Town of Londonderry

Planning Commission Minutes

Monday, 28 October 2024

Members present: Jen Greenfield, Brent Bammarito, Pam Spaulding, Trevor Powers, Stephen Twitchell

Visitors and Concerned Citizens: James Ameden Jr Select Board, Will Goodwin Zoning Administrator, Paul Hendler, Maya Drummond, Jim Wilbur.

1. Meeting called to order by Jen Greenfield at 6 PM
2. Additions/Deletions: Pam Spaulding motioned to place onto New Business a discussion of the steps needed to address the possibility of a special meeting about the South village master plan based on a letter from Shane O'Keefe, town administrator. Trevor seconded it was voted to be added.

   Steve Twitchell motioned to place into old business a discussion of use of the owl and zoom as to the practicality of using the owl. Pam Spaulding second and it was voted to be added to old business as item d.

3. Minutes approval: Pam motioned that the following be added to the minutes of 30 sep 2024: under old business, moved to add the action needed for the Stantec communication tabled from the last meeting and the results of steves conversation with heather regarding instruction for using the owl. Under new business add discussion of the budget for the planning commission fiscal year 2025 (july1,2024-June 30,2025) and add a communications line to future agendas. There was some discussion regarding procedure for the minutes then steve seconded. The items were voted to be added.
4. Visitors. There were some who wished to observe the meeting and will Goodin was present to assist in discussion of chapter 1 of the bylaws.
5. Old business:
   a. Review section 1 and 3 of the proposed zoning bylaws.
   Will Goodwin led the planning commission through the entirety of chapter 1 and specifically addressed the notes and changes he recommended based on other towns bylaws and the previous Londonderry bylaws. Some of the discussion pertained to clarifying where state requirements required the town to have certain rules based on safety or environmental concerns. During a discussion about fuel tanks, James Ameden Jr gave examples of state regulations regarding his work as a propane delivery driver. Maya Drummond also participated with her description of the fuel tanks at her residence. Discussion topics on exterior lights, public art, signage and mobile food service were covered as well as yard sales and home businesses. Ease of permitting for events was another topic.
   It was motioned that chapter 3 would be discussed next meeting so a discussion of the zoning map and signage at the shopping plaza could occur.

6. New business:
   a. Review proposed zoning maps.
      Will Goodwin led a discussion of his views of proposed changes to the zoning map. He pointed out some proposed changes in different districts that didn't seem logical, shoreland overlays, expansion of commercial districts and overlooked areas. Paul Hendler discussed his concerns of the proposed rezoning of Windy Rise East. Another topic was how expanding the residential tax base could affect the zoning map.
   b. Review plaza signage bylaws
      Will then led a discussion on signage at the shopping plaza in the North Village. Having the rules apply to all businesses in commercial zoned districts. Will then asked if the planning commission wanted him the pass on the recommendation of a single commercial uniform signage standard for businesses in commercial zoned district to the select board. Trevor powers motioned and Jen seconded and it was voted for will to pass on the recommendation.

5b. Discuss adoption of rules and regulations:

Steve motioned Pam give us a final product to be reviewed and signed at the next meeting. Brent seconded and it was voted to review and sign the rules and regulations at the next meeting.

   c. Review Vermont ethics guidelines.
      Steve motioned that the planning commission acknowledge that we are aware there is a code of ethics, that there is a law that guides us and that we acknowledge and agree to it.Brent seconded and it was voted to acknowledge and agree to the code of ethics.

6c. Discuss the steps required to address the possibility of a special meeting regarding the South Londonderry Master plan.

Discussion of a letter from the Master Plan Task force desiring to present the master plan for our review and action. Pam Spaulding suggested that there be a meeting where DRB, Road commissioner Taylor Prouty, Town administrator Shane O'keefe, the engineer from the wastewater committee Chrissy Haskins, are in attendance, and Larry Gubb to run zoom. She proposed to have the meeting at neighborhood connections and that Stevens and Associates provide overlays for public viewing. It was agreed that Wed. 13 Nov 3PM at neighborhood connections would be a special informational meeting for review of the South Derry master plan. Steve volunteered to contact the desired audience. Jen motioned that we set up the meeting, trevor seconded and it was voted to set up the meeting.

   d. Discuss whether to get training on the owl system
      It was discussed whether the owl system was needed or if the basic zoom was all we needed. Steve moved that the owl will no longer be considered for use, jen seconded and it was voted to keep to the basic zoom.
7. Committee updates: The members discussed the value of being heard in other committees.

8. Communications:

   The members discussed email addresses
9. Steve motioned to adjourn, pam seconded and it was voted to adjourn at 850 pm.

Respectfully submitted

Stephen L Twitchell, clerk