Town of Londonderry, Vermont

Planning Commission Meeting Minutes
April 14, 20225
139 Middletown Road, South Londonderry, Vermont

Planning Commission Members Present: Jennifer Greenfield-Chair, Brent Bammarito-Vice Chair, Trevor Powers, Pamela J. Spaulding, Steven Twitchell-Clerk

IT: Ryan Anderson

Town Officials: James Ameden, Jr.-Selectboard

Citizens: Paul Hendler

1. Call Meeting to Order:

A quorum being present, the Planning Commission of Londonderry, VT was called to order at 6:09 P.M. on April 14, 2025 by Jennifer Greenfield, Chair.

2. Additions/Deletions to the Agenda [1 V.S.A. 312 (d)(3)(a)]

Pamela moved that under Visitors and Concerned Citizens, the discussion with the Housing Commission be deleted per their request. Brent seconded and the motion passed unanimously.

Pamela moved that under New Business we add as item b a discussion about a meeting with New Swanberg, re. River Corridors. Trevor seconded and the motion passed unanimously.

Pamela moved that after #9 Announcements/Communications we add a discussion about the agenda for the meeting on April 28th, 2025. Trevor seconded and the motion passed unanimously.

3. Minutes Approval: Brent moved the minutes be approved as presented. Trevor seconded and the motion passed unanimously.

4. Organization:

a. Elect Planning Commission Chair and Vice Chair.

Pamela moved that we elect Jennifer Greenfield as Chair and Brent Bammarito as Vic Chair of the Londonderry, VT Planning Commission. Trevor Seconded and the motion passed unanimously.

b. Elect Planning Commission Clerk

Brent moved to elect Pamela Spaulding as Clerk. Pamela declined the nomination. A discussion followed about the use of the AI Companion for accurate minutes. James Ameden was asked to present this to the Selectboard for their assistance in this matter and he agreed to do so and to have it put on the agenda.

c. Designate location and posting notices.

Pamela moved to hold regular meetings of the Planning Commission on the 2nd and 4th Mondays of the month at 6 P.M. at the Town Hall, 139 Middletown Road in South Londonderry, VT until such times as the Town Office Building renovations are completed, when meetings will be held at the Town Office Building at 100 Old School Street in South Londonderry, or at the discretion of the Planning Commission Chair and as permitted by applicable law, meetings will be held without a physical presence using publicly available remote meeting software. Trevor seconded and the motion passed unanimously.

d. Designate location and posting notices.

Pamela moved to designate the Londonderry Town Office Building, the Londonderry Post Office, and the South Londonderry Post Office as the physical locations for posting agendas of the meetings. The agendas will also be posted on the Town Website. Furthermore, agendas will also be posted at the Town Hall only until such time as when the Town Office Building renovations are completed. Trevor seconded and the motion passed unanimously.

e. Adopt Rules of Procedure.

Pamela mentioned the following changes to the Rules of Procedure: the date of adoption changed to this date; Under D: Agenda #2: 5 days prior to a meeting changed to "3 calendar days i.e. the Friday prior to a regular meeting." and posted at " e. the Londonderry Village Market and f. Transfer Station" deleted. Under "G. Responsibilities of the Clerk: 1. Create and send out agendas of the meeting. Before posting the chair must sign off on these." deleted. Pamela moved to adopt the Rules of Procedure as amended and will reformat the sizing for the next meeting for signatures with today's date. Brent seconded and the motion passed unanimously.

f. Designate Member to the Housing Commission

Pamela volunteered to continue as a member of the Housing Commission. Brent seconded and the motion passed unanimously.

g. Designate Members (2) to STR (Short Term Rental Committee)

Pamela moved that Brent Bammarito and Trevor Powers continue on the Short Term Rental Committee. Brent seconded and the motion passed unanimously. A discussion followed about the STR and its progress in approving its ordinance and how much longer the committee will have to have regular meetings. A special meeting of the STR will be held this Thursday at 3:30 P.M. at the Town Hall.

5. Visitors and Concerned Citizens

No concerns were voiced at this time.

6. Old Business

a. Maps/Discuss Zoning Districts

A discussion the need for greater clarification needed regarding the Zoning Districts and differences between the village residential and village commercial districts when they occur in the same geographical location. Also discussed was does a site plan fall under the jurisdiction of the Development Review Board and the role the Planning Commission has in this. Also discussed was the need for a more detailed and step-by-step approach to reviewing the new map and Section 2 Bylaws. A discussion about have a drive to familiarize themselves with the area and possibly recording videos of specific locations. A discussion about how this would affect compliance with the Open Meeting Law. James will contact the Town Administrator regarding this. Additional discussions involved Class 4 road classifications, land use regulations, especially in relation to accessory structures and home businesses, campgrounds in relation to shoreland districts. Also discussed was a property at Under the Mountain Road and whether the existing buildings, which apparently are in compliance with the current bylaws, should be grandfathered in as there are multiple ADUs as well as a primary dwelling. The Commission agreed to have a more detailed discussion at the next meeting with Will's input before making any decisions.

b. Review and discuss Zoning Bylaws Section 5.

Pamela asked to be able to contact Will about additional definitions to be added to Section 5 that are absent on the Bylaws that he has posted on the Town Website. The Committee agreed to allow her to do so and had no additions of their own.

7. New Business

a. Town Plan

Pamela suggested that we can start looking at the Town Plan, beginning with the Town History, checking for accuracy, additions or deletions that might be made, include the census report. Sources might include the Historical Society. Steve volunteered to contact Mimi Wright from the Historical Society for her input. This could serve as a "fill-in" for when Will is not able to be here.

b. Meeting with New Swanberg re. River Corridors

Kelly Pagala has agreed to help co-ordinate this. He did a presentation to the Londonderry Long-Term Recovery Committee and Pamela feels that it would be beneficial for all of us to hear what he has to say as the changes coming in 2028 will affect building. It may require a special meeting based on his availability and we can make sure the Housing Commission is aware of this and possibly the Conservation Committee. It could be the only item on the agenda other than those we have to have. The Commission agreed to go ahead with this.

8. Committee Updates

The Housing Commission continues to have discussions about housing needs.

Update regarding the Wastewater Project: The fee structure will be dependent on the actual Grand List value versus the 250 thousand that was used in their packet. That number was used as an example. The Selectboard will have to make a decision on how best to cover the bond that was needed, i.e. whether to spend the amount across the total Grand List or just the users.

The Long-Term Recovery Committee is have a public forum on May 3rd at Flood Brook School to get more information from the residents about the proposed projects.

9. Announcements/Communications: none

10. Next Meeting Agenda:

To help Jen plan the next agenda: Is Will going to be here? If so, Pamela suggested that we need to decide which Section 2 will be discussed. Pamela mentioned that she was really confused by Section 2 as what Will handed out at the meeting was not what we had initially had and she found that very difficult to follow. Others concurred.

Add under Old Business an "Update about a meeting with Ned Swanberg" unless we have to have a special meeting before that.

11. Adjoun: Pamela moved that the meeting be adjourned at 7:37 P.M. Brent seconded and the motion carried unanimously.

Respectfully submitted,	Signed,
Pamela J. Spaulding	Jennifer Greenfield, Chair