

1 **LONDONDERRY, NH PLANNING BOARD**  
2 **MINUTES OF THE MEETING OF June 6, 2012 AT THE MOOSE HILL COUNCIL**  
3 **CHAMBERS**  
4

5 Members Present: Art Rugg; Mary Soares; Laura El-Azem; Tom Freda, Ex-Officio;  
6 Rick Brideau, CNHA, Ex-Officio; John Laferriere, Ex-Officio; Dana Coons, and Maria  
7 Newman, alternate member  
8

9 Also Present: André Garron, AICP; Cynthia May, ASLA; John Trottier, P.E.; Libby  
10 Canuel, Community Development Secretary  
11

12 A. Rugg called the meeting to order at 7 PM. He appointed M. Newman to vote for  
13 Lynn Wiles.  
14

15 **Continued Plans**  
16

17 A. Pillsbury Realty Development, LLC, Map 10, Lots 15, 23, 29C-2A, 29C-2B, 41,  
18 41-1, 41-2, 42, 45, 46, 47, 48, 50, 52, 54-1, 58, 59, and 62 – Application  
19 Acceptance and Public Hearing for formal review of the Woodmont Commons  
20 Planned Unit Development (PUD) Master Plan [Continued from the May, 2,  
21 2012 Planning Board Meeting for Application Acceptance]  
22

23 A Rugg read a request for a 30-day continuance that was received on June 1  
24 into the record [see Attachment #1]. He noted to Board members that the  
25 Town Attorney has requested that the Board grant the continuance.  
26

27 **D. Coons made a motion to continue the Application Acceptance and**  
28 **Public Hearing for formal review of the Woodmont Commons Planned**  
29 **Unit Development (PUD) Master Plan to July 11, 2012 at 7pm. M.**  
30 **Soares seconded the motion.** No discussion. **Vote on the motion: 6-0-0.**  
31 The hearing will be continued to July 11, 2012 at 7PM. A. Rugg said this will  
32 be the only public notice.  
33

34 [Rick Brideau arrived 7:04 pm]  
35

36 [John Laferriere arrived during the presentation below at 7:12 pm]  
37

38 **Other Business** (see remaining "Other Business" items starting on page 5)  
39

40 A. SNHPC –Partnership Agreement toward Developing a Statewide Development  
41 Policy  
42

43 David Preece, Executive Director of the Southern New Hampshire Planning  
44 Commission (SNHPC), informed the Planning Board that a three year initiative  
45 is underway to develop comprehensive regional plans for each of the nine NH  
46 regional planning commissions, along with a statewide policy document to  
47 guide the state's growth and development. Improved integration and  
48 coordinated planning of existing regional plans (e.g. the Transportation  
49 Improvement Plan, the Regional Economic Development Plan) will be a goal as

1 well. Funding has been secured through a \$3.3 million Sustainable  
2 Communities Regional Planning Grant from the Department of Housing and  
3 Urban Development (HUD). Since SNHPC has already developed a Regional  
4 Comprehensive Plan, resources will be used to update it to the year 2030. Any  
5 new principles developed amongst the nine regions will be included in both the  
6 update and the new statewide policy, along with the six "livability principles" of  
7 the Partnership for Sustainable Communities (see Attachment #2). D. Preece  
8 outlined those principles as: 1) Providing more transportation choices; 2)  
9 Promoting equitable affordable housing; 3) Enhancing economic  
10 competitiveness; 4) Supporting existing communities; 5) Coordinating policies  
11 and leveraging investment; and 6) Creating viable communities and  
12 neighborhoods. New studies and data will be added to the update, including  
13 such topics as housing preferences/needs, fair housing, climate change, and  
14 the analysis of new census data for transportation and commuting.  
15 Municipalities can also benefit from the information and resources resulting  
16 from the project for such things as master plan updates, grant applications,  
17 and acquiring funding for such key regional development as Londonderry's  
18 Pettengill Road project. D. Preece asked if the Board would sign the  
19 partnership agreement to participate in a regional advisory committee known  
20 the "Leadership Team." The intent is to provide guidance to SNHPC regarding  
21 the policies and recommendations of the overall plan. No financial  
22 commitment will be required from the Town. Eight quarterly meetings are  
23 expected to take place over the next two years, with perhaps two additional  
24 meetings in the third year. The first meeting is scheduled for June 14 at  
25 SNHPC.

26  
27 A. Rugg asked for Board input or questions. He previously volunteered to  
28 serve on the Leadership Committee and M. Soares offered to act as an  
29 alternate member. Since neither will be available for the first meeting, A.  
30 Garron said he would go on their behalf.

31  
32 **A. Rugg entertained a motion to support the Partnership Agreement as**  
33 **described. M. Soares so moved. D. Coons seconded. No discussion.**  
34 **The motion was approved, 8-0-0.**

35  
36 A. Garron will forward the agreement to A. Rugg for his signature.

### 37 38 **Administrative Board Work**

39  
40 A. Plans for Signature – Heritage Truck & Automotive Subdivision, Louis G. Coltey  
41 Jr. & Susan B. Coltey, Map 15, Lot 97, 52 Clark Road.

42  
43 J. Trottier said all precedent conditions for approval have been met and the  
44 staff recommends signing the plans.

45  
46 **M. Soares made a motion to authorize the Chair and Secretary to sign**  
47 **the plans. D. Coons seconded the motion. No discussion. Vote on the**  
48 **motion: 8-0-0.** A. Rugg said the plans will be signed at the conclusion of the  
49 meeting.  
50

1 B. Extension Request – Cullen Subdivision, Map 8 Lot 2A, High Range Road

2  
3 J. Trottier referenced a letter from Jack Szemplinski of Benchmark Engineering,  
4 Inc. requesting a one year extension of the Conditional Approval of the  
5 subdivision plan that expired on June 3, 2012.

6  
7 Due to the passing of the owner, Mrs. Cullen, a one year extension is  
8 requested to allow for the Cullen family members to finalize the estate. J.  
9 Trottier said that staff is supportive of the request.

10  
11 **D. Coons made a motion to grant a one year extension to June 6, 2013.**  
12 **M. Soares seconded the motion.** No discussion. **Vote on the motion: 8-**  
13 **0-0.** The extension for **one year** was granted.

14  
15 C. Extension Request – DiFava Fire Protection, Map 15 Lot 62-3, 3 Enterprise  
16 Drive

17  
18 J. Trottier referenced a letter from Todd Connors of Long Beach Development  
19 Associates, LLC requesting a one year extension of the Conditional Approval of  
20 the site plan that expires on June 6, 2012.

21  
22 Because the current economic climate has made commencement of the project  
23 difficult, the applicant is requesting a one year extension to ensure that all  
24 conditions of approval are met. J. Trottier said that staff is supportive of the  
25 request.

26  
27 **D. Coons made a motion to grant a one year extension to June 6, 2013.**  
28 **M. Soares seconded the motion.** No discussion. **Vote on the motion: 8-**  
29 **0-0.** The extension for **one year** was granted.

30  
31 D. Approval of Minutes – May 2, 2012; May 9, 2012

32  
33 **M. Soares made a motion to approve and sign the minutes from the**  
34 **May 2, 2012 meeting. L. El-Azem seconded the motion.** No discussion.  
35 **Vote on the motion: 7-0-1** (R. Brideau abstained as he was absent from the  
36 May 2, 2012 meeting).

37  
38 **M. Soares made a motion to approve and sign the minutes from the**  
39 **May 9, 2012 meeting. R. Brideau seconded the motion.** No discussion.  
40 **Vote on the motion: 5-0-3.** (L. El-Azem, T. Freda, and J. LaFerriere  
41 abstained as they was absent from the May 9, 2012 meeting).

42  
43 Minutes for May 2, 2012 and May 9, 2012 were approved and will be signed at  
44 the conclusion of the meeting.

45  
46 E. Discussions with Town Staff

- 47  
48
  - Update on the Master Plan

49 A. Garron reported that the week-long Planapalooza event began on May

1 31<sup>st</sup> with a well attended opening presentation and cookout at the High  
2 School that produced useful input from the public. He thanked all those  
3 who contributed to the event, including the Lions Club and Stonyfield  
4 Yogurt. The three subsequent days of meetings, he continued, resulted  
5 in worthwhile discussions, providing Master Plan Consultant Town  
6 Planning and Urban Design Collaborative (TPUDC) with valuable insights  
7 from residents. TPUDC then synthesized that input into the closing  
8 presentation held at Lions Hall on June 5. C. May relayed that the  
9 turnout was again impressive, as was the presentation done by TPUDC,  
10 who incorporated all of their prior observations about Londonderry with  
11 input from the individual Planapalooza events. Their next step will be to  
12 integrate all of that information into the Master Plan document itself,  
13 which staff hopes to have before the Planning Board by the end of 2012.  
14 It was estimated that approximately 335 residents and other members  
15 of the public participated during the week. Public involvement, staff  
16 noted, will continue to play a key factor in development of the Master  
17 Plan. A. Garron thanked staff for their considerable efforts, particularly  
18 in the way of public outreach. C. May acknowledged the generosity and  
19 significant assistance of the School Department.

- 20  
21 • 172 Rockingham Road, Map and Lot 15-61-1

22  
23 J. Trottier explained that he and C. May met with the new owner of this  
24 property who would like to repair the parking lot and ensure the site's  
25 compliance with Town regulations. A change in use had been granted by  
26 the Administrative Review Committee (ARC) in March of 2007 from a  
27 daycare to an office/storage use. That site plan had included elimination  
28 of an access way to Rockingham Road in order to create room for four  
29 additional parking spaces. Access to the lot therefore switched to an  
30 existing curb cut on Symmes Drive just north of Rockingham Road. As  
31 part of the improvements done to Route 28 by the State Department of  
32 Transportation (DOT), the Rockingham Road curb cut there was given  
33 back to the owner, while the Symmes Drive access was removed  
34 because of its close proximity to Rockingham Road. Although he would  
35 be losing the four parking spaces by gaining back the curb cut, the  
36 owner plans to provide the 12 overall spaces required by eliminating  
37 part of the existing structure on the site. J. Trottier asked if the  
38 Planning Board would allow the ARC to review this as a minor site plan,  
39 despite the fact that altering access to the lot would normally make the  
40 plan beyond the ARC's authority. The consensus of the Board was to  
41 allow the ARC to review the project as a minor site plan.

- 42  
43 • Londonderry Ford

44  
45 C. May stated that Londonderry Ford would like to update their site  
46 lighting to full cutoff lighting, which would create compliance with the  
47 Town's zoning regulations. She asked if the Board would permit staff, in  
48 this case the Senior Building Inspector/Zoning Officer, to handle the  
49 issue administratively. The consensus was to allow staff to do so.  
50

- 1 • The Nevins Adult Community

2  
3 C. May explained that the Nevins Community is attempting to discourage  
4 motorists from using their development's private road system as a cut  
5 through. The site plan indicates four speed bumps and the Association  
6 would like to add further "traffic calming" devices. Staff is requesting  
7 the matter be handled administratively, which would include approval  
8 from the Fire Department. (Staff also made the Association aware that  
9 any significant changes such as a gate would need to be brought before  
10 the Board). There were no objections from the Board for staff to handle  
11 the matter administratively.

- 12  
13 • Amending the Planning Board Rules of Procedure regarding staff  
14 presentation of comments and recommendations.

15  
16 At the May 2 Planning Board meeting, T. Freda and A. Garron presented  
17 a proposed change to the Board's Rules of Procedure to allow an  
18 applicant the ability to waive the verbatim reading to the Board of any or  
19 all staff comments/recommendations regarding their project. This being  
20 the second reading of the proposed change, adoption of the amended  
21 Rules of Procedure will be considered at the June 13 meeting.

- 22  
23 • Exit 4A

24  
25 A. Rugg announced that members of the general public are invited to  
26 attend an informational meeting about the planning and construction of  
27 Exit 4A on June 14 at 6:30 PM in the Moose Hill Council Chambers. The  
28 meeting will afford the public to speak with State representatives as well  
29 as the Chair of the House Transportation Committee, Assistant  
30 Commissioner of the NH DOT, and the Executive Director from SNHPC.

### 31 32 **New Plans**

33  
34 No new plans were submitted.

### 35 36 **Other Business** (continued from page 1)

- 37  
38 B. Planning Board review of a proposal from BCM Planning LLC regarding the  
39 revision and update of the School Impact Fee Program

40  
41 A. Garron stated that Bruce C. Mayberry of BCM Planning LLC has managed the  
42 Town's School Impact Fee Program updates since 1999, including the last  
43 minor update in 2006. With such changes as decreased enrollment occurring  
44 since that time, a comprehensive update was deemed appropriate. A. Garron  
45 therefore solicited a proposal for an update from B. Mayberry, the scope of  
46 which would be the same as the 2002 comprehensive update (see Attachment  
47 #3). Data from the School Department will again be merged with the housing  
48 information from the Town's GIS system to calculate the number of school  
49 aged children per household. School facility factors such as floor space and  
50 added infrastructure will be taken into account as well. A. Garron reviewed the

1 rest of the scope or work, noting the inclusion of separate meetings with the  
2 Planning Board and Town Council. The Planning Board will have the option to  
3 schedule additional meetings. B. Mayberry will also obtain input from School  
4 District and Town staff. He has estimated the cost would be between \$6,000  
5 and \$8,000, noting that the latter is feasible depending on the amount of GIS  
6 data provided by the Town. M. Newman confirmed with A. Garron that  
7 discussions concerning long term planning for school facilities will be part of  
8 the proposal. J. Laferriere noted that as funding for schools decreases at the  
9 State level, it is essential to determine what share of the costs should be borne  
10 by new development. He requested that B. Mayberry meet with department  
11 heads during the process, followed by the School Board once a draft is ready.  
12 A. Garron replied that would be added to the contract. A. Rugg asked for any  
13 further input from the Board. There was none. The consensus of the Planning  
14 Board was to move forward with the contract as amended.  
15

16 C. Creation of a Development Guideline Booklet  
17

18 At the April 6, 2011 Planning Board meeting, T. Freda presented a copy of the  
19 City of Dover's "Developer's Handbook" that acts as a guide for newcomers to  
20 the planning process, including residents, developers and newly appointed  
21 Board members. A. Garron asked if the Board would like staff to pursue such a  
22 document for Londonderry, noting that some of the items in the table of  
23 contents already exist in the Town Site Plan Regulations (see Attachment #4).  
24 He also is aware of at least one other municipal handbook that staff could be  
25 used as an example. A. Rugg said it would be a very worthwhile endeavor. M.  
26 Soares suggested asking a High School senior interested in local government  
27 or planning as a career to produce a draft. The consensus was for staff to  
28 pursue creation of a handbook for Londonderry.  
29

30 D. Development of an Aquifer Protection Ordinance  
31

32 A. Garron stated that this issue was one of the recommendations of the 2011  
33 Open Space Task Force (OSTF) report. Given the number of homes that rely  
34 on wells, the OSTF deemed protection of groundwater resources to be vital.  
35 According to surveys done for both the OSTF and the Master Plan update, it is  
36 a significant concern of residents as well. One source of protection would be  
37 this ordinance aimed at safeguarding the Town's aquifers. Guidance for  
38 development of the ordinance will come from a template produced by the NH  
39 Department of Environmental Services. A. Garron noted that ordinance's  
40 creation will take some time and will include workshops to make its impact  
41 known to the Board and the public. It was decided to schedule an introductory  
42 presentation for the August 8 agenda and to make it a monthly topic  
43 thereafter.  
44

45 E. Development of a Transfer of Development Right Ordinance  
46

47 The intent of this ordinance, which was a result of the 2004 Master Plan, would  
48 be to allow a developer a more intensive use of one piece of land, contingent  
49 upon them purchasing the development rights of another area that the town  
50 would like to see preserved in its natural state. A. Garron suggested holding

1 off on development of this ordinance until the Master Plan update is complete  
2 so as to be consistent with its direction.

3  
4 F. Proposed amendment to the Zoning Ordinance regarding Commercial Kennels

5  
6 C. May stated that this topic, first brought up at the May 2 meeting, will be  
7 addressed again at the July 11 meeting.

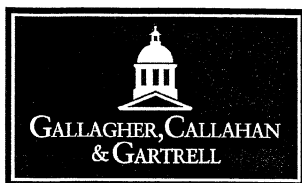
8  
9 **Adjournment:**

10  
11 **M. Soares made a motion to adjourn the meeting. R. Brideau seconded**  
12 **the motion. Vote on the motion: 8-0-0.** Meeting adjourned at 8:12 PM.

13  
14 These minutes prepared by Jaye Trottier and Libby Canuel, Community  
15 Development Department Secretaries.

16  
17  
18  
19 Respectfully Submitted,

20  
21  
22  
23 Lynn Wiles, Secretary



ARI B. POLLACK  
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June 1, 2012

Arthur Rugg, Chair  
Londonderry Planning Board  
268B Mammoth Road  
Londonderry, NH 03053

**Re: Woodmont Commons PUD Application**

Dear Chairman Rugg:

Please accept this request for the Planning Board to continue its consideration of the Woodmont Commons PUD Application for an additional thirty (30) days. As Pillsbury is currently extended until the Planning Board's regular meeting on June 6, 2012, I trust the Board will act upon this request that evening.

Please let me know if you have any questions or need additional information.

Very truly yours,



Ari B. Pollack

ABP/red

cc: Michael Kettenbach  
John Michels, Esq.





**SNHPC**

## Granite State Future

**Town of Londonderry  
June 6, 2012**



Southern New Hampshire Planning Commission



**SNHPC**

## Granite State Future

- In 2012, HUD awarded a \$3.3 Million Dollar Sustainable Communities Regional Planning Grant to Nashua RPC on behalf of the nine RPCs in support of implementing a comprehensive state-wide regional planning program in the state
- The purpose of this regional planning program is to develop comprehensive regional plans for each of the nine RPCs and one state-wide policy document that will help shape New Hampshire's future growth and development

Southern New Hampshire Planning Commission



## Southern New Hampshire Planning Commission

- SNHPC will participate in this program over the next three years with the goal of updating and expanding our existing Regional Comprehensive Plan;
- The new regional planning will take into consideration the six "livability principles" developed by the Partnership for Sustainable Communities - HUD, US DOT and EPA as well as new principles developed for NH and each region;
- It will also work towards the goal of greater integration and coordinated planning among other existing regional plans such as the TIP, CEDS, Regional Economic Development Plan, and the Regional Housing Assessment and Transportation Plan;

Southern New Hampshire Planning Commission



## Six Livability Principles

- **Provide more transportation choices:** develop safe, reliable and economical transportation choices to decrease household transportation costs, reduce nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
- **Promote equitable affordable housing:** expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.
- **Enhance economic competitiveness:** improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers as well as expanded business access to markets.

Southern New Hampshire Planning Commission



## Six Livability Principles

- **Support existing communities:** target federal funding to existing communities – through such strategies as transit-oriented development, mixed use development, and land recycling – to increase community revitalization, improve the efficiency of public works investments, and safeguard rural landscapes.
- **Coordinate policies and leverage investment:** align federal policies and funding to remove barriers to collaboration, leverage funding and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
- **Viable communities and neighborhoods:** enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods – rural, urban and suburban.

Southern New Hampshire Planning Commission



## Process

- Our current regional comp plan will be updated to the year 2030;
- Engaging members of the communities at a grass-roots efforts
- There will be new studies/new data added to the plan:
  - A NHHFA Housing Preference/Needs Study
  - A Study of Impediments to Fair Housing in the Region
  - Climate Change Assessment & Analysis of the Region
  - Better Building Program Best Practices
  - Scenario Planning – utilizing travel demand modeling
  - Analysis of new Transportation/Commuting census data for region
  - Addition of Public Health Strategies – Healthy Eating/Active Living
  - Addition of UNH Carsey Institute “Communities of Interest” & NH Listens programs

Southern New Hampshire Planning Commission



## Schedule

- **The regional planning program has started & will take place between 2012 - 2015**
- **Year One – 2012/13 – focus is on statewide activities & regional visioning**
- **Year Two – 2013/14 – focus will be the actual comprehensive plan update**
- **Year Three – 2014/15 – 2 pilot projects – complete streets and energy mapping**

Southern New Hampshire Planning Commission

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## What Happens Next?

- **SNHPC will organize and staff:**
  - **Regional Advisory Committee - to oversee planning process**
  - **Public Engagement Team – to spearhead public involvement process**
- **Seek MOUs with planning partners**
- **Develop/Implement the planning process/public outreach & Conduct Review of Existing Conditions/Plans & Trends – looking for common issues/themes centered around livability principles**
- **Conduct Kick Off Meeting on June 14, 2012**

Southern New Hampshire Planning Commission

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## Benefits/Results

- **New information/resources will be generated for municipal master plan updates and grant applications;**
- **Planning will continue to build regional collaboration;**
- **The plan will work to achieve greater “coordinated plans” and public investment decisions within the region;**
- **New goals, strategies, projects and priorities will be developed for the region**

Southern New Hampshire Planning Commission



## Comments/ Questions?

**For further updates, visit SNHPC website:  
[www.snhpc.org](http://www.snhpc.org), “A Granite State Future”**

Southern New Hampshire Planning Commission



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May 15, 2012

André L. Garron, AICP, Director  
Community Development Department  
268 B Mammoth Road  
Londonderry, NH 03053

*Re: School Impact Fee 2012 Update*

Dear André:

This letter outlines a proposal for a revision and update of the underlying methodology of the Londonderry school impact fee and related fee schedule. There have several updates to the school impact fee since its inception in 1994, based on a methodology developed by the Town of Londonderry.

In 1999, the Town hired me to develop a revised approach to the assessment basis. Subsequent updates that I prepared in 2002 and 2006 have incorporated adjustments based on enrollment ratios, physical standards based on facility space per pupil capacity, capital costs of construction, and credit allowances for property taxes which are the principal variables in the impact fee formula.

In the 2002 update, the principal proportionate basis for the school impact fee was comprehensively reviewed by matching enrollment counts by address to property characteristics found in Town assessment data. In the 2006 update, I did a statistical update of the enrollment multipliers based on overall changes in total enrollment and total housing units. It is likely that enrollment ratios have continued to decline as a higher percentage of households are now 55 and older. As we previously discussed, given that 10 years have passed since I developed Londonderry's Town-specific enrollment multipliers, a similar comprehensive update of the ratios should be performed so that impact fee assessments remain proportionate to relative demand on facility space.

Since the 2006 update, detailed data from the 2010 Census has been released, and the Town now has the in-house capability to link enrollment counts to assessment data by physical address using its GIS capabilities. (I've recently discussed these data requirements with GIS Manager John Vogl.

For the 2012 update, I recommend that we explore the alternative assessment methods of:

- Average per unit assessment by structure type
- Assessment based on unit type and bedrooms (current method)
- Assessment per square foot of living area (all units or by structure type)

As the Town encounters a variety of housing types, including mixed uses within the Woodmont development, the Town may want to explore the alternative options for assessment to assure that the school impact fee system remains proportionate yet flexible.

## **Scope of Services**

### 1. Revise Baseline Enrollment Ratios

Using a data base to be prepared by the Town (enrollment counts matched to property assessment data – see Appendix 1) BCM Planning will develop a new series of enrollment ratios by grade level to re-set the proportionate basis of assessment. These ratios will be computed by structure type and by year built, with sufficient detail to support the average unit, bedroom-based or per square foot assessment methods. The same data base will provide information on the assessed values associated with various types of housing units.

The enrollment counts will be compared with trends in decennial U. S. Census data for Londonderry on the school age population, total housing units, and households. Because Londonderry has relatively few multifamily housing units, BCM Planning will also review available U. S. Census PUMS tabulations for NH for comparative estimates for 3+ unit and 5+ unit structures.

Long-term demographic projections of changes in the population by age will also be reviewed at the County and Metro area level to consider how the baseline enrollment ratios (school age population to households) is likely to change over the next 10 to 20 years. Depending on the projections, the results could provide a basis for incorporating an adjustment or discount to the fee based on anticipation of lower future enrollment ratios per household.

The study will also consider any recent projections of enrollment prepared by the Londonderry School District as part of the analysis.

### 2. Update School Facility Characteristics

The current estimated capacity and enrollment in Londonderry schools will be reviewed in consultation with the School District and compared to the 2006 estimates. The principal purpose of this element is to document the spatial standards to be used in the fee calculation (the total floor area required per pupil capacity including classroom and core facility space).

### 3. School Development Costs & Debt Service

Working with the Town and School District, BCM Planning will update data on school facility size, capacity, and any plans for future expansions. Costs for facility expansion undertaken since the 2006 update will also be reviewed. Available data on allowable square foot costs (for State Building Aid in NH), as well as adjustment of school construction costs using an R.S. Means index, as a revised basis for assigning capital costs per square foot.

### 4. Update Credit Allowances

BCM Planning will review with the School District any new in bonded debt for capital facility development, or the refinancing of debt since the 2006 update in order to adjust related impact fee credit allowances. The proportion of principal costs for debt service that were offset by State Building Aid in particular bonds will be adjusted as needed. Credit allowances will be adjusted based on an allocation of debt services costs and an update of assessed valuation per unit (average, bedroom based, and per square foot) to parallel the alternative assessment methods.

### 5. Revised Impact Fee Schedule and Narrative

The outcome of all elements of the update will be several alternative methods of assessment and fee schedules for consideration by the Town (average unit, bedroom based and square foot assessment). The narrative will detail the rationale for each of the variables in the assessment basis, and discuss the pros and cons of each approach.

### 6. Ordinance Review

BCM Planning will review the text of the existing Impact Fee Ordinance to identify any potential conflicts between the standards it sets forth and the alternative methods of assessment under consideration in the update.

In consultation with the Town on its experience with school impact fees, BCM Planning will also review the need to incorporate standards for school impact fee waivers (full or partial) and the criteria and documentation needed to support a waiver request. School fee waivers are usually provided for age-restricted developments (either at an age 55+ or age 62+ occupancy restriction); some waivers may also be considered if the Town wishes to offer a reduced fee for units that fulfill an affordable housing objective.

### 7. Final Products

Final products will be delivered in the form of PDF files containing narrative reports that summarize the variables in each of the fee calculations and models, an explanation of changes in the basis of assessment and fee amount supportable. Reports related to the ordinance review will be delivered separately.



## 8. Meetings

While much of the needed information for the update can be obtained via email exchange of data, some on-site meetings with Londonderry Town and School District staff will be needed in the course of gathering information for the update.

This scope of services assumes that BCM Planning will attend two public meetings at the conclusion of the study to present a study summary and alternatives to the Planning Board and to the Town Council.

## 9. Delivery Schedule

The estimated time to complete a draft update of the school impact fee is 90 days from receipt of the data base containing the elements outlined in Appendix 1. The final report timing will depend on the schedule for staff review of draft documents and final presentation to the Planning Board.

## 10. Cost of Services

The cost of the above scope of services is estimated in the range of \$6,000 to \$8,000 based on estimated hours and a rate of \$120 per hour. I would suggest that an agreement for services be based on a figure of \$8,000 as a "not to exceed budget" with actual time billed hourly. In such case, if the GIS data or other data gathering compiled by the Town lowers the consultant time requirements more than expected, it would result in a lower final cost to the Town.

Please contact me anytime to review the scope and budget to assure that it will meet your needs. I look forward to working with you again.

Sincerely yours,



Bruce C. Mayberry, Principal  
BCM Planning, LLC

## APPENDIX 1: DATA BASE COMPILATION BY TOWN OF LONDONDERRY

(The following data base structure has been reviewed with John Vogl, GIS Manager, who has indicated that the Town can provide data in the format listed)

### **Enrollment by Physical Address:**

Pupils by range:

- Pre-K
- Kindergarten
- Grade 1-5
- Grade 6-8
- Grade 9-12

### **Structural Data For Parcels by Physical Address**

- Actual year built
- Number of Living Units
- Living Area (Sq.Ft.)
- Number of Bedrooms
- Type of Structure:
  - Single family detached
  - Townhouse/attached
  - Duplex or 2-unit
  - 3+ Unit Structure
  - Manufactured Housing (Mobile Home)

### **Valuation:**

Assessed valuation of parcel (land, buildings, improvements)

### **Computations to be made by BCM Planning using above data base:**

From the assembled data base, I'd like to be able to compute the following ratios:

- Average enrollment per unit by structure characteristics
- Average enrollment per sq. ft. living area by structure characteristics
- Average assessed valuation per unit and per sq. ft. by structure characteristics

### **Issues pertaining to typical assessment data formats:**

Will probably need to sub-categorize residential condos by structure type as detached, townhouse, or flats  
*(assessment codes often indicate "condo", but not the type of structure)*

Where there are multiple structures on a parcel, total living area and total bedrooms may require special treatment  
*(assessment data base query may pick up data for the 1st building only where there are multiple structures)*

Sometimes the physical street address maintained by a school district doesn't exactly match an address in the assessment data  
*(often the case in duplexes, condos, and multifamily properties)*

We may have to do some individual property lookups to describe condo structure types, and to sum the building data for parcels with multiple structures



CITY OF DOVER, NEW HAMPSHIRE

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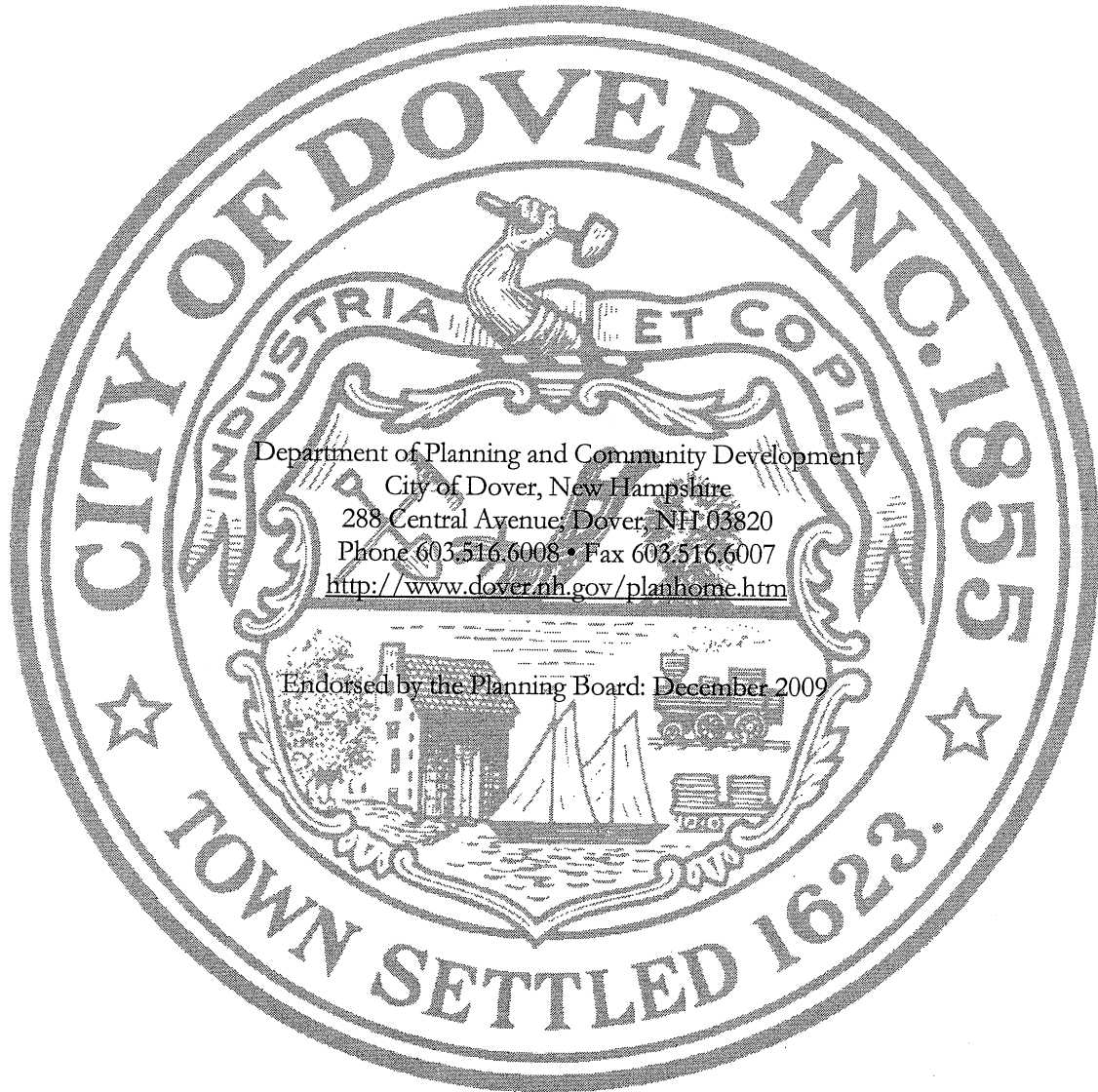
Developers' Handbook

Your Project = Our Project

DEVELOPERS' HANDBOOK

# Your Project = Our Project

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Endorsed by the Planning Board: December 2009

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