

1 **LONDONDERRY, NH PLANNING BOARD**
2 **MINUTES OF THE MEETING OF DECEMBER 11, 2013, 2013 AT THE MOOSE**
3 **HILL COUNCIL CHAMBERS**
4

5 Members Present: Art Rugg; Mary Soares; Laura El-Azem; Chris Davies; Rick
6 Brideau, CNHA, Ex-Officio; John Laferriere, Ex-Officio; and Al Sypek, alternate
7 member
8

9 Also Present: Cynthia May, ASLA, Town Planner and Planning and Economic
10 Development Department Manager; John Vogl, GIS Manager and Comprehensive
11 Planner; and Jaye Trottier, Associate Planner
12

13 A. Rugg called the meeting to order at 7:01 PM. He appointed A. Sypek to vote
14 for M. Soares until she arrived.
15

16 **Administrative Board Work**
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18 A. Discussions with Town Staff
19

20 Staff had no topics to bring to the Board.
21

22 **Public Hearings/Workshops/Conceptual Discussions**
23

24 None.
25

26 [M. Soares arrived during the following discussion at 7:11 PM].
27

28 **Other Business**
29

30 A. Master Plan Implementation discussion (Continued from November 13, 2013)
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32 J. Vogl reported that a broadcast email was sent to former members of the
33 Master Plan Steering Committee (MPSC) following the November 13 meeting,
34 explaining the need for volunteers for the new Master Plan Implementation
35 Committee. He said this resulted in five MPSC members volunteering, while
36 an additional four residents who followed the Master Plan process also reached
37 out to Staff to offer their services. C. Davies volunteered to represent the
38 Planning Board and M. Soares offered to be the alternate representative. C.
39 May conveyed that Town Manager Kevin Smith also expressed an interest in
40 serving on the committee. J. Vogl referred to a memorandum prepared for
41 the Board (see Attachment #1) which offered thoughts on the purpose and
42 some of the proposed activities of the committee. Acting as an advisory
43 subcommittee of the Planning Board, the committee would ideally review and
44 prioritize the recommendations of the 2013 Master Plan and update the
45 Planning Board regularly. Staff spoke with their counterparts from the City of
46 Lebanon who have an implementation committee could provide a model for
47 Londonderry to follow. That implementation committee reports to the
48 Lebanon Planning Board quarterly. They have found that limiting their
49 meetings to one hour and holding them prior to Planning Board meetings
resulted in better attendance with a concise agenda and increased

1 productivity.

2
3 A. Rugg recognized Mike Speltz, 18 Sugarplum Lane and Implementation
4 Committee member, who offered comments. He suggested that at the outset,
5 the committee may find it helpful to meet more often than quarterly and not
6 restrict themselves to one hour. While that may make the meetings less
7 focused, having more meetings that are not restricted to a specific timeframe
8 may serve to help the committee make more sense of a project of this scope.
9 He also posed that any official charge include a provision that members can be
10 replaced if it is found that the committee's work extends well into the future.
11 J. Laferriere noted that the committee could meet as often as they felt
12 necessary but need only report to the Planning Board quarterly.

13
14 J. Vogl offered that if the Board approved of the draft memo presented, an
15 official charge can be presented at the next meeting. There were no
16 objections by Board members. **J. Laferriere made a motion to accept the**
17 **memo as amended to include C. Davies as Planning Board**
18 **representative, M. Soares as the alternate Planning Board**
19 **representative and Town Manager Kevin Smith. L. El-Azem seconded**
20 **the motion. Vote on the motion: 7-0-0.**

21
22 C. May stated that Staff will begin selecting a date for the first meeting.

23
24 B. Growth Management Ordinance (GMO) discussion (Continued from November
25 13, 2013)

26
27 C. May stated that because of unforeseen circumstances, she, Staff and
28 Economic Development Contractor the Arnett Development Group (ADG) have
29 not had sufficient opportunity to satisfactorily coordinate a presentation to the
30 Board on this topic. She said Staff will be prepared to present at the January
31 8, 2014 meeting. If that agenda cannot accommodate the topic, it can be
32 presented at the February 12 meeting. ADG has begun working on a review
33 that will state the purpose of the GMO, what is required such an ordinance,
34 and what data the Board should consider. The Town's current GMO sunsets
35 on January 1, 2015.

36
37 C. Zoning Ordinance Audit discussion (Continued from November 13, 2013)

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39 C. May stated that ADG is also handling this task with assistance from Staff in
40 addition to the GMO. A scope of work was proposed in a memo for the
41 assessment of the zoning ordinance, as well as site and subdivision
42 regulations, which will examine all three for consistency, both internally and
43 with the goals of the 2013 Master Plan (see Attachment #2). J. Vogl
44 explained that the memo will be used to create a contract which will include
45 the formal scope of work for the project. The audit is intended to reveal
46 issues, including problematic areas or those portions that are simply out of
47 date, as well as any updates that are needed to reflect current planning
48 practices. Relevance to the ongoing goals of the community will be
49 researched, as will new directions for land use issues posed by the Master
50 Plan. Another goal will be to maximize efficiency of the Town's review

1 process. Workshops and focus groups with members of the public as well as
2 engineers, site designers, developers, etc., who are familiar with the
3 regulations of Londonderry and other towns, will be held during the process.
4 M. Soares suggested speaking with local business owners as well. A. Rugg
5 recognized Mike Speltz, 18 Sugarplum Lane, who asked if the Town's third
6 party review consultant would be providing input. C. May said that both the
7 Town's third party consultant and engineers in the Public Works Department
8 will participate. She encouraged Board members to email any ideas and
9 thoughts to her. At this year's Town Meeting, \$20,000 was appropriated
10 towards the audit and C. May noted that some limited funds set aside in
11 previous years for Planning Board related projects and monies remaining from
12 the Master Plan effort can be used as well.

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14 **Adjournment:**

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16 **M. Soares made a motion to adjourn the meeting. J. Laferriere seconded**
17 **the motion. Vote on the motion: 7-0-0.**

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19 The meeting adjourned at 7:40 PM.

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25 These minutes prepared by Associate Planner Jaye Trottier

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29 Respectfully Submitted,

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32
33 Lynn Wiles, Secretary

MEMO

Planning and Economic Development
Department
268B Mammoth Road
Londonderry, NH 03053

Town of Londonderry, NH

To: Art Rugg, Chair, Londonderry Planning Board
From: John Vogl
CC:
Date: December 9, 2013
Re: Implementation Committee Ideas

From the 2013 Comprehensive Master Plan:

...The Implementation Team should coordinate with Town Boards and Committees to identify priority tasks and the partnerships, studies, or mechanisms required to carry them out...

At the November XX Planning Board meeting, the Board expressed an interest in exploring a Master Plan Implementation Committee. This Committee could be created as a subcommittee of the Planning Board to prioritize and regularly review the Plan’s recommendations, communicate the goals and vision, foster discussion about strategies to achieve those goals and provide annual reports to the Planning Board. This committee should be advisory only and should have a diverse membership including persons who participated on the CMP Steering Committee as well as new participants. The Committee should hear updates from Boards/Committees/Volunteer groups about efforts being made to further the plan and also to hear and provide education on issues presented in the plan that may be new or innovative to Londonderry.

The City of Lebanon has established a Steering Committee for Implementation of Master Plan (SCIMP) which meets quarterly. The SCIMP has prioritized their Plan’s outcomes, strategies and actions and provides a forum for educating themselves and the general public on ideas and techniques to implement. Recommendations they develop are passed to the Planning Board for action. Membership includes 3 members from the Planning Board, 1 (plus alternate) from Conservation and 1 (plus alternate) from the City Council. This committee provides a viable model for Londonderry to follow.

A Londonderry Committee may be expanded to be more representative of the groups involved with the Plan’s Guiding Principles, including participants from: Planning Board, Town Council, Budget Committee, Conservation Commission, Trailways, Heritage/Historic District Commission, Business Community and At-Large.

The Town has received interest in participating in a steering committee from the following:

(Participated in Steering Committee)		(New Members)	
Joe Green	Deb Paul	Ann Ciampa	Tammy Seikmann
Barbara Mee	Mike Speltz	Ted Combes	Tim Seikmann
Mary Tetrault			

There appears to be enough interest to form a viable committee.



Memorandum

TO:	Cynthia May, John Vogl, Londonderry Planning Department
FROM:	Roger Hawk, Hawk Planning Resources LLC
RE:	Regulatory Review/audit Londonderry Zoning, subdivision and site plan regulations
DATE:	December 6, 2013

Purpose: The purpose of this review and audit is to review the towns land use regulations and analyze for consistency with the 2012 master plan goals

Scope of Work:

1. Define any general updates that may be needed based on current planning practice.
2. Work closely with staff to frame the issues
3. Review the 2013 master plan to identify new directions for land use issues
4. Identify regulations that may be out of date or for which more current best practices may be employed
5. Hold a series of workshops/focus groups with regular system users (engineers, site designers, developers and lawyers) to get their candid input on problematic areas
6. Examine regulations for internal consistency