

Planning Commission Special Meeting Minutes
Mon., March 11, 2024
Twitchell Building

Attending: Commission Members: Sharon Crossman, Dick Dale, Mimi Lines, Larry Gubb, Heather Stephenson, Maryann Morris (Joined late), Elsie Smith (joined late); Guests Patty Eisenhour, Melissa Brown

1. Meeting was called to order at 3:36 PM
2. **Additions to the Agenda:** Added Correspondence to item 4.
3. **Minutes Approval:** Dick moved, seconded by Sharon that the minutes of Feb. 26, 2024, Feb. 28, 2024 and Feb. 19, 2024 be approved. It was unanimously passed.
4. **Visitors and Concerned Citizens:** Ben Sargent's letter of Feb. 28, 2024 to the PC was read as was the response by Heather on March 4, 2024. A good discussion on the need to respond to letters or comments that go beyond the scope of a meeting to demonstrate that the comments were heard. It was agreed that it was in the discretion of the Chair to respond, but the option of consulting the PC is certainly permitted. The response is to reflect that the person or persons were heard, to invite further participation at a future meeting, and to clear up with facts any misunderstanding. The PC noted that Heather's letter was timely, factual, and respectful.
5. **Proposed Zoning Regulation Update:** The Planning Commission reviewed the status of the rewrite and compilation of version 6 of the Proposed Zoning Bylaws. Heather feels it should be completed by Friday and sent to the PC for review before being posted on the Town Website. All agreed that the projected PC hearing on April 10, 2024 could and would be met. Report on the Proposed Bylaw Revision dated 2/28/2024 was reviewed. The previous report for the first hearing was updated in light of the significant changes now included version 6, the official version of the Proposed Bylaws to be used at the PC hearing tentatively scheduled for April 10, 2024 at 6:30. The complete document will shortly be put on the Town Website, as required by law. Dick moved and Heather seconded the motion to adopt and approve the Planning Commission Report on the Proposed Zoning Bylaw. It passed unanimously.
6. **South Village Master Plan:** The minutes of the March 8, 2024 meeting were reviewed. Emmitt Dunbar, Sally Forbes, Paul Handler, Chloe Genovart have all expressed interest in participate as they can on the task force. The proposed map of the study was reviewed with respect to possible additions. Using a defined "walkability" standard, the region beyond the intersection of Crescent Street along route 100 was saved for a second phase of the project, but all zoned areas in the proposed Bylaws designated as Village Business and Village Mixed Use were added to the project map provided by Stephens. The PC 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.
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. There was much discussion on the scope and it was agreed that future Planning Commission meetings would review specified sections. Maryann Morris had previously noted the need to deal with Equity and Community Health and agreed to be the point person on what might be needed. Sharon, Larry, and Dick who helped create the current Plan

stated that it was very comprehensive, probably needed some revision, but probably was a simple or medium level rewrite needing significantly less time and money to do than the last time. Once the Bylaws are approved, the rewrite of the Plan and the South Londonderry Project will become the focus of the PC Agenda. It was agreed that a Project Manager for the Waste Water Project needed to be appointed, likely ending the Commission and the Planning Commission oversight, thereby, freeing up more planning time.

8. **Need to recruit new members of the Planning Commission:** Elsie's resignation will create an opening for which some energy needs to be expended to fill.
9. The meeting was adjourned at 5:37.
10. The next meeting of the PC will be March 25,2024 at 3:30 in the Twitchell Building

Respectfully Submitted:
Dick Dale