



Planning Board Meeting Minutes

Wednesday January 14, 2026

Meeting called to order at 6:00 PM.

Board Present: Alecia Loveless, Jerry Blanchard, Rob Gilgen, Linda Moore, April Hibberd and Sally Fitzgerald; Sean Gawlik

Public Present: Mary Moritz, Chris Jensen, Cheryl Jensen, Nancy Strand, Veronica Morris, and Les Blomberg (via Zoom)

Minutes: Linda Moore made motion to approve the December 17th minutes, seconded by Jerry Blanchard as amended. Move Sally Fitzgerald from present to absent. All in favor. Motion carried

Continued Business: None

New Business:

Impact Fee Ordinance Review: The Board discussed the proposed Impact Fee Ordinance review. Members noted that additional explanatory material had been provided via email. Discussion focused on the need for professional assistance to properly calculate impact fees should the Town choose to reinstate them, noting that lack of technical support was a contributing factor to their prior removal.

Motion: Jerry Blanchard made motion to send the drafted Impact Fee Ordinance forward to the Selectboard. Linda Moore seconded. All in favor, motion carried.

Conceptual Subdivision Map 404 Lot 30: The Board reviewed a conceptual subdivision plan involving property in Littleton extending into Bethlehem. The proposed right-of-way was identified on the plan, traversing the Littleton lot, giving access to the Bethlehem lot.

The Board discussed that the Bethlehem parcel is already nonconforming and that the proposal would result in limited road frontage (approximately 50 feet), where 200 feet is required. Members discussed whether the proposal should be referred to the Zoning Board of Adjustment due to nonconformity and potential frontage issues and expressed concern about setting precedent by waiving frontage requirements.

Noise Ordinance Wording The Board discussed proposed clarifying language for the Noise Ordinance warrant article, brought forward by Cheryl. Copies of the proposed language were distributed at the meeting.

Discussion included the Town's historical practice of using Department of Revenue Administration-recommended warrant language, ballot length and cost considerations, and concerns that warrant articles are often unclear to voters. It was noted that while the Town Clerk ultimately prepares the ballot, the Planning Board traditionally works with the Town Clerk on zoning-related warrant articles.

Board members discussed whether to recommend inclusion of the additional explanatory language. It was clarified that the Board's role would be advisory and that any recommendation would be forwarded to the Town Clerk.

Motion: Jerry Blanchard made a motion to recommend to the Town Clerk to include the added language to the warrant article. Sean Gawlik seconded. All in favor, motion carried.

The Chair called for any further business. Seeing none; called for a motion to adjourn.

Motion: Linda Moore made a motion to adjourn. Sally Fitzgerald seconded. All in favor. Meeting adjourned at 6:14 pm.

Respectfully Submitted,

Liz Emerson

Interim Planning & Zoning Clerk