

**Planning Commission Minutes**  
**Monday February 24, 2025**  
**4:00 pm**

**Open regular meeting**

Matthew Moore opened the meeting at 4:11

**In Attendance:**

**In person:** Matthew Moore (Chair), Cheryl LaFlamme, Michele Carlson (Clerk)

**Via Zoom:** Erik King (Vice Chair)

Absent: Brian Holt

**Others Present:**

**In Person**

Jessica Roberts (Zoning Administrator)

**Additions to the Agenda:** none

**Public Comment:** none

**Approve Minutes:** 02/10/2025

*Matthew made a motion to approve the minutes of February 10, 2025, Cheryl second, Matthew, Cheryl and Erik in favor.*

*Note: M. Carlson was not present 2/10/2025 meeting.*

**Review proposed changes and/or additions pertaining to feather flags, menu signs and LED lighting.**

- Jessica Roberts (Zoning Administrator) offered suggestions and updates for signs and flags. Feather flags are currently not in zoning bylaws. Discussed at length the option to add to bylaws in *Section 832: Number of Signs - Permitted Signs (requiring a zoning permit)* or to add to *Section 860: Signs not allowed*. Neighboring towns such as Dover do not allow feather flags. PC discussed how these would impact the rural character of town, zoning districts (particularly the Historic Downtown District), size (usually 9-13' high by 2") and how they become "weather-worn."
- Discussed adding menu boards as a specific category in *Section 832 Number of Signs- Permitted Signs (requiring a zoning permit)*. Discussed different types of menu signs (encased in glass at entrance of restaurants, sandwich boards etc) and size. Discussed some options for quantity and size restrictions for the Village District and other zoning districts. A possibility being 1 sign 4ft. sq. in Village District and all other districts a max of 5 signs equally no more than 20 sq. ft.
- Discussed internal illumination signs language in Section 870-K and in definitions. Recommend removing last sentence in definitions that reads "Neon and LED illumination are considered forms of internal illumination" as most modern lights are LED.

**Update on Town Plan (Erik)**

Matt Bachler from WRC will be entering approved grant application into the system by March 31<sup>st</sup> (the deadline). The turnover for grant approval is one month (May 1, 2025) In the event that the grant is not awarded, the funds will come from the town as the Town Plan update is required.

**Schedule overview:** Matt Bachler returns March 10<sup>th</sup> and March 24<sup>th</sup> to review Section IX-

Telecommunications required updates. Matt will be sending over redlined updates prior to next meeting for the PC to review.

**Next Meeting March 10, 2025**

Cheryl made a motion to adjourn at 4:58, Matthew second; all in favor.

Submitted by: Michele Carlson, Clerk