

1 **LONDONDERRY, NH PLANNING BOARD**
2 **MINUTES OF THE MEETING OF APRIL 6, 2011 AT THE MOOSE HILL**
3 **COUNCIL CHAMBERS**
4

5 Members Present: Art Rugg; Mary Soares; Charles Tilgner, P.E.; Laura El-Azem;
6 Chris Davies; Tom Freda, Ex-Officio; Rick Brideau, CNHA, Ex-Officio; John
7 Laferriere, Ex-Officio; Dana Coons, alternate member; Leitha Reilly, alternate
8 member
9

10 Also Present: André Garron, AICP; Tim Thompson, AICP; Libby Canuel,
11 Community Development Secretary
12

13 A. Rugg called the meeting to order at 7 PM and appointed D. Coons to vote for
14 Lynn Wiles.
15

16 **Administrative Board Work**
17

18 A. Election of Officers
19

20 **C. Davies made a motion to elect A. Rugg as Chair. D. Coons**
21 **seconded the motion. No discussion. Vote on the motion: 7-0-1 (A.**
22 **Rugg abstained).**
23

24 **R. Brideau made a motion to elect M. Soares as Vice Chair. C. Tilgner**
25 **seconded the motion. No discussion. Vote on the motion: 8-0-0.**
26

27 **M. Soares made a motion to elect C. Tilgner as Secretary. D. Coons**
28 **seconded the motion. No discussion. Vote on the motion: 8-0-0.**
29

30 **D. Coons made a motion to elect L. Wiles assistant secretary. R.**
31 **Brideau seconded the motion. No discussion. Vote on the motion:**
32 **8-0-0.**
33

34 **C. Davies made a motion to appoint R. Brideau and M. Soares as the**
35 **Planning Board representatives to the CIP committee. D. Coons**
36 **seconded the motion. No discussion. Vote on the motion: 8-0-0.**
37

38 **D. Coons made a motion to appoint A. Rugg as the Planning Board**
39 **representative to the Heritage Commission. M. Soares seconded the**
40 **motion. No discussion. Vote on the motion: 8-0-0.**
41

42 *[T. Freda arrived at 7:05.]*
43

44 B. Plans to Sign – Young Subdivision, Litchfield Road
45

46 T. Thompson said all precedent conditions for approval have been met and
47 the staff recommends signing the plans.
48

1 **M. Soares made a motion to authorize the Chair and Secretary to sign**
2 **the plans. D. Coons seconded the motion.** No discussion. **Vote on the**
3 **motion: 9-0-0.** A. Rugg said the plans will be signed at the conclusion of
4 the meeting.

- 5
6 C. Extension Request – Buttrick Professional Offices (Phase 5) Site Plan –
7 Request additional 1 year on final approval

8
9 T. Thompson referenced the letter from Robert D. Meissner, President of DHB
10 Homes LLC, requesting an additional one year extension from the May, 2011
11 expiration date of the final approval of the Phase 5 non-residential site plan.
12 Due to current economic and financial conditions, it is uncertain when the
13 project will commence.

14
15 T. Thompson said that staff is supportive of the request, as there have been
16 no changes to ordinances or regulations impacting the project.

17
18 **D. Coons made a motion to grant a one year extension of the final**
19 **approval of the Buttrick Professional Offices (Phase 5) site plan. R.**
20 **Brideau seconded the motion.** No discussion. **Vote on the motion: 9-0-**
21 **0.** Extension for one year of the final approval of the Phase 5 non-residential
22 site plan was granted.

- 23
24 D. Extension Request – Milne Subdivision (Phase 2) – Request additional 1 year
25 on conditional approval

26
27 T. Thompson referenced the letter from Thomas F. Quinn, Esq., requesting a
28 one year extension of the final approval of phase 2 of this subdivision plan
29 (Phase 1 of this project, a lot line adjustment, was previously granted final
30 approval). Due to extenuating circumstances relative to the financing of the
31 project, completion will not occur before expiration of the conditional
32 approval.

33
34 T. Thompson said that staff is supportive of the request, as there have been
35 no changes to ordinances or regulations impacting the project.

36
37 **D. Coons made a motion to grant a one year extension of the final**
38 **approval of the Milne Subdivision (Phase 2) plan. R. Brideau**
39 **seconded the motion.** No discussion. **Vote on the motion: 9-0-0.**
40 Extension for one year of the conditional approval of the subdivision plan was
41 granted.

- 42
43 E. Extension Request – Water Wonders Site Plan, Map & lots 17-5-3 and 17-5-4
44 – Request additional 1 year on conditional approval

45
46 T. Thompson referenced the letter from William R. Davidson, P.E. of Hoyle,
47 Tanner & Associates, Inc., requesting an additional one year extension of the
48 site plan that will expire on May 6, 2011 in order to secure a tenant before
49 completing the two outstanding precedent conditions of approval.

1 T. Thompson said that staff is supportive of the request, as there have been
2 no changes to ordinances or regulations impacting the project.

3
4 **D. Coons made a motion to grant a one year extension of the**
5 **conditional approval of the Water Wonders Site Plan. R. Brideau**
6 **seconded the motion. No discussion. Vote on the motion: 9-0-0.**
7 Extension for one year of the conditional approval of the site plan was
8 granted.

9
10 F. Approval & Signing of Minutes – March 2 & 9, 2011

11
12 **M. Soares made a motion to approve and sign the minutes from the**
13 **March 2, 2011 meeting. C. Tilgner seconded the motion. No**
14 **discussion. Vote on the motion: 9-0-0.**

15
16 **M. Soares made a motion to approve and sign the minutes from the**
17 **March 9, 2011 meeting. D. Coons seconded the motion. No discussion.**
18 **Vote on the motion: 9-0-0.**

19
20 Minutes for March 2 and March 9, 2011 are approved and will be signed at
21 the conclusion of the meeting.

22
23 G. Discussions with Town Staff

24
25 T. Thompson stated that the Town Council adopted the zoning ordinance
26 recommendation for the change of updating of the Route 28 Western Segment
27 Corridor Study and Impact Fee Methodology, as well as the methodology itself and
28 the option for implementation of those fees recommended by the Planning Board,
29 at their April 4 meeting. The Council requested that the effect on development of
30 the new impact fees be tracked by the Planning Division to ensure they do not
31 impede future economic development efforts.

32
33 T. Thompson announced that the month of April is Autism Awareness Month and
34 that the Joint Loss Management Committee is sponsoring the Apple Blossom 5K
35 Walk for Autism on May 1, 2011 at the Moose Hill Kindergarten. They are hopeful
36 that the event will as successful as last year's.

37
38 A. Rugg asked if any Board members were interested in attending the 2011 Local
39 Officials Workshops. He urged members to attend as his experience is that the
40 workshops are highly educational.

41
42 A. Rugg also mentioned that the 18th annual Spring Planning & Zoning Conference
43 will take place on June 11, 2011 at the Radisson Hotel in Manchester. Both he, T.
44 Thompson and M. Soares stated the event is very informative and educationally
45 beneficial to Board members.

46
47 M. Soares and C. Davies both stated they will not be able to attend the April 13
48 meeting.

49
50 C. Davies asked if the emails regarding Woodmont Orchards that have been sent

1 to all Planning Board members were being put into the public record. A. Rugg said
2 they would and explained that A. Garron and T. Thompson have been sorting
3 through them and separating out the various questions and comments in order to
4 more easily address them. T. Thompson said he is arranging them into a
5 PowerPoint presentation as he had been asked for the next meeting. C. Davies
6 asked to have the document emailed as well as he will not be in attendance.

7
8 Bi-weekly informational meetings continue to be held by the developer of the
9 Woodmont Commons project on Thursday evenings (7-9 PM) and Saturday
10 mornings (9-11 AM) at the orchard. D. Coons stated that he and A. Rugg
11 attended one of the Saturday morning meetings with approximately ten other
12 people. Both said there were very good discussions and found it informative. M.
13 Soares noted that the nature of the meetings is very informal, so attendees do not
14 need to feel as though they must stay the entire two hours. D. Coons added that
15 the developers are very eager to hear from the public.

16
17 C. Davies noted that a bill regarding workforce housing has gone through the
18 State House of Representatives and is now in Senate committee. T. Thompson
19 said his interpretation of the bill is that it would make workforce housing an
20 enabling legislation, meaning that it would be an option for communities to adopt
21 but that they would not be required to do so. Unless what Londonderry has
22 already adopted was repealed, he said the bill would have no impact on the town.
23 He encouraged Board members to refer to the NH Planners Association website
24 where the status of the majority of land use planning related bills is tracked. A.
25 Rugg added that Planning Board members are able to respond to such bills as
26 individuals.

27 28 Master Plan Discussion

29
30 T. Thompson initiated discussion about the 2012 Master Plan update. Unlike the
31 last Master Plan in 2004 which was mainly strategic, the attempt this time is to
32 create a fully comprehensive plan. Staff began considering scheduling and
33 developing a framework for the process once the final piece of funding was
34 approved at Town Meeting in March. T. Thompson introduced the two proposed
35 diagrams, one for the basic process and the other for the more detailed process.
36 He then proceeded to a list of questions for the Board to consider. Questions one
37 and two, he explained, are of a broader scale and are being posed simply to
38 instigate brainstorming on the part of the Board. They address critical local
39 issues/issues of concern, and changes in community conditions since the 2004
40 Master Plan and how they relate to those critical issues.

41
42 Pertaining to question three, T. Thompson asked if the list of topic areas (see
43 attachment #1) is comprehensive enough or whether some needed to be added or
44 removed (aside from those required by State Law). D. Coons asked if the list
45 encompasses topics inherent in the proposed Woodmont Commons project. T.
46 Thompson replied that the project would be covered by a plurality of those topics
47 listed. He added that the Board could choose to include a section specifically
48 dedicated to Woodmont Commons but that the possibility would remain
49 ambiguous until the Woodmont PUD Master Plan is adopted. Once the Town
50 Master Plan is adopted, it may very well lead to modifications of the PUD

1 ordinance itself. It would likely be more appropriate, he suggested, to make the
2 Woodmont project a sub-area of the Land Use overview. A. Garron reminded the
3 Board that the Master Plan is on a much broader scale than any one individual
4 project like Woodmont and will have an impact on the direction of the entire town
5 over a ten year period.

6
7 A. Garron posed question five, asking whether a "Best Town's" visioning process
8 separate from the Master Plan should be used, as was done in 2004, or instead
9 incorporate elements of it into the Master Plan process and the consultant's
10 proposal. The consensus was for integration. T. Thompson added that he and A.
11 Garron are working on the basic structure for the Request for Proposals.

12
13 J. Laferriere asked if commercial development falls under the topic of Land Use,
14 which T. Thompson said it does, and can also be included under Economic
15 Development. A discussion then ensued about developing the Woodmont
16 Commons PUD Master Plan in conjunction with the Town Master Plan. T.
17 Thompson explained the vital difference between the two plans; the former is a
18 force of law since it is part of the zoning ordinance, whereas the latter is solely a
19 policy document. A. Garron cautioned the Board about basing the focus of the
20 Town Master Plan on an individual development such as Woodmont when there
21 are an additional 5,000 developable acres in town.

22
23 M. Soares asked what percentage of the last Master Plan's implementation has
24 occurred since its adoption. T. Thompson replied that over 85% of the 1997
25 Master Plan recommendations have been implemented and that perhaps as much
26 as 50-60% of the 2004 recommendations have as well. M. Soares asked T.
27 Thompson to identify the remaining 40% at a future meeting. D. Coons also
28 asked for an outline of the changes that have occurred between the original
29 Master Plan and subsequent versions in order to provide some history to the
30 committee. T. Thompson said he would do so but suggested only going as far
31 back at the 1997 Master Plan.

32
33 *[L. El-Azem left during the discussion at 7:46 pm]*

34
35 T. Thompson asked if the Board was agreeable to the aforementioned process
36 diagrams related to strategy as the outline of the schedule from April 2011 to
37 early 2013. There were no objections or comments.

38
39 He next asked if a 14-member steering committee made up of representatives of
40 various boards and committees along with three at-large members (see
41 attachment #1) should be utilized as was done in 2004. There were no issues
42 raised with regard to the makeup of the steering committee. He then asked if the
43 representative of the Business Community will be required to actually reside in
44 Londonderry. It was suggested that it would be preferable that the business
45 owner to also live in town.

46
47 Finally, T. Thompson requested ideas from Board members for a title of the Master
48 Plan that would be memorable to the community. A. Rugg suggested having a
49 contest for students and asked J. Laferriere to bring the idea to the School Board.

50

1 **New Plans**

2
3 No New Applications Submitted

4
5 **Other Business**

6
7 A. Discussion of development of a "Developer's Handbook" or "Planning Board
8 How-to Guide"

9
10 T. Freda said that in preparation of his new appointment as Town Council Liaison,
11 he discovered a developer's handbook used in the City of Dover that provides a
12 "how-to guide" for newcomers to the planning process, including residents,
13 developers and newly appointed Board members. He asked if the Board felt such
14 a handbook should be developed by staff for Londonderry.

15
16 T. Thompson asked what the target audience would be, i.e. engineers/surveyors
17 or property owners, since that would determine the level of detail for the
18 document. C. Davies suggested using a preamble that would act as both a
19 marketing tool and an introduction to the layperson, while the rest of the
20 document would detail the process for developers. D. Coons suggested having a
21 specific handout geared solely toward residents to educate them on the basics and
22 help them decide if, for example, the process of a lot line adjustment is worth the
23 time and cost that will be required of them. T. Thompson noted that the "FAQs"
24 currently on the Town website is directed to residents and the kind of fundamental
25 information they would be looking for. L. Reilly pointed out that one would need
26 to know where to look for those FAQs, whereas D. Coons' suggestion could be in
27 the form of a flowchart document that directs residents to whatever process
28 applies to their specific situation.

29
30 Staff will look into the possibilities of a "how-to guide".

31
32 **Adjournment**

33
34 **D. Coons made a motion to adjourn the meeting. R. Brideau seconded the**
35 **motion.** No discussion. **Vote on the motion: 8-0-0.** Meeting adjourned at
36 8:01 PM.

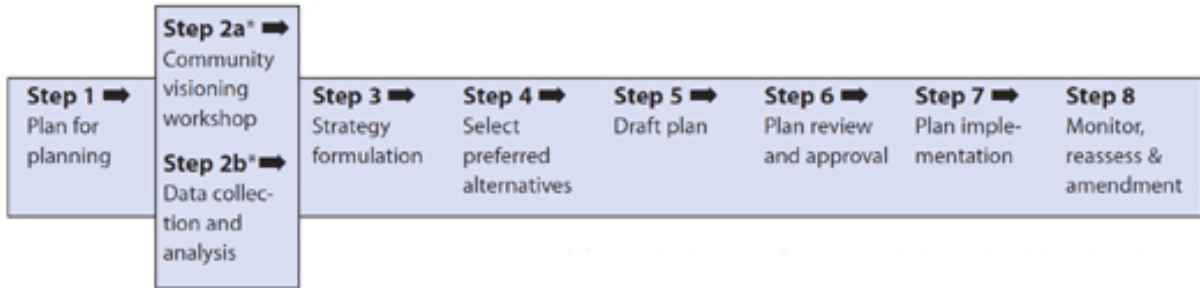
37
38 These minutes prepared by Jaye Trottier and Libby Canuel, Secretaries.

39
40
41
42 Respectfully Submitted,

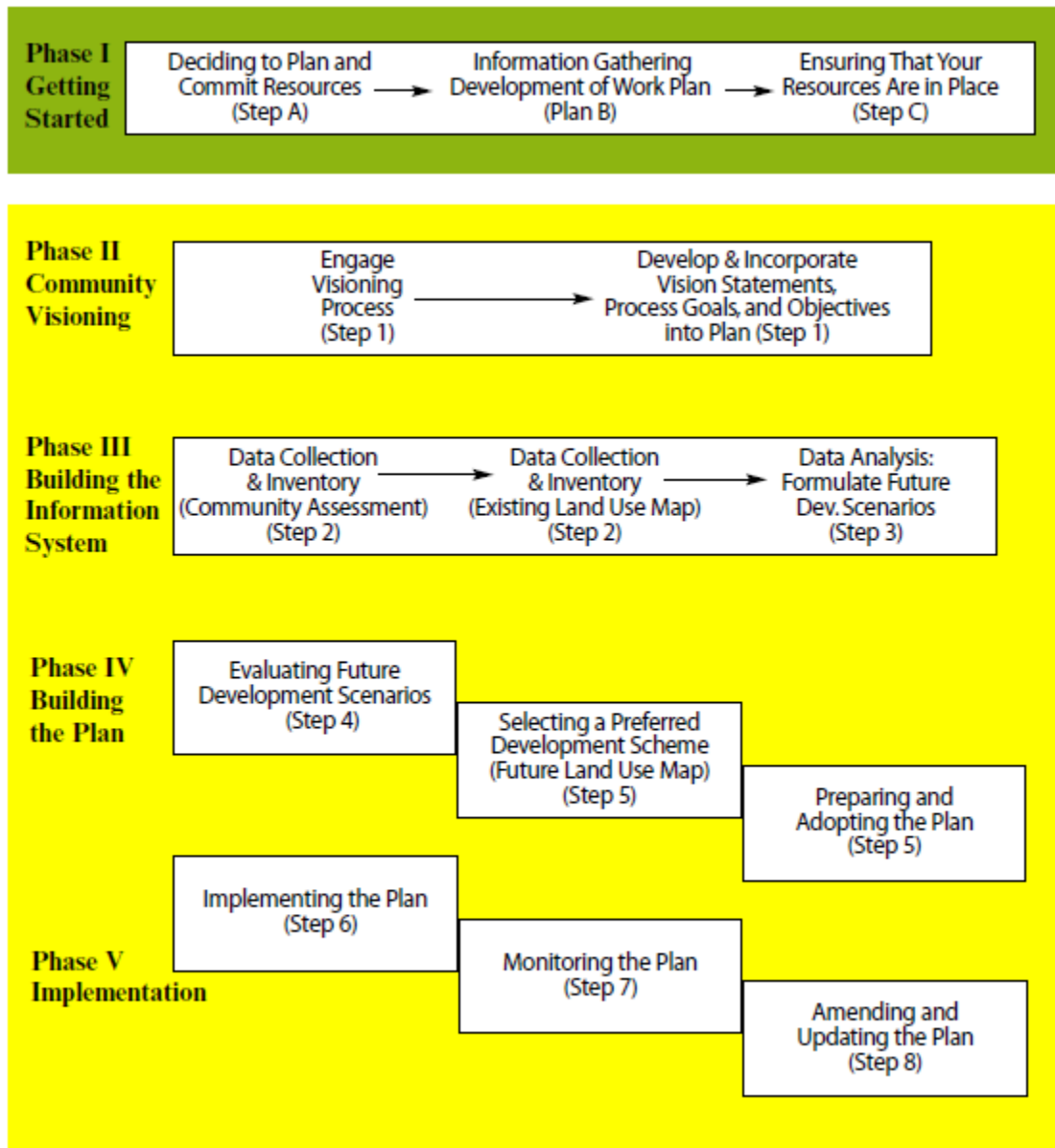
43
44
45
46 Charles Tilgner, Secretary

2012 Master Plan "Gameplan"

Basic Proposed Process Diagram:



More detailed Process Diagram:



Questions to be reviewed by staff and Planning Board @ April 6 Planning Board meeting:

1 - What are our critical local issues / issues of concern?

2 - What community conditions have changed since the 2004 Master Plan and how do those changes relate to our critical local issues?

3 - Is the following list of topic areas to be included in the Master Plan complete? Do we need to add additional areas/subtract topics?

- **Vision statement (Mandatory per RSA 674:2 II)**
- **Land use (Mandatory per RSA 674:2 II)**
- **Transportation**
- **Economic Development**
- **Community Facilities**
- **Natural Resources**
- **Natural Hazards**
- **Utilities and public services**
- **Cultural and historic resources**
- **Housing**
- **Regional concerns**
- **Community Design**
- **Implementation**

4 - Are the proposed “process diagrams” agreeable to everyone?

5 - Should there be a “Best Town’s” visioning process separate from the Master Plan, or a visioning process (with Best Town’s elements) integrated into the consultant’s proposal?

6 - Is a 14 member steering committee approach (similar to 2004, see below) agreeable to everyone? Representation from:

- Planning Board
- Town Council
- School Board
- Budget Committee
- Zoning Board
- Conservation Commission
- Heritage Commission
- LHRA
- Parks & Recreation
- Business Community
- Londonderry Trailways
- 3 At large (North, Central, South)

Following April 6 PB Meeting:

(April-May 2011)

1. Create Steering Committee, get appointments from Boards/Committees/Public

(June-August 2011)

2. Development of RFP with Steering Committee
 - a. Areas that need to be discussed at Steering Committee prior to RFP issuance:
 - Ways to increase public participation
 - Integration of social media into the process
 - Determination if a separate master plan website is appropriate
 - Provision for another design charrette for the airport area?
3. Confirm RFP draft with Planning Board
4. Advertise RFP

(August-September 2011)

5. Steering Committee/Staff Interviews of prospective consultants
6. Steering Committee/Staff Recommendation of consultant to Planning Board for confirmation
7. Contract signing by Town Manager

(October 2011 – December 2012)

8. Development of Plan by Consultant/Steering Committee/Staff
 - a. Visioning
 - b. Research
 - c. Workshops/Public Outreach
 - d. Draft Review/Revision
9. Planning Board Adoption of Master Plan

(Early 2013)

10. Presentation to Town Council

(2013-2020)

11. Ongoing Implementation

Title brainstorming...

[Comprehensive] Master Plan 2022

Londonderry 2022

Roadmap to Londonderry 2022

2020's Vision: Londonderry *[Comprehensive] Master Plan*

An Eye to the 2020's : Londonderry 2022 *[Comprehensive] Master Plan*

Vision Beyond 2020: Londonderry *[Comprehensive] Master Plan*

Looking Beyond 2020: Londonderry *[Comprehensive] Master Plan*

(Please let staff know if you have any other creative ideas for "branding" the title of the Master Plan!)