Minutes of Planning Commission Meeting

June 28, 2017

Present: Vance Bell, Chris Cummings, Bill Dunkel, Jeff Wheeler, Jerry Dyke, Tom Johnson

Meeting opened at 6:36 PM in Town Office

Bill gave a brief update on this past Monday’s public hearing on the Londonderry Town Plan. Their town energy committee is still working on the energy section of the Town Plan. There will be another public hearing after the Town Plan has been modified to incorporate the work of the energy committee. The Londonderry Town Plan may be a model we will want to consult as we attempt to bring our Town Plan into compliance with Act 174.

We tentatively have chosen two dates for a cookout/picnic to honor Bob Bingham and Bob Kehoe. The dates are Friday, July 28, and Friday, August 11. Bill will check with Bob Kehoe to see if he is available then. Bob Bingham has indicated he is available. Tentative location is Kate Wright’s house, if that meets her approval.

We briefly discussed two documents that Vance presented to the commission: Rules of Procedure and a Conflict of Interest Policy. The WRC and VLCT recommend that planning commissions adopt such rules and policies. Our discussion revealed no substantial concerns about either document, although it was noted that the Select Board does not have a conflict of interest policy to date. We will vote at our next meeting on whether to adopt both documents.

Vance also presented a draft of a proposed Certificate of Conformance, which is called for in our revised zoning regulations. This certificate, which is different from a Certificate of Occupancy, will have to be signed by the town zoning administrator, or someone she/he designates, after any work which needs a building permit has been completed. A modest fee, yet to be determined, will be charged by the town. Jerry Dyke noted that the Lister’s already have a Certificate of Conformance which routinely is issued, usually without anyone checking on the work that has been completed. Everyone agreed that the new certificate should replace the existing certificate issued by the Listers. Jeff moved to adopt the new Certificate of Conformance; Chris seconded the motion. The motion to adopt was unanimously approved.

The Planning Commission next reviewed sections 708, A2; 708, A3; and 710, A3g of the zoning regulations. Section 708 A2 and A3 indicate that the Planning Commission must choose between minimum and stricter standards for any development in Regulated Flood Hazard Areas. The choices that are made by the Planning Commission in Section 708 A2 and A3 will affect the waiver criteria in Section 710, 3g. In an effort to inform ourselves before deciding whether to adopt minimum or stricter standards in 708, A2 and A3, we looked at the maps on the Vermont Flood Ready Atlas. Theses maps identify Special Flood Hazard Areas in Windham. It appears that only 15 houses in town lie with a SFHA and potentially would be affected by the standards chosen in Section 708 A2 and A3. Because relatively few houses are involved and because flood insurance is cheaper in areas where stricter standards apply, the Planning Commission is leaning toward adopting stricter standards. Bill will contact Rob Evans, River Corridor and Floodplain Manager at the Vermont Department of Environmental Conservation, to seek his advice about this matter. The Planning Commission intends to decide which standards to adopt at our next meeting.

The next meeting of the Planning Commission will be held on Wednesday, July 18 at 6:30 PM in the Town Office. We tentatively scheduled another meeting for Wednesday, July 26 at 6:30 PM.

Respectfully Submitted,

Bill Dunkel