

Town of Londonderry, Vermont

**Planning Commission Meeting Minutes
Monday, Feb 26, 2024
Twitchell Building**

Attending: Commission Members: Sharon Crossman, Dick Dale, Elsie, Heather Stephenson. Maryann Morris. Guests: Will Goodwin, Melissa Brown, Ben Sargent, Attorney Nick Low, Shane O'Keefe

1. Meeting was called to order at 3:31 PM
2. **Additions to the Agenda:** Discussion of VCRD possible donation as a thank you. Sharon moved; Elsie seconded. Unanimously approved
3. **Approval of Minutes:** The Minutes of Feb. 12, 2024 and Feb. 19, 2024 were unanimously approved. (Elsie moved and Maryann seconded.)
4. **Visitors and Concerned Citizens:** There was no public comment
5. **Proposed Zoning Regulation Update:**
 - A. After considerable discussion on ways to improve the Proposed Bylaws language with respect to section 3107.H, Window Signs, the following was unanimously approved as the substitute provision: (Dick moved, Maryann seconded)

3107.H Window Signs.

(4) For each business there shall be a maximum of one window sign which may not exceed 12 square feet in signable area.

(5) Not more than 20% of the total glass surface combined of all window, door or storefront may be used for or obscured by signage. But any amount of glass may be covered with solid colors or designs that are not integral to communicating the sign's message.

- B. The language concerning STR's agreed to at the Feb. 12 meeting was revised to reflect Heather's meeting for clarification with the Town Attorney, Bob Fisher, Shane O'Keefe, and Heather Stephenson.

3210 SHORT-TERM RENTAL

3210. A SHORT-TERM RENTAL(STR) is defined by Vermont Statute underact 10 of 2018 (Spec. Sess.), Sec. 2; 32 V.S.A article 9282 (a) as a furnished house, condominium, or other dwelling room or self-contained dwelling unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.

3210. B SHORT-TERM RENTAL must:

- (1) adhere to the requirements for The Town of Londonderry Short-Term Rental contained in the Londonderry Short-Term Rental Ordinance passed on December 19, 2023 that may be amended from time to time, regulated by the Selectboard of the Town of Londonderry.
- (2) Conform to all applicable state health and safety codes;

It was agreed that there are significant issues with respect to limitations for STR's going forward that the Selectboard needs to resolve and the language defining when a house is no longer a

house and instead a commercial property. As most of the land in Londonderry is listed as R-3, some decisions with respect to enforcement will need to be resolved by the Selectboard especially as it relates to permitted industrial uses in R-3 properties, really an Ordinance issue. After considerable discussion related to fulfilling the Selectboard charge to the Planning Commission, Dick moved and Elsie seconded including the above language with respect to STR'S to be included in version 6 of the Bylaws. It passed unanimously.

- C. Maryann moved and Heather seconded which was unanimously approved that Version 6 be finalized reflecting all the previously approved changes to be presented as version 6 of the proposed bylaws as the official version warned for the required public hearing by the Planning Commission prior to being approved for consideration by the Selectboard. Shane was invited to the meeting to advise the Planning Commission with advice as to the specific steps necessary to be fulfilled to legally warn the hearing. Heather agreed to work with the WRC to put together version 6. Heather and Sharon agreed to use the May 8, 2022 template used to warn the first hearing and required executive summary created by Brandy to revise the time-line, repeat the necessary steps, and prepare the Executive Summary. In order to give appropriate amounts of time to follow all the necessary steps to legally warn the hearing, April 10, 2024 was established as the preliminary date for the hearing. Heather proposed a fifteen-minute Special Meeting at 5:00 on Feb. 28 to approve the executive summary.
- D. Heather reviewed the status of the South Londonderry Master Plan. The time-line had been previously approved. The contract will be signed after some insurance issues are resolve. Heather made it clear that the PC was responsible for organizing community forums and staffing focus groups including assembling business leaders to attend the kick off meeting. Names of key people were discussed.

6. New Business:

- A. Sharon distributed the 2017 Official Town Plan and reviewed some of the highlights. The PC will have to turn its attention to revising it by the fall of 2024.
- B. After discussing the status of the bond vote for Waste-water, Dick moved and Elsie seconded a motion to contribute \$200 from the communications fund to increase awareness of the importance of a positive vote on March 5. The Wastewater Commission reports to the Planning Commission. Many ideas were discussed and Sharon agreed to follow-up on the information session on Feb. 27 reflecting on its attendance and who best to use the money.

7. The meeting was adjourned at 5:29.

- A. The next special meeting of the PC will be Feb. 28 at 5:00 in the Twitchell Building and regular meeting will be on March 11, 2024 at 3:30 PM

Respectfully Submitted:
Dick Dale

Approved March 11, 2024