

**PLANNING COMMISSION  
PRELIMINARY MINUTES**

**REGULAR MEETING**

November 22, 2011

**MEMBERS PRESENT:**

Fred Glover, Chairman  
Terry Carter

Ethan Gilmour  
Steve Stengel

Norman Vanasse

**MEMBERS ABSENT:**

Alan Couch

Christine Fuller

**OTHERS PRESENT:**

Rose Goings  
Jason Rasmussen

Lisha Klaiber, Recorder  
Matt Gajewski – LPC-TV

**1. CALL TO ORDER**

A. Fred Glover called the meeting to order at 5:30 p.m.

**2. ROLL CALL BY RECORDING SECRETARY**

A. All members present, except Christine Fuller and Alan Couch.

**3. APPROVE MINUTES**

A. The minutes to be approved are from the meeting of October 18, 2011.

B. **MOTION by Norman Vanasse and seconded by Terry Carter to approve the minutes from October 18, 2011 as presented. Motion passed unanimously.**

**4. COMMENTS FROM CITIZENS**

A. There were none

**5. TOWN PLAN**

***NOTE: JASON RASMUSSEN MADE ANY CHANGES DIRECTLY TO HIS COMPUTER WHERE HE MAINTAINS THE MASTER FILE FOR THE TOWN PLAN UPDATE.***

- A. Fred Glover noted that there were 3 chapters distributed tonight.
- B. Jason Rasmussen said that the town plan is pretty much done. He has updated some of the numbers in the Housing chapter and they need to add a few terms to the glossary. He would like to pull everything together to go over.
- C. Fred Glover said he would like to have the final package put together for the December meeting and then start the hearings.
- D. Jason Rasmussen suggested that the Planning Commission hold its public hearing and then go over any comments before sending it to the Select Board to start their process. Jason Rasmussen said that he would draft the written report for the Select Board and would have it for the December or January meeting. He said the plan should be done by the end of winter.
- E. Fred Glover said the board would review the full package then schedule the hearings. The chapters for tonight are 4, 5 and 6.
- F. Jason Rasmussen said that since the last review of Chapter 5, Housing, he had changed some of the numbers because the 2010 census figures were available. He said there were no changes to the Overview section of this chapter.
- G. Norman Vanasse said that there would be no need to read over the overview section if Jason Rasmussen had not made any changes.
- H. Ethan Gilmour said that he had read over the chapter and found no typos or other errors.
- I. Fred started to read aloud the Trends and Characteristics section.
- J. Terry Carter pointed out some typos.
- K. Rose Goings suggested changing some wording on page 31 (remove “1 unit detached” and “outside the village.”)
- L. Jason Rasmussen noted that the name for the Rockingham Area Community Land Trust had been changed.
- M. Terry Carter advised that the new name is the Windham Windsor Housing Trust.
- N. Jason Rasmussen changed all references to RACLT.
- O. Fred Glover suggested changing the wording on page 33, paragraph 2.
- P. Terry Carter advised – regarding references to density bonuses – that the town had voted against them and they should be deleted.
- Q. Rose Goings said that the town plan is not the law and density bonuses would have to be put into the zoning regulations to be law. She added that this is a 5-year plan and things may change.
- R. Ethan Gilmour said that he agreed with Rose Goings in that this is a 5-year plan.
- S. Terry Carter said the town specifically voted against density bonuses.
- T. General consensus to remove references to density bonuses.
- U. Fred Glover noted that although people speak in favor of affordable housing, they are against any means to provide for it.
- V. **MOTION by Terry Carter and seconded by Steve Stengel to consider Chapter 5, Housing as complete and approved by the board. Motion passed unanimously.**
- W. Jason Rasmussen said that there were only minor changes in the other 2 chapters.
- X. Fred Glover asked board members to do a final proof of the other 2 chapters before the next meeting.
- Y. Jason Rasmussen said there were only a few changes to the Local Economy chapter.
  - i. On page 40 – he updated Seasonal employee numbers
  - ii. On Page 41 – he corrected the number of employers in the private sector
  - iii. On pages 41 and 43 – he corrected Lucinac to IMERYS.

- Z. Jason Rasmussen continued, saying that he had not changed the Paul Harris biography information.
- AA. **MOTION by Terry Carter and seconded by Norman Vanasse to consider Chapter 6, Local Economy as complete and approved by the board. Motion passed unanimously.**
- BB. Jason Rasmussen said that in Chapter 4, Scenic and Historic Resources, he had corrected some dates.
- CC. Terry Carter provided some more information for the Abby Hemmenway biography.
- DD. Jason Rasmussen said that he would remove “application in process” from the Village Center designation as it had already been received.
- EE. Ethan Gilmour said that a caption should be added for Figure 4.1 as all of the other figures had them.
- FF. The board discussed the relationship between Figure 4.1 on page 25 and the information on page 26. Jason Rasmussen explained that although some buildings are on the National Historic Register, they are not in the area designated as the National Historic Register District. He said that in Figure 2.2, he updated the Birth and Death rates.
- GG. Rose Goings asked board members if they wanted printed out hard copies or just email copies of the draft town plan.
- HH. Steve Stengel and Norman Vanasse requested hard copies.
- II. Jason Rasmussen advised that in Chapter 8, Transportation, he had updated some data regarding where Ludlow residents live and work.
- JJ. **MOTION by Terry Carter and seconded by Norman Vanasse to consider Chapter 4, Scenic and Historic Resources as complete and approved by the board. Motion passed unanimously.**
- KK. Jason Rasmussen advised that he had not completed updating the Glossary. The glossary will be more comprehensive and use the same terminology as the Zoning Regulations.
- LL. Fred Glover said they still need to review the Appendix.
- MM. Terry Carter said they also need to review the Community Profile chapter.
- NN. Jason Rasmussen asked if the board had voted on the Introduction.
- OO. Fred Glover said that he would like to see the town government outline added to the Introduction. It would show the governmental structure.
- PP. Rose Goings said that VCLT has flow charts.
- QQ. Fred Glover said he would bring a chart in for the next meeting.
- RR. Jason Rasmussen said that they should review the maps and final changes to the town plan at the next meeting. He said he would try to get it to them a week or 2 before the next meeting.

## 6. OTHER BUSINESS

- A. Date for Next Meeting
  - i. December 20, 2011 at 5:30 p.m.
  - ii. Fred Glover said he would like to add change of meeting time to the agenda for the December 20<sup>th</sup> meeting.

## 7. ADJOURN

- A. **MOTION by Norman Vanasse and seconded by Steve Stengel to adjourn the meeting. Motion passed unanimously.**
- B. Meeting adjourned at 6:51 p.m.

Respectfully submitted,

Lisha Klaiber

---

Fred Glover, Chairman

---

Ethan Gilmour

---

Terry Carter

---

Steve Stengel

---

Alan Couch

---

Norman Vanasse

---

Christine Fuller