

Town of Londonderry, Vermont

**Planning Commission Special Meeting Minutes
Mon., March 25, 2024
Twitchell Building**

Attending: Commission Members: Sharon Crossman, Dick Dale, Mimi Lines, Larry Gubb, Heather Stephenson, Maryann Morris, Elsie Smith

1. Meeting was called to order at 3:35 PM
2. **Additions to the Agenda:** Mimi asked that a possible grant writer/administrator and possible new study for sidewalks be added to new business. Elsie seconded the addition to new business of both to be added to new business. It passed unanimously.
3. **Minutes Approval:** Dick moved, seconded by Elsie that the minutes of March 8, 2024 and March 11, 2024 be approved. It was unanimously passed.
4. **Visitors and Concerned Citizens:** none.
5. **Proposed Zoning Regulation Update:** The proposed Hearing Warning for the proposed Bylaws for April 17, 2024 at 7:00 PM at the Twitchell Building was unanimously approved. (Dick moved, seconded by Larry.) There was further discussion on the procedures to be followed during the meeting and discussion on the role the Chair would play (start the hearing, state the rules to be followed during the meeting, the length of public question and comment, the appointment of Dick as Parliamentarian, and the summary of the Bylaw process.) It was agreed that the purpose of the hearing was to hear comments and questions by the public and to offer brief answers to questions of fact. It was agreed that a special meeting of the Planning Commission would be warned to follow the hearing with a discussion of the hearing and possible action to forward the Bylaws to the Selectboard for approval. As soon as the executive summary, the copy of version 6 of the Bylaws, the hearing warning, and all maps are posted on the Town Website, Heather will forward to newspapers and surrounding Towns notice of the hearing with all appropriate documents and post the warning of the hearing on the Town Website and at the Post Offices. Heather expected that all materials would be posted by Thursday, March 27, 2024.
6. **South Village Master Plan:** The task force and Stephens did meet on Friday March 22, 2024 and approved the map boundaries for the area the PC approved on March 11. 36 buildings were identified by the Vermont Historic Preservation Society as having historical value in the South Village. Walkability was defined as within a quarter of a mile, but the study would be expanded to be a half of a mile. An outreach flyer and meeting date of April 4 at 6:00 to hold a public meeting to explore the topic of reimagining South Londonderry; the creation of a vision for the future. Mimi agreed to put together a list of Businesses. The group agreed to orchestrate press releases and establish a social media presence. are considered historical areas to be included along with both the Housing Study and Waste Water plan in defining on the map the scope of what should be included in the vision part of the South Londonderry project. Heather agreed to forward a google survey concerning the proposed dates for future meetings. Finally, Heather agreed to propose to the Selectboard the creation of a South Londonderry Task Force to work with Stephens and Associates.
7. **The New Town Plan:** Heather has reached out to the WRC (Matt and Chris C) for help in setting up funding and a rewrite of the current Town Plan. April 8, 2024 is first meeting with the WRC during which Matt will outline the scope of the work by the WRC in helping to create the now Town Plan. The Selectboard accepted the \$20,000-22,000 cost for the WRC to execute all of the phases of a town plan creation including: summarizing updated maps and statistics, conducting public meetings soliciting the public's input, summarizing all studies and incorporating and changes that have occurred since 2017, and adding any new State requirements for a Town Plan. The WRC will prepare

the final draft and help with all hearings needed to get the new Town Plan approved. An additional source of funding may come from MTAB funding, but that will not be available until 2025. The WRC has agreed to direct the creation of a New Town Plan which will become a high priority focus of the Planning Commission once the Bylaws have been approved because the Selectboard green lighted the project with a formal vote of approval.

8. **Sidewalks:** It was agreed that some form of safe pedestrian traffic and bike traffic was necessary for both Villages and their future viability. The Planning Commission agreed to devote some time to making proposals to promote “walkability” in both Villages. Mimi will explore possible State programs for creating and funding safe and appropriate “walkability” in both Villages. Maryann agreed to look at Towns like Ascutney that have received funding to promote bike and pedestrian traffic in Villages.
9. **Grant Writer:** It was agreed that a Grant Writer/Administrator would be very helpful not only to the Planning Commission, but all other Task Forces and Town Committees. Mimi agreed to discuss possibilities with the WRC.
10. The meeting was adjourned at 5:03
11. The next meeting of the PC will be April 17, 2024 following the Bylaw hearing in the Twitchell Building. The April 8, 2024 PC meeting has been cancelled. The next formal meeting of PC will be at 3:30 PM on April 22, 2024 at the Twitchell Building.

Respectfully Submitted:
Dick Dale

Approved 04.22.2024