

**WORCESTER COUNTY PLANNING COMMISSION
MEETING MINUTES – November 6, 2025**

Meeting Date: November 6, 2025

Time: 1:00 P.M.

Location: Worcester County Government Office Building, Room 1102

Attendance:

Planning Commission

Jerry Barbierri, Chair

Marlene Ott

Kathy Drew

Mary Knight

Ken Church

Betty Smith

Staff

Jennifer Keener, Director, DRP

Matt Laick, Deputy Director, DRP

Kristen Tremblay, Zoning Administrator, DRP

Ben Zito, DRP Specialist, DRP

Roscoe Leslie, County Attorney, Administration

I. Call to Order

II. Administrative Matters

A. Review and approval of minutes, October 2, 2025.

As the first item of business, the Planning Commission reviewed the minutes of the October 2, 2025, meeting.

Following the review, a motion was made by Ms. Ott to approve the minutes as written. Ms. Knight seconded the motion, and the motion carried unanimously.

B. Board of Appeals Agenda, November 13, 2025.

As the next item of business, the Planning Commission reviewed the agenda for the Board of Zoning Appeals meeting scheduled for November 13, 2025. Mrs. Keener and Mrs. Tremblay were present for the review to answer questions and address concerns of the Planning Commission.

No comments were forwarded to the Board.

C. Technical Review Committee Agenda, November 12, 2025.

As the next item of business, the Planning Commission reviewed the agenda for the Technical Review Committee meeting scheduled for November 12, 2025.

No comments were forwarded to the Committee.

III. Text Amendment: § ZS 1-320(b)(2) – Off-street parking – Clearance Height

As the next item of business, the Planning Commission reviewed a Text Amendment to § ZS 1-320(b)(2) of the County Code.

Mrs. Keener approached the table to present the text amendment. The proposed text amendment sets a minimum clear height of seven feet for covered or enclosed structures when


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associated with required residential off-street parking for two-family, multi-family, and townhouse dwelling units.

Following a brief discussion, Ms. Knight made a motion for the Planning Commission to make a favorable recommendation for the proposed text amendment as presented. Mr. Church seconded the motion, and the motion carried unanimously.

IV. Adjourn

On a motion made by Ms. Knight and seconded by Ms. Ott, the Planning Commission adjourned.



Mary Knight, Secretary



Ben Zito, DRP Specialist