

**Town of Londonderry, Vermont**  
**Planning Commission Meeting Minutes**

**Monday, May 13, 2019 – 6:00**

**100 Old School Street, South Londonderry, Vt., 05155**

Attending: Sharon Crossman, Larry Gubb, Dwight Johnson, Mimi Lines, Gail Mann, Elsie Smith, Dick Dale, Shane O’Keefe, Brandy Saxton, Ester Fishman

1. Meeting called to order at 5:01
2. Agenda as posted approved
3. Minutes of Meeting of April 8, 2019 approved (Motion by Dick Dale, Second by Dwight Johnson)
4. Gail mentioned that Glebe Mountain Gardiners had Iris Bulbs to donate to the Town, which was referred to the Beatification Committee.
5. No Public Comment
6. Elsie Smith was formally welcomed to the Planning Commission
7. Brandy Saxton, the Zoning Bylaw Consultant, lead the group through her proposed year long process of its revision. She has reviewed the current Town Plan, the current Zoning Bylaws, the number of concerns gathered and compiled by the Planning Commission and DRB. She reviewed the Land Use Document, and the proposed table of Contents for the new Bylaws. The Table sets out to accomplish the major concern about the current Zoning Bylaws that it is hard for too many to understand the process. Part 1 of the table is associated with General Administrative Procedures and sets the legal framework and provides appropriate guidelines for any applicant. For instance, section 100 outlines the need for a permit and defines limitations. Section 120 addresses issues like prior applications, change of use, expansion of uses, and damaged or abandoned development. Under Act 117, Nonconforming uses replaces use variances. Part 1 will be considered in detail at the July meeting. Brandy will prepare an annotated draft of the section including an analysis of the Town Plan, current Zoning regulations, a discussion of legal concerns, and a series of policy choices for the Commission to consider. She hopes to submit the chapter draft to the Commission two weeks in advance of the next meeting so that each Commissioner can raise questions or concerns. Sharon will collect the list of concerns and questions from each and compile the list. Extra meetings beyond those scheduled may well be necessary, especially concerning the chapter on Part 2, Zoning Districts. Ester will discuss with the DRB on Wednesday at their meeting how that Board wishes to be included in the process. The timing of the Town Attorney’s involvement was discussed, but the decision will be left up to Shane and Bob Fisher. Big picture concerns like the Flood Plain and River Corridor issues will be considered as they are appropriate. Brandy noted that there will be at least two drafts for each chapter. The public community workshops have yet to be scheduled. Brandy next reviewed the sections of Part 4, Administration. 400 defines the roles and responsibilities of the Zoning Administrator, the Planning Commission, and the Development Review Board. 410

defines fees and filing requirements. 430 discusses development approvals such as site plans, signage, flood plain issues such as water/waste water, and Planned Unit Development including cluster housing, Business District, and designated Village zoning. Brandy pointed out that the current process of notifying abutting properties is not legal. She suggested differentiating major versus minor permitting applications with major reviews being what the DRB reviews. 460 addresses violations. Property Maintenance is best managed by a Town Ordinance. Considerable discussion over enforcement issues followed. Brandy concluded her review of the documents she provided by discussing land use issues and the issue of establishing new districts which is where the public involvement increases. She suggested establishing recreation districts for Magic. She reminded all that restrictions on private property use is very hard to define and enforce.

8. Because each meeting for the next year will include at least ninety minutes concerning the Bylaw rewrite, Dwight moved and Elsie seconded a motion to establish regular meetings of the Planning Commission at 5:00 PM on the second Tuesday of the month. It passed.
9. Shane O'Keefe reported that the application for the grant for funding the water/wastewater study grant has been filed. Gail reported that she had received an Email suggesting that the funding over two years be linked to the Zoning Bylaw rewrite. Shane reported that the bid from Hodgekins and Sons of Walpole was accepted for the TOPP for \$72,000 and that they will be finished by the middle of August. The Planning Commission will still be involved in the monitoring of both projects.
10. Larry reported that he had received an Email from Mary Campbell concerning the status of a previous grant to fund the repair of the Middle-Town Hall Chris Cole's assessment of building will not be awarded, but the \$10,000 should help cover the \$500 cost or be covered by Planning Commission Funds. The need for a more comprehensive set of plans to move forward with the repair of both buildings was discussed as well as possible funding. Shane mentioned his hope that the repairs can be included in a bond proposal next March. By the next meeting Mimi, Dick, and Larry will prepare a summary of funds already expended and develop a plan to prepare for a bond proposal.
11. Gail reminded all of the May 23 seminar on Southern Vermont Economic Development. Gail, Dwight, and Mimi were interested.
12. Dwight and Larry discussed proposal for establishing a Select Board appointed committee on Londonderry's future and necessary revitalization. It was agreed that there were many elements of the proposed mission of the committee that are important and necessary. Developing a well-rehearsed presentation and rationale is needed. Further discussion will be a part of next meeting agenda.
13. The next meeting will be at 5:00 PM on Monday, June 10.
14. The meeting was adjourned at 8:37.

Respectfully Submitted

Dick Dale

Secretary