

Planning Commission Minutes
Monday March 10, 2025
4:00 pm

Open regular meeting

Matthew Moore opened the meeting at 4:06

In Attendance:

In person: Matthew Moore (Chair), Cheryl LaFlamme

Via Zoom: Erik King (Vice Chair), Michele Carlson

Absent: Brian Holt

Others Present:

In Person

Jessica Roberts (Zoning Administrator,) Matt Bachler (Senior Planner WRC)

Additions to the Agenda: none

Public Comment: none

Approve Minutes: 02/24/2025

Cheryl made a motion to approve the minutes of February 24, 2025, Erik second, Erik, Matthew, and Cheryl in favor.

Presentation by Matt Bachler from Windham Regional Commission regarding draft proposed changes to Article IX (Telecommunications) Bylaws.

Matt reviewed and provided an outline of the state required provisions that need to be addressed in Article IX (Telecommunication) zoning ordinances. Matt noted areas that the town has discretion in adding regulations and criteria in regard to *de minimis* (*non-major work example: changing out antennas*) impacts, and designated municipal officer or entity to approve *de minimis* applications. PC discussed and reviewed with Jessica Roberts (Zoning Administrator) and Matt items in the draft Article IX proposed changes that The Town has discretion:

- Should DRB or Zoning Administrator determine *de minimis* applications, currently it is the zoning office, discussed benefits to keeping it this way.
- Application requirements – discretion over information requested for a permit application.
- Acceptable location of telecommunication facilities. PC discussed editing or adding areas.
- Design considerations beyond required provisions relating to environmentally sensitive areas, structure height, visual impact, and screening, discussed these in detail and advantage to refine as this will give DRB clear direction in design provisions. Height comparisons and visual impacts can include additional language and detail (for example towers that mimic trees). Discussed validity and importance of visual impacts and other scenic resources be included in the upcoming Town Plan update.

Jessica Roberts (Zoning Admin) questions/recommendations:

- Definitions be moved to Article X (definitions) same as current proposed changes in Article VI. Going forward this will allow all definitions to be in one place in Bylaws.
- Section 933 – provides option for an independent study for information, discussed benefits of moving to combine with similar section that options for an independent study
- Section 943 – instead of certified letter requirement recommend a zoning application

Matt said all these changes seemed fine. He will prepare a revised version and send it to the WPC for its next meeting.

Final review and vote on proposed changes regarding proposed changes and/or additions pertaining to feather flags, menu signs and LED lighting.

Continued discussion and review from last meeting of feather flags, menu signs and LED lighting and moved to vote on proposed changes.

- Feather Flags: add to Section 860: Signs not allowed
Cheryl made a motion to add Feather Flags to Section 860: signs not allowed, Michele second; all in favor.
- Add menu boards as a specific category in Section 832: Number of signs-permitted signs (requiring a zoning permit:
Cheryl made a motion to add a new paragraph to Section 832 identifying menu boards in Village District to be limited to 1 with a maximum size of 4 sq ft and menu boards outside Village District to a quantity of 5 with total max size of 25 sq ft. Both permanently mounted to a structure. Erik second; all in favor.
- Eliminate second sentence in Section 870-K and in definitions that combines Neon and LED language as internal illumination
Cheryl made a motion to remove last sentence from 870-K, Erik second; all in favor.

Update From Zoning Administrator:

Short term rentals limit bedrooms but not what defines a bedroom in bylaws. Permitting application currently includes state statutes concerning wastewater permit. Some homes prior to 2006 don't have a wastewater permit. DRB will be holding a consultation meeting with town attorney to review this.

Update on Town Plan (Erik):

Matt Bachler has completed in-putting the application into the state system.

Further discussion regarding time and date change of PC meetings

April is the month for Planning Commission to vote on reorganization and rules of procedure Continued discussion on changing time, moving to 5:00 is the general preference at this time.

Next Meeting March 24, 2025

Cheryl made a motion to adjourn at 5:35, Erik second; all in favor.

Submitted by: Michele Carlson, Clerk