding questions on how the proposed new developments accounted for wastewater and steep terrain.

Alexandra noted that the materials were shared with the commission to make sure they are up to date with the project, and the topic was placed on the agenda to see if there were any additional questions or data Alexandra could forward to Kyle. The commission reviewed the materials and did not raise any new questions for Kyle at that time.

6. Subdivision Regulations: continue discussion of draft dated 5/27/25 in Section 400.

At 7:57 PM John transitioned the subject to revising the subdivision regulations.

The most contemporary version of the revisions that John was working from was a version that Sue Sellow edited. The review started in the "Enforcement" section in the most recent revised copy of the bylaws.

John noted his worry in including the word "panel." John said he looked into state law and found that they use the word panel but still found it confusing for the reader. Andrew voiced that he would prefer to use the word panel to keep it in line with state law but said that using "municipal bodies" would suffice.

Andrew, Dee, and John read out loud the suggested edit to read as "The notice shall state that a violation is believed to exist and that the alleged offender has seven days **to** remedy or **to** initiate remedy of the violation, or appeal the notice. If the violation remedy is not initiated ~~is not remedied~~ within seven (7) days of receipt of notice . . ."

Nothing herein contained shall be deemed to exclude any legal or equitable remedy provided in the Act ~~as presently enacted and as from time to time hereinafter amended, or otherwise,~~ to restrain, correct, or prevent any violations of these Regulations or to prosecute violators thereof.

Dee brought up Larry's comments from earlier in the meeting and asked if they should review the relevant section in this meeting. John confirmed that they should review it while it was fresh in everyone's mind. The relevant section to review was Section 105 Exemptions.

John flagged further format revisions in the permit application form will aid clarification in exemptions.

John* made a motion to adjourn at 8:40 PM. Paul seconded. Motion approved unanimously.