

TOWN OF LONDONDERRY, VT
PLANNING COMMISSION MEETING MINUTES
JANUARY 26, 2026
100 OLD SCHOOL STREET
SOUTH LONDONDERRY, VT 05155

PLANNING COMMISSION MEMBERS PRESENT: Brent Bammarito-Vice Chair, Pamela J. Spaulding-Clerk, Trevor Powers, Stephen L Twitichell

TOWN OFFICIALS PRESENT: William Goodwin-Zoning Administrator, Andy Dahlstrom-STR Administrator. Patty Eisenhaur-Housing Commission Chair via ZOOM.

CITIZENS: Heather Stephenson

1. CALL TO ORDER:

A quorum being present the Planning Commission of Londonderry, Vermont was called to order on January 26, 2026 at 6:00 P.M. by Brent Bammarito, Vice-Chair.

2. ADDITIONS/DELETIONS TO THE AGENDA [1 V.S.A. 312(d)(3)(A)]: None

3. MINUTES APPROVAL: (12/08/2025, 12/22/2025, 01/12/2026):

Trevor made the motion to approve the minutes of 12/08/2025, 12/22/2025, and 01/12,2026. Steve seconded and the motion passed unanimously.

4. ANNOUNCEMENTS/CORRESPONDENCE:

Pam noted that the WRC had approved the town plan at the Executive meeting.

5. VISITORS/CONCERNED CITIZENS:

Andy Dahlstrom, STR Administrator, asked if the Planning Commission in reviewing the Zoning Bylaws would consider an addition to the STR section and/or to the definition of the bylaws in anticipation of the STR Working Group having suggestions for greater clarity and effectiveness in the Ordinance. It would be for the STR Working Group and the Town Attorney to determine if an addition to the bylaws would best serve the Town and the purpose of the STR Ordinance. Mentioned was a third category that would fall outside the ordinance as it now stands, i.e. a house that is deemed as commercial as it is rented for mor than one half days of the ownership or is never occupied by the owner.

Heather questioned about how it could be regulated, zoning ordinance, and the definition.

Andy stated that the ordinance was the way to do the day-to-day with the bylaws backing it up. Steve felt there was room for the language in the by-laws.

Heather has shared notes with Brent that she feels is a “high level” list and mentioned the misalignment with the Town Plan and Act 250, and definitions, such as the meaning of “light industry”. She had only sent this list to Brent two hours ago but did not send it to the other Commission members. Brent was asked to share it with the other Commission members.

Heather also mentioned that the report and the maps need to be included as a requirement. She felt that there was a great model from the “last go round” and that it was a good format to follow.

Heather mentioned that there was a misalignment between the Town Plan and Housing.

6. OLD BUSINESS:

a. Bylaws

i. Review last revision of Section 3:

It should be noted that the last revision covered more than Section 3.

Recommended changes are as follows:

Page 4: Section 3100 Site Design and Performance: ADD “for Commercial and Multi-Unit Housing Development.”

Page 10: Section 1004 Applicability 1. The division of a parcel into two or more parcels. ADD : Adjustment of boundary lines,” “merger of lots.”

Page 11: Section 1101 General Exemptions: Except within the Regulated Flood Hazard Area, a riparian setback, a wetland or a wetland, ADD “or a town or state road right of way”

Page 14: Section 1104. Government and Community Facilities ADD “Fire Departments and ambulance services serving Londonderry.

Page 26: 2a Paragraph 1 CHANGE to “Section 2011.1”

2b. Paragraph 1 CHANGE to “Section 2011.1”

2012. Building Footprint. “level” ADD “whether supported by piers or a full foundation.”

Page 32: d. re. removal of damaged, diseased, or dead tree it was thought that permission was not needed to cut down a dead tree.

Page 46: 15: Fill. ADD “Fill for any other purpose.”

Page 51: 9. Certificate of Occupancy, c. CHANGE Certificate of Occupancy application to “Universal zoning application.”

Page 59: h. Storage CHANGE or in times of flooding, could be injurious to human, animal, or plant life to “potentially injurious to human, animal, or plant life in times of flooding”

Page 75: 3009 Drive-Through Facilities CHANGE the road to “the adjacent roadway.:

3010 Driveways 4. Permit ADD “the construction of (a driveway)

7. Slope CHANGE to “the slope of driveways must not”

Page 84: 3017 Manufactured Homes and Tiny Houses 1. CHANGE to “A manufactured home, mobile home, or tiny house on a lot which is under the same ownership”

Page 85: 2e safety ADD “the temporary shortage of a manufactured home requires a temporary zoning permit”

Page 87:3021 Steep Slopes 3 CHANGE VCG to “ Vermont Center for Geographical Information”

Page 95: 3a. CHANGE “To mitigate adverse aesthetic impacts from commercial uses on residential uses.

3b. CHANGE “To mitigate adverse aesthetic impacts from commercial uses on public highways”

6 CHANGE to “Plantings for screening purposes shall be of sufficient height, density, and maturity to achieve the screening standard immediately: ADD The screening requirements of this Section apply year-round during the entire period of existence of a use”

Page 98: 6 Residential Parking ADD “or trailers”

11 Accessible Parking ADD “space and aisles”

Page 101: 4 General Standards g. ADD “The maximum total of wall, projecting, roof, or

freestanding signs allowed per business shall be three.”

5. Wall Signs REMOVE “A maximum of 1 wall sign is allowed per establishment as follows:”

Page 102: 8 Free Standing Pole or Monument Signs REMOVE “A maximum of 1 free-standing pole or monument sign is allowed per lot as follows:”

d. 24 square feet in signable area in the Village Commercial “One big sign per plaza”

9 Projecting or Hanging Signs REMOVE “A maximum of 1 projecting or hanging sign is allowed per establishment as follows:”

Page 103: 10, Roof Signs CHANGE to “Within the Village Commercial district roof signs are allowed as follows:”

b. A roof sign must not exceed a sign area of 20 square feet: Plaza

Page 113; 12. Security and Screening: The facility must be secured by fencing CHANGE to “the DRB may require”

Page 115: Section 3213 Home Business “The Town of Londonderry recognizes the need of some residents to use their place of residence for limited non-residential activities, however, the Town believes that this must be balanced with the need to protect the character of the its residential areas and to protect these neighborhoods from potential nuisances. Home-based businesses must not expand to the point that the business is no longer secondary to the residential use.”

Page 118: 3218 Rooming and Boarding Houses 4 “use category” was previously a hotel, inn, or motel.

Page 124: 3312 Technical Review ADD “in the event the Development Review Board believes they require independent technical review for the diligent application specific pursuit of their work, they shall so determine by the majority vote of the Board. That vote shall occur during the public review or hearing for that application.”

3313 Engineering Requirements. CHANGE “approval” to “a permit approval or a permit amendment approval”

Page 130: 3400 Planned Unit Development (PUD) Standards ADD Planned Unit Development shall be reviewed in the same manner as regular subdivision (see Section 3300-3324)”

Page 136: 4002 1 Administrative Officer ADD “also known as the Zoning Administrator”
2 ADD under Responds to complaints and violations “Inform any person applying for municipal permits that they should contact the Agency of Natural Resources Community Assistance Specialist to assure timely action on any related state permits” and “Coordinate the town’s development review program.”

Page 148: d Lighting Plan Drawing(s) When outdoor lighting “internally illuminated architecture, or permanent outdoor decorative lighting.”

Page 177: FLAT ROOF: Not needed

FOOTPRINT: Forest Fragmentation means the division or conversion of a forest block by land development other than a by a recreational trail or use exempt from regulation under subsection 4413(d) of this title.

Page 178: Group HOME <8 RESIDENTS registration : HABITAT CONNECTOR means land or water, or both, that link patches of wildlife habitat with a landscape, allowing the movement, migration, and dispersal of animals and plants and the functioning of ecological

processes. A habitat connector may include recreational trails, and uses exempt from regulation under 24 V.S.A. Section 4413.

It was later mentioned in the meeting by Heather that these changes needed to be voted on. Pam made the motion to accept these changes. Brent seconded and the motion passed unanimously.

ii. Set date for Public Hearing:

After discussion Brent moved to hold the Public Hearing on March 9th at 6 P.M. Trevor seconded and the motion passed unanimously.

Patty felt the best way to track changes was to work off what has already been posted. Heather mentioned ways to make those changes apparent.

iii. Assign Responsibilities:

Aileen had said she would help with the notification for the newspaper but it was felt that one person should do it all. Will volunteered to do this. Pam has the report from Jen, one from Newfane that Matt from WRC sent, and can use the report prepared from the previous consultant to draft a report.

iv. Report to accompany mailings:

There is a checklist of what needs to accompany the mailings. Pam will work on it with Will. There is also a report that the Town Clerk is responsible for that is to ensure that all the "I's and t's are dotted and crossed."

b. Updates:

i. Budget: Pam mentioned that the budget was passed, there were no questions about out submission, and that the only note was that we had reduced out budget by \$200.00. Tins has sent out our stipends but did state she had not received Jen's email requesting that her stipend be divided amongst the four of us.

ii. Ordinance: Pam mentioned that she did present the ordinance re. derelict and/or abandoned houses to see if there was interest in creating such a document and that is was presented as "interest" and not as a "suggestion" as was noted in their minutes. There was interest in creating this and Aileen mentioned that she would be interested in working on this also. This will be put on the "back burner" for now.

iii. Selectboard Meeting. Jen's resignation was noted but no applications were in the packet or mentioned. There is a posting at the post offices and on the website but it is for a regular member so the applicant would not automatically be the chairperson.

iv. Website: Pam mentioned that she had attended the training with Aileen to be able to post our minutes and agenda directly to the Town Website. Although there are multiple steps to the process, it can be done at any time so is less dependent on the Town Offices. If we discuss Agenda items at each meeting it will take some of the guess work out of what needs to be discussed.

7. NEW BUSINESS:

a. Elect Interim Chairperson:

After discussion it was felt that we did not need to elect an Interim Chairperson and that Brent would continue to run the meetings. We normally have elections for officers after March Town Meeting and will continue to do this. It was mentioned that Jen's term is for another year so any appointee would be for that duration.

8. COMMITTEES:

a. STR: The STR Working Group has had their first meeting and will be on the same days as the Selectboard Meetings, starting at 5 P.M. Bill from Housing has resigned. Patty and Maryanne from Housing will be on the Group.

b. Housing: From Patty: By-Laws are their core focus especially the section regarding the one acre lot in the village residential. Patty also mentioned about the maps being on-line and questioned about the North Village Center moving West. The maps did not reflect that. She questioned about the possibility of it expanding up the hill to make it more mixed-use and the one acre lots remain problematic.

9. ADJOURN:

Pam made the motion to adjourn the meeting. Brent seconded and the motion passed unanimously. The meeting was adjourned at 7:45 P.M.

Respectfully submitted,

Pamela J. Spaulding
Clerk

Brent Bammarito
Vice-Chair

Remote Information:

web: <https://us02web.zoom.us/j/87264010470>

Meeting ID: 872 6401 0470