

1 **LONDONDERRY, NH PLANNING BOARD**
2 **MINUTES OF THE MEETING OF SEPTEMBER 8, 2010 AT THE MOOSE HILL**
3 **COUNCIL CHAMBERS**
4

5 7:00 PM: Members Present: Art Rugg; Mary Soares; Charles Tilgner, P.E.; Lynn
6 Wiles; Laura El-Azem; John Farrell, Ex-Officio; George Herrmann, Ex-Officio; Dana
7 Coons, alternate member; Scott Benson, alternate member
8

9 Also Present: André Garron, AICP; Tim Thompson, AICP; John Trottier, P.E.;
10 Cathy Dirsra, Planning Division Secretary
11

12 A. Rugg called the meeting to order at 7 PM. A. Rugg appointed D. Coons to vote
13 for C. Davies and S. Benson to vote for M. Soares until they arrive.
14

15 **Administrative Board Work**
16

17 A. 2nd Reading – Amendments to Planning Board Rules of Procedure
18

19 T. Thompson again gave the Board an overview of the changes (see
20 Attachment #1). The Board had no questions and the adoption will be
21 scheduled for October 6.
22

23 B. Nicom Site Plan– Extension Request
24

25 T. Thompson referenced the letter from Nicole Duquette, TF Moran,
26 requesting a 1 year extension of the site plans that will expire on October 29,
27 2010.
28

29 T. Thompson said that staff is supportive of the request, as there have been
30 no changes to ordinances or regulations impacting the project.
31

32 **J. Farrell made a motion to grant a 1 year extension to October 21,**
33 **2011. D. Coons seconded the motion. No discussion. Vote on the**
34 **motion: 8-0-0.** Extension for 1 year was granted.
35

36 C. Discussions with Town Staff
37

38 T. Thompson reminded everyone of the ongoing charette sessions regarding
39 the Woodmont Orchard development. He explained that this is a developer
40 sponsored charette. After the Charrette, the Planned Unit Development
41 process will likely begin soon thereafter, involving public input and
42 development of a PUD master plan which will require workshops and public
43 hearings before the Board to determine if the entire plan is acceptable or not.
44 The plans will have to abide by the town regulations.
45

46 [M. Soares arrived at 7:05. S. Benson returned to alternate member status]
47

48 T. Thompson said he will be placing PSNH on the agenda for October 6 in
49 regards to their plans to trim and remove trees and brush adjacent to Adams

1 Road, which requires a public hearing because Adams Road is a state
2 designated scenic road.

3
4 A. Garron gave the Board an update on the grants we have applied for and
5 the ones that we plan to apply for in the future.

6
7 J. Farrell gave the Board an update on the CIP plan.

8
9 J. Farrell asked staff to contact our IT department to resolve the inability to
10 access the network on the computers in the Moose Hill conference room.

11
12 **Public Hearings/Workshops/Conceptual Discussions**

13
14 A. FY 2012 – 2017 Capital Improvements Plan – Workshop Discussion

15
16 T. Thompson gave the Board an overview of the CIP process (See Attachment
17 #2).

18
19 A. Rugg said we will hold a public hearing next month.

20
21 D. Coons asked if any of the plans for Woodmont Orchard could be combined
22 with our master plan. T. Thompson said no that is a separate project.

23
24 M. Soares added that the master plan for Woodmont Orchard would be fully
25 funded by the private developer and would not use tax dollars.

26
27 B. Public Hearing – Multifamily buildings – Number of Units per building
28 reduction in Inclusionary Housing, R-III, and Elderly Housing as requested by
29 Town Council

30
31 T. Thompson again gave the Board an overview of the proposed changes (see
32 Attachment #3).

33
34 Al Baldasaro, 41 Hall Rd, Vice Chair Elder Affairs Committee, asked how long
35 the process is for a project that opted to ask for a conditional use permit. T.
36 Thompson said the conditional use permit can be handled concurrently with
37 the site plan review of a project, and that the hearing for the conditional use
38 permit takes place at the same time as the hearing for a site plan.

39
40 L. Wiles said that he feels that the proposed amendments do not capture the
41 direction of the Council to reduce building sizes, and would have rather seen
42 a square footage requirement added to the ordinance.

43
44 **J. Farrell made a motion to recommend the amendments to the Town**
45 **Council. D. Coons seconded the motion. No discussion. Vote on the**
46 **motion: 7-1-0 (L.Wiles opposed).**

47
48 T. Thompson said the amendments previously proposed at the June 9 public
49 hearing were tabled and he asked if the Board wanted to act upon those

1 amendments or leave them on the table. The Board chose to leave the
2 previous amendments on the table, which means it's a dead issue.

3
4 A. Rugg announced that we would take item D in the agenda next.

5
6 D. Conceptual Discussion – Murray's Auto Recycling – additional basement
7 space, parking

8
9 Ed Dudek, Murray's Auto Recycling, asked if he could put construct a
10 basement for use of storing parts and files, and if the Board required
11 additional parking for such a change.

12
13 T. Thompson said that because this is a non-residential use of property in a
14 non-conforming situation the addition of basement for storage does add a
15 question to the Board as to what they would classify this use as. If it's
16 classified as part of the junkyard operations, the parking requirements are
17 subject to Planning Board approval. If the Board considers it to be storage
18 space, there is a parking requirement for warehousing and storage that would
19 come into play. If parking is required to be added to this site, it would require
20 site plan approval. He noted that the site plan that was approved by the
21 Planning Board in 2007 is in the member packets and displayed on the
22 overhead screen.

23
24 J. Farrell asked E. Dudek to give them a rough idea of the room size.

25 E. Dudek said he would like to get about 7 feet of headroom in the office.

26
27 T. Thompson said the size of the office would be about 1300 s.f. and parking
28 requirement for warehouse/storage is one space for every 1200 s.f.

29
30 D. Coons asked if he would be required to add one parking space.

31 T. Thompson said yes, if the Board determines this to be storage and
32 warehouse use.

33
34 D. Coons asked if the office would store paperwork and parts.

35 E. Dudek said he plans to store both paperwork and parts that would be
36 inventoried.

37
38 M. Soares asked E. Dudek if he was expanding his business and he answered
39 that he was not.

40
41 A. Rugg said that the Board would like staff to handle this and that no
42 additional parking spaces would be required because this space will be used
43 as part of the junkyard business.

44
45 Richard Belinski, Hall Rd, said he doesn't have a problem with the basement
46 storage, but he does have a problem with the parking lot. He said there has
47 never been a site plan done for that parking lot. He asked if any part of the
48 current office building in the wetlands overlay district. T. Thompson said the
49 entirety of it is in that district. R. Belinski feels that it would require another

1 variance. T. Thompson said that would be determined by R. Canuel, the
2 Senior Building Official, if he considers it to be a structural expansion.

3
4 Al Baldasaro, 41 Hall Rd, said he feels it makes sense to do this addition in
5 the basement. He feels that the business is much cleaner than it used to be
6 and that the changes have made things better. He referred to the site plan
7 currently displayed on the overhead screen for the Board as the site plan that
8 was provided during the last issue that came before the Board for this
9 business.

10
11 Claudette Adams, Hall Rd, asked if it's true that the parking lot is not going to
12 be expanded? The Board said that it is true. The added space will be under
13 the existing building and the parking lot will not be changed because the
14 Board has determined that the use is part of the salvage yard operations, and
15 they have determined that there is sufficient parking for the basement use as
16 they are authorized to determine under the Zoning Ordinance.

17
18 E. Conceptual Discussion – Jon Weigler – Reuse of Map 15, Lot 22-1

19
20 Mr. Weigler did not attend the meeting.

21
22 C. Master Plan Update Discussion

23
24 A. Garron gave the Board an overview of the master plan (see Attachment
25 #4).

26
27 L. El-Azem asked if we could use any of the small area master plans from the
28 past. A. Garron said it's better to use one comprehensive master plan.

29
30 T. Thompson said it's always a good idea to update the master plan every 6-
31 10 years.

32
33 D. Coons asked if we plan to do the master plan ourselves or contract it out.
34 A. Garron said we plan to contract it out.

35
36 G. Herrmann said that if it's good to update the master plan every 6-10
37 years, why don't we wait until it's been 10 years.

38
39 A. Garron said that even if we start the process now, the master plan
40 wouldn't be completed for a couple years.

41
42 **Other Business**

43
44 None

45
46 **Adjournment:**

47
48 **M. Soares made a motion to adjourn the meeting. L.Wiles seconded the**
49 **motion.** No discussion. **Vote on the motion: 8-0-0.** Meeting adjourned at
50 8:25PM.

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These minutes prepared by Cathy Dirsra, Planning Division Secretary.

Respectfully Submitted,

Charles Tilgner, Secretary



RULES OF PROCEDURE

PLANNING BOARD

TOWN OF LONDONDERRY, NH



Londonderry
Business is good. Life is better.

1. AUTHORITY

- 1.1. These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated (**RSA 676:1**).

2. MEMBERS

- 2.1. Per the Londonderry, NH Town Charter (Article 9, Section 1, A): The Planning Board shall consist of nine (9) members, of whom six (6) are appointed and three (3) are ex officio. The six (6) appointed members shall be appointed by the Town Council for terms of three (3) years, except that initial appointments shall be staggered so that no more that two (2) appointed members shall have terms that expire in a single year. The three (3) ex officio members shall consist of the Town Manager, or his/her designee, an administrative officer of the Town designated by the Manager, and a Councilor designated by the Council for a one year term. There shall also be three (3) alternate appointed members appointed in the same way as regular appointed members, except no more than one alternate appointed member's term shall expire in a single year.
- 2.2. Selection, qualification, term, removal of members, and filling of vacancies shall conform to **RSA 673**.
- 2.3. Alternate members may serve on the Planning Board as authorized by **RSA 673:6**. *Alternate members should attend all meetings to familiarize themselves with the workings of the board to stand ready to serve whenever a regular member of the board is unable to fulfill his/her responsibilities. Alternate members shall participate in all meetings and deliberations of the board, excluding voting (unless appointed to vote in the place of a regular member as appointed at the meeting by the Chair).*
- 2.4. Each newly appointed (including re-appointed) member shall be sworn in and take an oath of office as required by **RSA 42:1**.

3. OFFICERS

- 3.1. The officers of the Board shall be as follows:
 - 3.1.1 Chairman: The Chairman shall preside over all meetings and hearings; shall prepare, with the assistance of the Secretary, an annual report; and shall perform other duties customary to the office.
 - 3.1.2 Vice-Chairman: The Vice-Chairman shall preside in the absence of the

Chairman and shall have the full powers of the Chairman on matters that come before the Board in the absence of the Chairman.

3.1.3. Secretary: The Secretary shall keep a full and accurate record of the proceedings of each meeting; issue notices of all meetings; record the names of the members present; notify applicants and abutters of hearings; and prepare such correspondence and fulfill such duties as the Chairman may specify.

3.1.4. Assistant Secretary: Serves in the absence of the Secretary, performing all roles of the Secretary.

3.2 The officers of the Board shall be elected annually during the month of April by a majority vote of the Board. If requested by a majority of those present, voting shall be by written ballot.

4. MEETINGS

4.1. Regular meetings shall be held at least monthly at Town Hall at 7PM on the first Wednesday of each month.

4.2. Workshop meetings shall be held at least monthly at Town Hall at 7PM on the second Wednesday of each month.

4.3. Special meetings may be called by the Chairman or in her/his absence, by the Vice-Chairman, or at the request of three regular members of the Board provided public notice and notice to each member is given at least 48 hours in advance of the time of such meeting. The notice shall specify the purpose of the meeting.

4.4. Nonpublic Sessions shall be held only in accordance with **RSA 91-A:3**.

4.5 Quorum: A majority of the membership of the Board shall constitute a quorum, including alternates sitting in place of regular members. A quorum is necessary for the Board to take any action. If any regular Board member is absent from a meeting or hearing, or disqualifies her/himself from sitting on a particular application, the Chairman shall designate one of the alternate members to sit in place of the absent or disqualified member. Such alternate shall have all the powers and duties of a regular member in regards to any matter under consideration on which the regular member is unable to act. The alternate should continue until the matter is completed; the regular member does not vote on that matter.

4.6. Disqualification: If any member finds it necessary to be disqualified from sitting on a particular case, as provided in **RSA 673:14**, he or she shall notify the Chairman as soon as possible so that an alternate may be requested to fill the place. The disqualification shall be announced by either the Chairman or the member before the discussion or the public hearing on the application begins. The member disqualified shall leave the Board table during the public hearing and all deliberations, but may remain in the audience as a member of the public. If uncertainty arises as to whether a Board member should disqualify her/himself, on the request of that member or the request of another member of the Board, the Board shall vote on the question of whether that member should be

disqualified. Such request and vote shall be made prior to or at the commencement of any required public hearing. A vote on a question of disqualification shall be advisory and non-binding, and may not be requested by persons other than board members.

- 4.7. Order of Business for Regular Meetings shall be as follows:
 - 4.7.1. Call to order by Chairman
 - 4.7.2. Administrative Board Work
 - 4.7.2.1. Approval of previous month's minutes.
 - 4.7.2.2. Signing of plans for final approval
 - 4.7.2.3. Extension Requests
 - 4.2.7.4. Voluntary Mergers
 - 4.2.7.5. Discussions with Town Staff
 - 4.7.3. Application Acceptance and Public Hearings on new Subdivision & Site Plans
 - 4.7.4. Other Business
 - 4.7.5. Adjournment
- 4.8. Order of Business for Workshop Meetings shall be as follows:
 - 4.8.1. Call to order by Chairman
 - 4.8.2. Administrative Board Work
 - 4.8.2.1. Approval of previous month's minutes.
 - 4.8.2.2. Signing of plans for final approval
 - 4.8.2.3. Extension Requests
 - 4.8.7.4. Voluntary Mergers
 - 4.8.7.5. Discussions with Town Staff
 - 4.8.3. Public Hearings on Ordinance/Regulation Amendments or Re-Zonings, Conceptual Discussions, Workshops, Continued Public Hearings for Subdivision & Site Plan Applications.
 - 4.8.4. Other Business
 - 4.8.5. Adjournment
- 4.9. A motion, duly seconded, shall be carried by an affirmative vote of a majority of the voting members present. Voting shall be by voice vote, unless the chair specifically requests a roll call, which shall be recorded in the minutes.

5. APPLICATIONS FOR SUBDIVISION AND SITE PLAN REVIEW

- 5.1. All applications for subdivision approval and site plan approval shall be carried out as outlined in Section 2 of both the Londonderry Subdivision Regulations and Londonderry Site Plan Regulations.

6. PUBLIC HEARINGS

The conduct of public hearings shall be governed by the following rules:

- 6.1. The Chairman shall call the hearing in session, and read the application information into the record.
- 6.2. The applicant, or his/her representative will present the application to the Planning Board
- 6.3. Members of the Board may ask questions at any point during the presentation.
- 6.4. The Town staff will present any comments or recommendations to the Board.
- 6.5. Any applicant, any abutter or any person with an interest in the matter may testify in person or in writing.
- 6.6. Any party to the matter who desires to ask a question of another party must go through the Chairman.
- 6.7. Each person who speaks shall be required to state her/his name and address for the record.
- 6.8. The Board makes any appropriate motions regarding waivers requested, or Conditional Use Permits requested.
- 6.9. The Board makes any appropriate motions regarding conditional approval, denial, or continuance of the application.
- 6.10. The Chairman shall indicate whether the hearing is closed or continued pending the submission of additional material or information or the correction of noted deficiencies. In the case of a continuance, additional notice is not required if the date, time and place of the continuation is made known at the adjournment.

7. DECISIONS

- 7.1. The Board shall render a written decision within 65 days of the date of acceptance of a completed application, subject to extension or waiver as provided in **RSA 676:4**.
- 7.2. Notice of decision will be made available for public inspection at the Planning Department within 72 hours after the decision is made as required in **RSA 676:3**. If the application is disapproved, the Board shall provide the applicant with written reason for this disapproval.

8. RECORDS

- 8.1. The records of the Board shall be kept by the Secretary and shall be made available for public inspection at the Planning Department as required by **RSA 676:3,11**.
- 8.2. Minutes of the meetings including the names of Board members, staff members present, persons appearing before the Board, a brief description of the subject matter, all decisions made (including the vote tally for each motion), and shall be open to public inspection within ~~144 hours of~~ **5 business days after** the public meeting as required in **RSA 91-A:2 ,II**.

9. JOINT MEETINGS AND HEARINGS

- 9.1. The Planning Board may hold joint meetings and hearings with other “land use boards” including the Zoning Board of Adjustment and the Heritage/Historic District Commission. Each board shall have discretion whether or not to hold such joint meeting or hearing (**RSA 676:2**).
- 9.2. Joint business meetings with another local land use board may be held at any time when called jointly by the chairmen of the two boards.
- 9.3. A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the boards convened.
- 9.4. The Planning Board chair shall chair all joint meetings and public hearings when the subject matter involves the Planning Board.
- 9.5. The rules of procedure for joint meetings and hearings, the subject matter of which involves the Planning Board, shall be the same as these rules of procedure except that the order of business shall be as follows:
 - 9.5.1. Call to order by Chairman
 - 9.5.2. Introduction of members of both boards by Chairman
 - 9.5.3. Explanation of reason for joint meeting/hearing by Chairman
 - 9.5.4. In the case of a public hearing relative to a requested permit, a site plan or an application for a subdivision approval, or all three, the applicant shall be called to present his proposal.
 - 9.5.5. Adjournment
- 9.6. Each board involved in a joint public hearing makes its own decision, based on its criteria for the particular matter.

10. AMENDMENT

- 10.1. These rules of procedure may be amended by a majority vote of the members of the Board provided that such amendment is read at two successive meetings immediately preceding the meeting at which the vote is to be taken. The amended procedures shall be filed with the Town Clerk.

11. PLANNING BOARD ADOPTION

These Rules of Procedure, having been duly read at 2 consecutive Planning Board Meetings, as required by Section 10.1, are hereby adopted by a vote of the Planning Board on this day of **October __, 2010**.

Signed

Chair

Secretary



Londonderry Capital Improvements Plan FY 2012 – FY 2017

Planning Board Workshop

September 8, 2010



Overview of CIP Process

- **A CIP is an advisory document that can serve a number of purposes, among them to:**
 - Guide the Town Council and the Budget Committee in the annual budgeting process;
 - Contribute to stabilizing the Town's real property tax rate;
 - Aid the prioritization, coordination, and sequencing of various municipal improvements;
 - Inform residents, business owners, and developers of planned improvements;
 - Provide the necessary legal basis for ongoing administration and periodic updates of the Londonderry Growth Management Ordinance;
 - Provide the necessary legal basis continued administration and periodic updates of the Londonderry Impact Fee Ordinance.
-

Advisory Nature of CIP

- It must be emphasized that the CIP is *purely advisory in nature*.
 - Ultimate funding decisions are subject to the budgeting process and the annual Town meeting.
 - Inclusion of any given project in the CIP does not constitute an endorsement by the CIP Committee.
 - The CIP Committee is bringing Department project requests to the attention of the Town, along with recommended priorities, in the hope of facilitating decision making by the Town.
-

What is a Capital Project?

- A tangible project or asset having a cost of at least \$100,000 and a useful life of at least five years.
 - Eligible items include new buildings or additions, land purchases, studies, substantial road improvements and purchases of major vehicles and equipment.
 - Operating expenditures for personnel and other general costs are not included.
 - Expenditures for maintenance or repair are generally not included unless the cost or scope of the project is substantial enough to increase the level of a facility improvement.
-



Potential Financing Methods

- 1-Year Appropriation (GF)
 - Capital Reserve (CRF).
 - Lease/Purchase
 - Bonds (BD)
 - Impact fees (IF)
 - Grants (GR)
 - Tax Increment Financing (TIF)
 - Public/Private Partnerships
-



Project Prioritization System

- **Priority 1 – Urgent - Cannot Be Delayed:** Needed immediately for health & safety
 - **Priority 2 - Necessary:** Needed within 3 years to maintain basic level & quality of community services.
 - **Priority 3 - Desirable:** Needed within 4-6 years to improve quality or level of services.
-




Project Prioritization System

- **Priority 4 - Deferrable:** Can be placed on hold until after 6 year scope of current CIP, but supports community development goals.
 - **Priority 5 - Premature:** Needs more research, planning & coordination
 - **Priority 6 - Inconsistent:** Contrary to land-use planning or community development goals.
-



Priority 1 Projects

- NONE
-



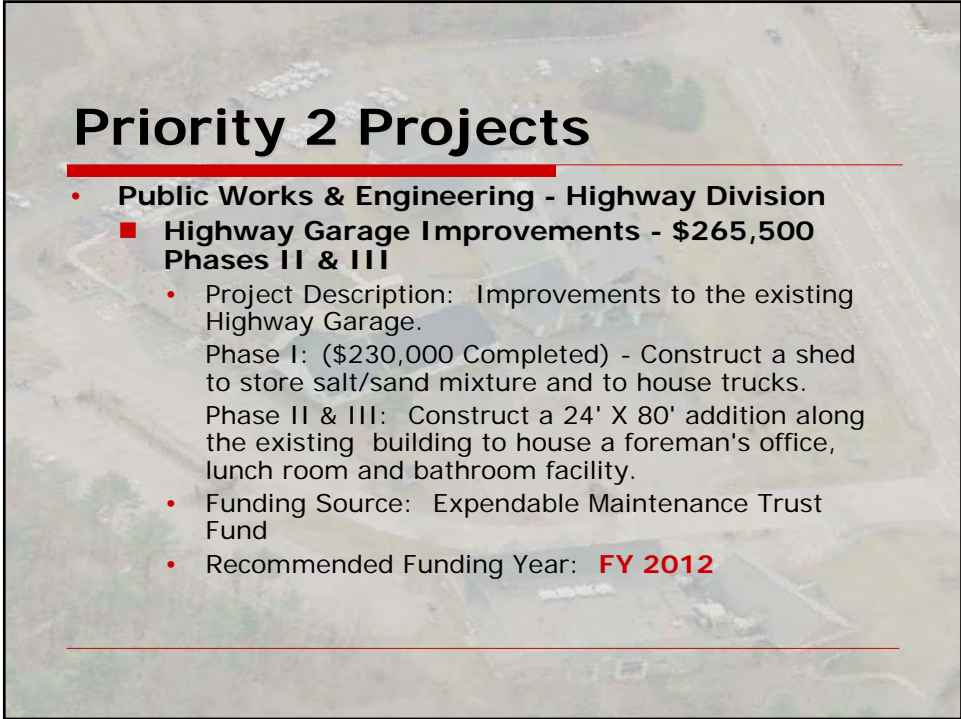
Priority 2 Projects

- **Public Works & Engineering - Highway Division**
 - **Roadway Rehab/Reconstruction Program - \$6,000,000 (\$1,000,000 annually)**
 - Project Description: Implementation of a roadway rehabilitation and reconstruction program for the Town's roadway infrastructure.
 - Funding Source: BD/GF/GR
 - Proposed Funding Year: **FY 2012**, 2013, 2014, 2015, 2016, 2017
-



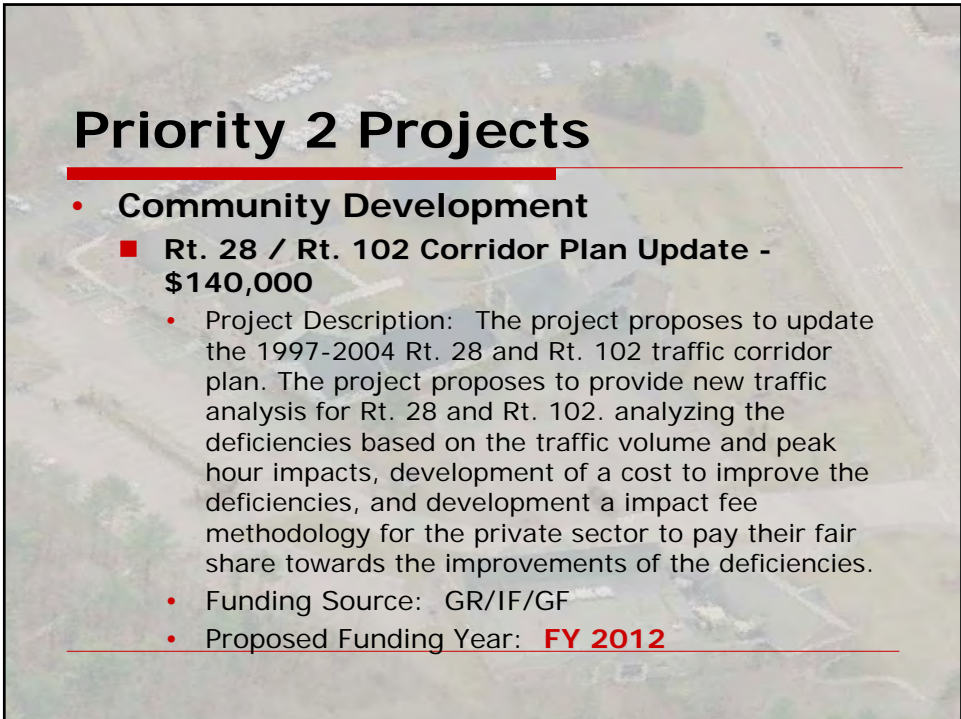
Priority 2 Projects

- **Community Development Department**
 - **Pettingill Road Upgrade - \$12,348,000**
 - Project Description: This project will fund preliminary design plans and construction of the upgrade to Pettingill Road, a Class VI roadway that once upgraded will provide access to the industrial land south of Manchester Airport and connect with the NHDOT Airport Access Road.
 - Funding Source: GR/TIF
 - Proposed Funding Year: **FY 2012**
-



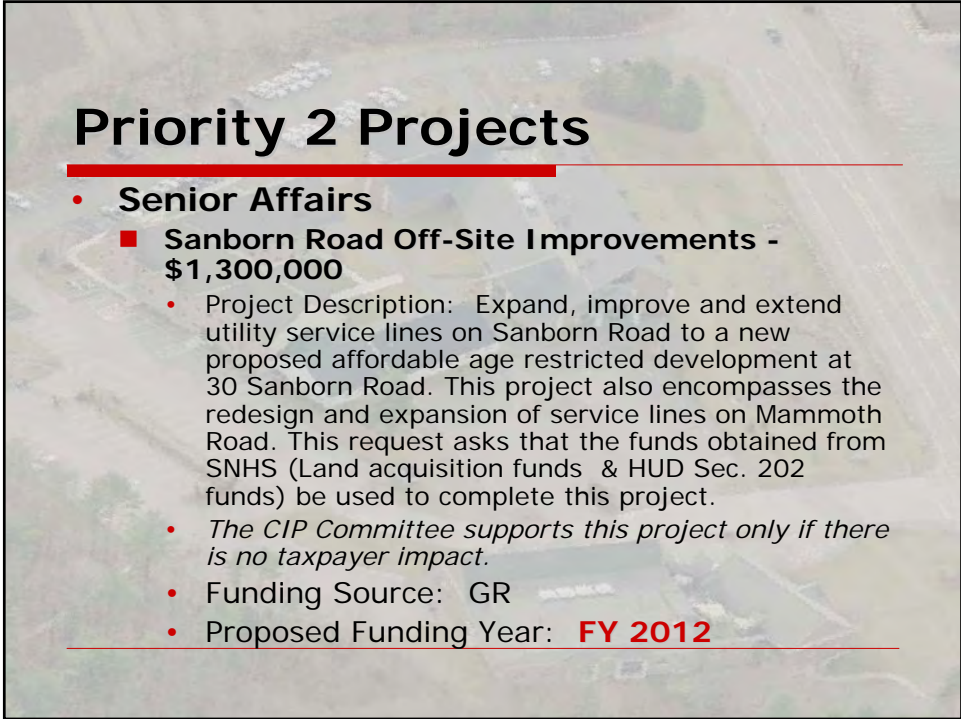
Priority 2 Projects

- **Public Works & Engineering - Highway Division**
 - **Highway Garage Improvements - \$265,500 Phases II & III**
 - Project Description: Improvements to the existing Highway Garage.
Phase I: (\$230,000 Completed) - Construct a shed to store salt/sand mixture and to house trucks.
Phase II & III: Construct a 24' X 80' addition along the existing building to house a foreman's office, lunch room and bathroom facility.
 - Funding Source: Expendable Maintenance Trust Fund
 - Recommended Funding Year: **FY 2012**
-



Priority 2 Projects

- **Community Development**
 - **Rt. 28 / Rt. 102 Corridor Plan Update - \$140,000**
 - Project Description: The project proposes to update the 1997-2004 Rt. 28 and Rt. 102 traffic corridor plan. The project proposes to provide new traffic analysis for Rt. 28 and Rt. 102, analyzing the deficiencies based on the traffic volume and peak hour impacts, development of a cost to improve the deficiencies, and development a impact fee methodology for the private sector to pay their fair share towards the improvements of the deficiencies.
 - Funding Source: GR/IF/GF
 - Proposed Funding Year: **FY 2012**
-

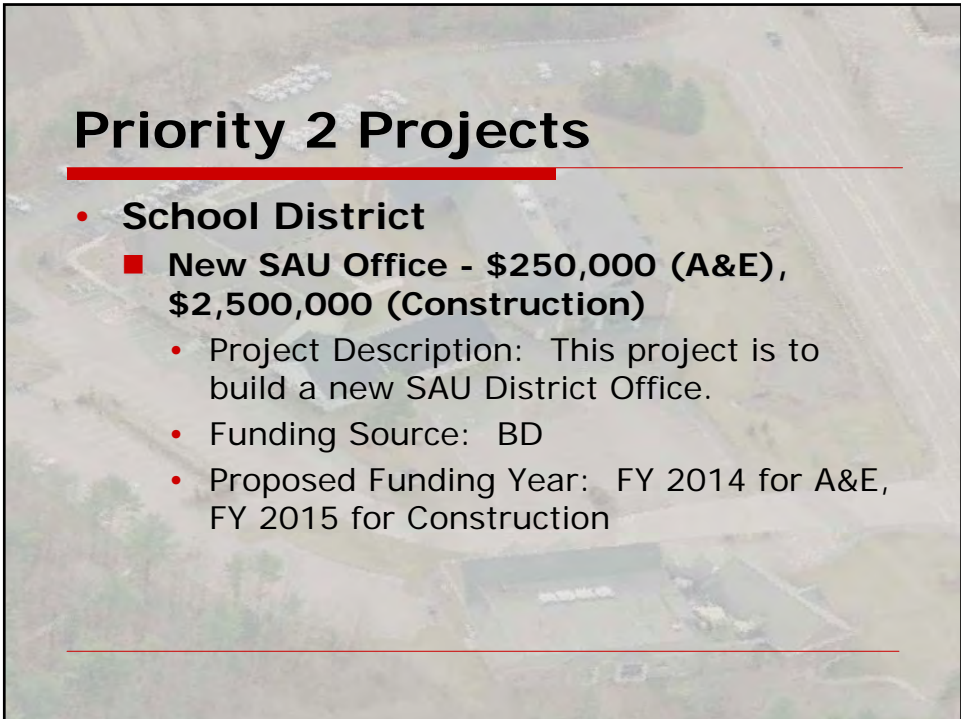


Priority 2 Projects

- **Senior Affairs**

- **Sanborn Road Off-Site Improvements - \$1,300,000**

- Project Description: Expand, improve and extend utility service lines on Sanborn Road to a new proposed affordable age restricted development at 30 Sanborn Road. This project also encompasses the redesign and expansion of service lines on Mammoth Road. This request asks that the funds obtained from SNHS (Land acquisition funds & HUD Sec. 202 funds) be used to complete this project.
 - *The CIP Committee supports this project only if there is no taxpayer impact.*
 - Funding Source: GR
 - Proposed Funding Year: **FY 2012**
-

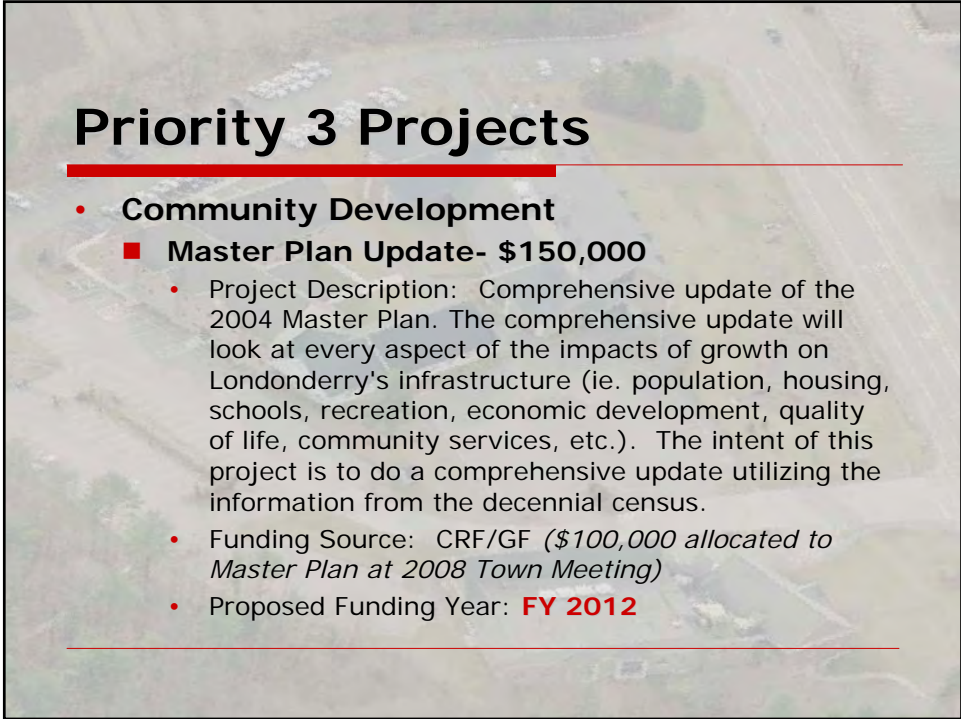


Priority 2 Projects

- **School District**


- **New SAU Office - \$250,000 (A&E), \$2,500,000 (Construction)**

- Project Description: This project is to build a new SAU District Office.
 - Funding Source: BD
 - Proposed Funding Year: FY 2014 for A&E, FY 2015 for Construction
-



Priority 3 Projects

- **Community Development**
 - **Master Plan Update- \$150,000**
 - Project Description: Comprehensive update of the 2004 Master Plan. The comprehensive update will look at every aspect of the impacts of growth on Londonderry's infrastructure (ie. population, housing, schools, recreation, economic development, quality of life, community services, etc.). The intent of this project is to do a comprehensive update utilizing the information from the decennial census.
 - Funding Source: CRF/GF (*\$100,000 allocated to Master Plan at 2008 Town Meeting*)
 - Proposed Funding Year: **FY 2012**
-



Priority 3 Projects

- **Public Works & Engineering - Solid Waste Division**
 - **Recovery Way Drop Off Center Improvements - \$441,000**
 - Project Description: Site improvements to the existing drop-off facility on Dan Hill Road.
 - Funding Source: Reclamation Trust Fund
 - Proposed Funding Year: **FY 2012**
-



Priority 3 Projects

- **Community Development**
 - **GIS Update & Maintenance Program - \$160,000**
 - Project Description: Establish a capital reserve fund to provide for continued maintenance of the Town's Geographic Information System (GIS) by programming money for the purchase of new aerial photography, photogrammetric mapping and Pictometry products. This will allow for comprehensive updates to geospatial information at 2 and 5-year intervals, with immediate application to the quality of services provided by GIS to town departments and the general public.
 - Funding Source: CRF (*\$32,000 annually*)
 - Proposed Funding Year: **FY 2012-2016**
-



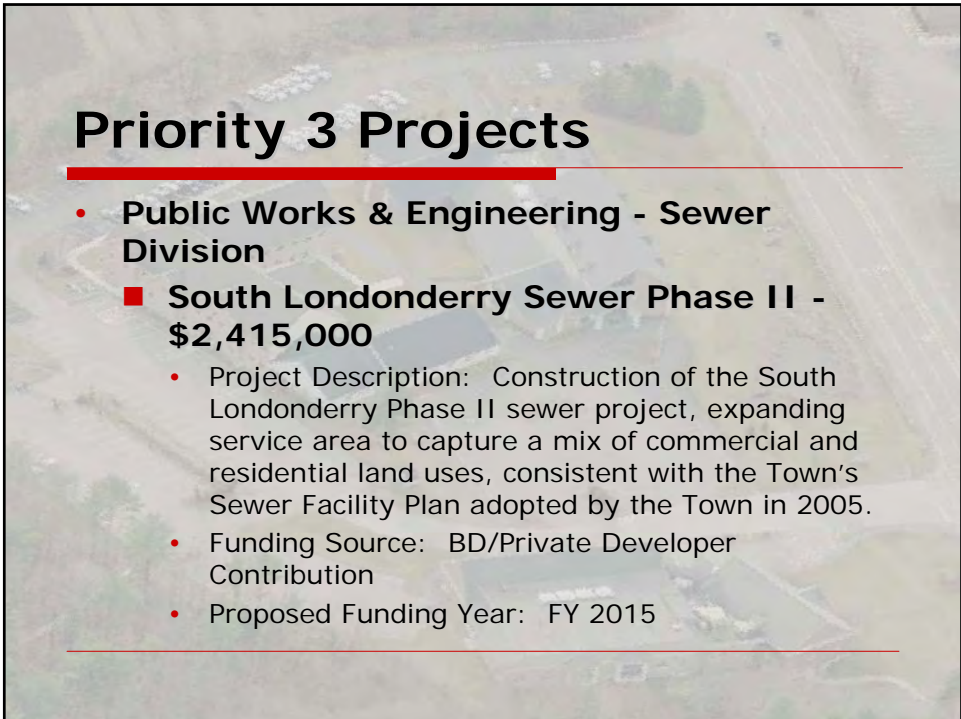
Priority 3 Projects

- **Fire Department**
 - **Central Station Renovations - \$1,500,000**
 - Project Description: Adding 2 bays, enlarged training room and new communications room, enlarging kitchen and dayroom, renovating offices and living space on second floor. New fitness room, Replacing roof and mechanicals, as well as adding sprinklers and emergency generator.
 - Funding Source: BD
 - Proposed Funding Year: FY 2014 (A&E), FY 2015 (Construction)
-



Priority 3 Projects

- **Conservation Commission**
 - **Open Space Protection - \$2,000,000 (\$1 million annually)**
 - Project Description: This project implements the Master Plan direction to protect open space. The funds requested will be used to maintain the natural services provided by open spaces identified in the 2005 Open Space Plan. The near term focus will be on the town's remaining agricultural land, since this has the best chance of garnering matching funding.
 - Funding Source: BD/GR
 - Proposed Funding Year: FY 2013, FY 2014
-



Priority 3 Projects

- **Public Works & Engineering - Sewer Division**
 - **South Londonderry Sewer Phase II - \$2,415,000**
 - Project Description: Construction of the South Londonderry Phase II sewer project, expanding service area to capture a mix of commercial and residential land uses, consistent with the Town's Sewer Facility Plan adopted by the Town in 2005.
 - Funding Source: BD/Private Developer Contribution
 - Proposed Funding Year: FY 2015
-

Priority 3 Projects

- **Public Works & Engineering - Sewer Division**
 - **Mammoth Road Sewer Replacement (portion) - \$367,500**
 - Project Description: Replacement of a section of sewer infrastructure in the Mammoth Road near the intersection of Mammoth and Sanborn, consistent with the 2005 Sewer Facility Plan, and the conditionally approved multi-family development plans on Sanborn Road.
 - Funding Source: BD/AF/Private Developer Contribution
 - Proposed Funding Year: FY 2015
-

Priority 3 Projects

- **School District**
 - **District Wide Renovations - \$2,600,000**
 - Project Description: Address the many large maintenance issues facing the School District. The School District has to date successfully funded its maintenance needs and plans through its Maintenance Trust Fund. The fund has received annual appropriations around \$500,000. However, it is feared the needs of the district, plus increased costs in materials especially in petroleum based products is out pacing the allocation appropriations This bonding project would address the major concerns and the larger cost items such as paving, roofing, boiler replacement etc.
 - Funding Source: BD
 - Proposed Funding Year: FY 2016
-



Priority 3 Projects

- **School District**
 - **Auditorium - \$500,000(A&E), \$1,000,000 (Site Preparation) \$15,000,000 (Construction)**
 - Project Description: Construction of a new auditorium for the needs of the District's music, performing arts programs. Planned seating capacity is under 1,000.
 - Funding Source: BD
 - Proposed Funding Year: FY 2017 (A&E)
-



Priority 4 Projects

- **Heritage Commission:**
 - **Historic Property Preservation Program - \$250,000 Annually**
 - Project Description: This project proposes an annual appropriation to address the need to protect Londonderry's diminishing supply of historic homes and barns.
 - Funding Source: GF
-



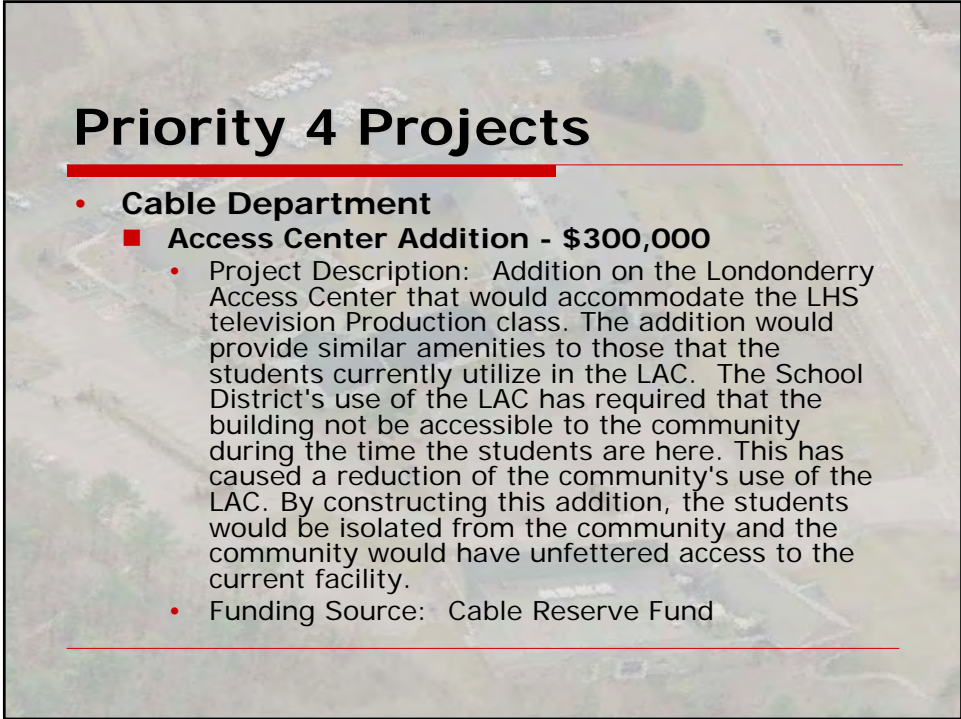
Priority 4 Projects

- **Public Works & Engineering - Sewer Division**
 - **Plaza 28 Sewer Pump Station Replacement - \$3,150,000**
 - Project Description: Replacement of the existing sewer pump station at Plaza 28, enhancing service area to capture a mix of commercial and industrial land uses in the Jack's Bridge Road TIF District, consistent with the 2005 Sewer Facility Plan.
 - Funding Source: TIF/AF/BD
-



Priority 4 Projects

- **Public Works & Engineering - Sewer Division**
 - **Mammoth Road (North) Sewer Extension - \$714,000**
 - Project Description: Extension of sewer infrastructure in the Mammoth Road area of the "North Village", consistent with the 2005 Sewer Facility Plan.
 - Funding Source: BD/AF
-



Priority 4 Projects

- **Cable Department**
 - **Access Center Addition - \$300,000**
 - Project Description: Addition on the Londonderry Access Center that would accommodate the LHS television Production class. The addition would provide similar amenities to those that the students currently utilize in the LAC. The School District's use of the LAC has required that the building not be accessible to the community during the time the students are here. This has caused a reduction of the community's use of the LAC. By constructing this addition, the students would be isolated from the community and the community would have unfettered access to the current facility.
 - Funding Source: Cable Reserve Fund



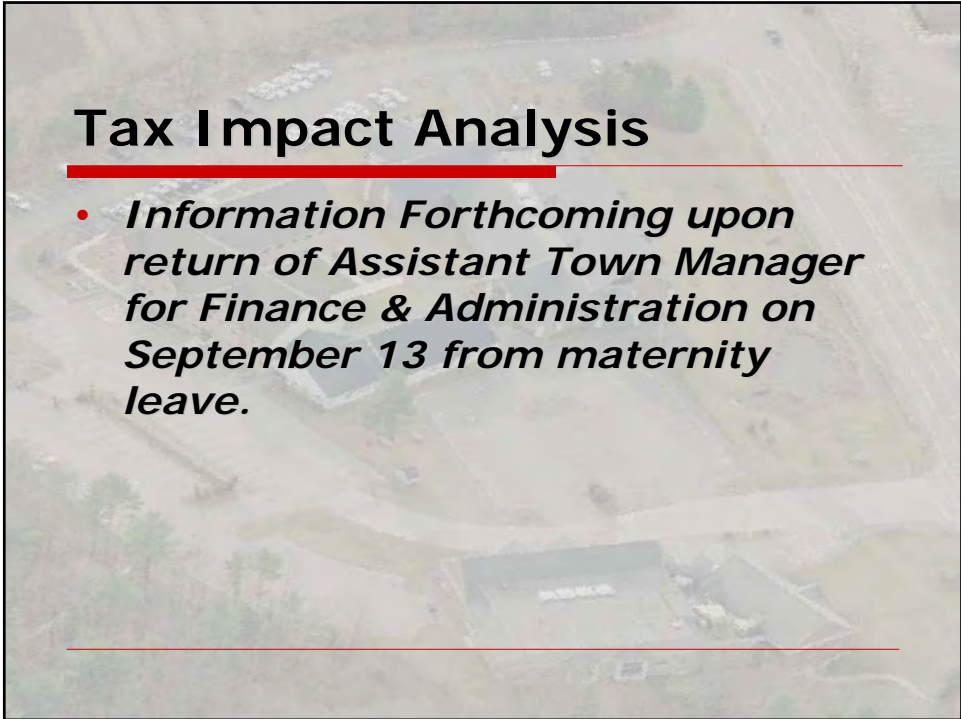
Priority 5 Projects

- **Senior Affairs**
 - **Senior Center Expansion - Cost Not Yet Determined**
 - Project Description: The proposal includes enlarging and renovating the current Senior Center. The following improvements and additions have been identified: the addition of a multi-purpose health/outreach room, 2 adjoining small meeting rooms (for arts, games, meetings, other programs), storage, and office space as well as expanded/renovated kitchen, bathrooms and parking.
 - Funding Source: GR



Priority 6 Projects

- **Fire Department**
 - **Small Equipment Replacement - \$1,000,000**
 - Project Description: Replace EMS AND SMALL FIRE EQUIPMENT- Defibrillators, stretchers, IV pumps, auto-vents, thermal imagers, protective equipment, SCBA'S, Communications Equipment, Rescue tools, & fire hose; all which has reached its life span. Individual items range from \$2,500.00 to \$35,000.00 but the total exceeds more than \$1,550,000.00 if all were to be replaced at once. This should be a multi-year project of \$180,000 each year over next 5 years.
 - Funding Source: Fund Balance
 - ***Note: The CIP Committee does not believe this project meets the definition of a capital project.***
-



Tax Impact Analysis

- ***Information Forthcoming upon return of Assistant Town Manager for Finance & Administration on September 13 from maternity leave.***
-

Note Regarding Previously Appropriated Exit 4A Project

- The bond for Exit 4A has been approved by a prior Town Meeting, so to that extent, it is an approved project and is not included in the CIP.
 - However, the project's debt service has not yet impacted the community.
 - In order to provide a complete estimation of the fiscal impact of capital projects, 4A has been indicated in the Financing Plan and Net Tax Impact Analysis spreadsheets of the CIP.
 - Currently, there is \$4.5M in un-issued debt authorization. The Town Manager's estimation at this point and that these bonds will be sold as a twenty year note in FY2013, with Principal & Interest payments beginning in FY2014.
-

THANK YOU!

- My thanks go out to the CIP Committee and Staff Members that made this project possible:
 - **CIP Committee:**
 - Chair John Farrell (Town Council)
 - Vice Chair Ron Campo (School Board)
 - Planning Boards Rep Rick Brideau, Mary Wing Soares
 - Budget Committee Rep John Curran (Lisa Whittemore & Don Jorgenson, Alternates)
 - **Staff:**
 - Sue Hickey, Asst. Town Manager for Finance & Administration
 - Peter Curro, School District Business Administrator
 - Margo Lapietro – Executive Secretary to Town Manager/Town Council
-

Town of Londonderry, New Hampshire Capital Improvements Plan FY2012 - FY2017



***Prepared by the Londonderry
Capital Improvement Planning
Committee***

Chair: John Farrell, Town Council
Vice Chair: Ron Campo, School Board
Mary Wing Soares, Planning Board
Rick Brideau, Planning Board
Don Jorgensen, Budget Committee (John Curran, Alt.)

Staff:

Timothy J. Thompson, AICP, Town Planner
Susan Hickey, Asst Town Mgr for Finance and Admin.
Peter Curro, School Department Business Administrator
Margo Lapietro, Executive Assist. to the Town Manager

***Adopted by the Londonderry
Planning Board - October 13, 2010:***

Art Rugg, Chair
Mary Wing Soares, Vice Chair
Lynn Wiles, Secretary
Charles Tilgner, Asst. Secretary
Laura El-Azem
Chris Davies
George Herrmann , Ex-Officio
Rick Brideau, Ex-Officio
John Farrell, Council Ex-Officio
Dana Coons, Alternate
Cole Melendy, Alternate
Scott Benson, Alternate

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Introduction

The preparation and adoption of a Capital Improvements Plan (CIP) is an important part of Londonderry's planning process. A CIP aims to recognize and resolve deficiencies in existing public facilities and anticipate and meet future demand for capital facilities. A CIP is a multi-year schedule that lays out a series of municipal projects and their associated costs. Over the six-year period considered by the CIP, it shows how the Town should plan to expand or renovate facilities and services to meet the demands of existing or new population and businesses.

A CIP is an **advisory document** that can serve a number of purposes, among them to:

- Guide the Town Council, School Board, and the Budget Committee in the annual budgeting process;
- Contribute to stabilizing the Town's real property tax rate;
- Aid the prioritization, coordination, and sequencing of various municipal improvements;
- Inform residents, business owners, and developers of planned improvements;
- Provide the necessary legal basis for ongoing administration and periodic updates of the Londonderry Growth Management Ordinance;
- Provide the necessary legal basis continued administration and periodic updates of the Londonderry Impact Fee Ordinance.

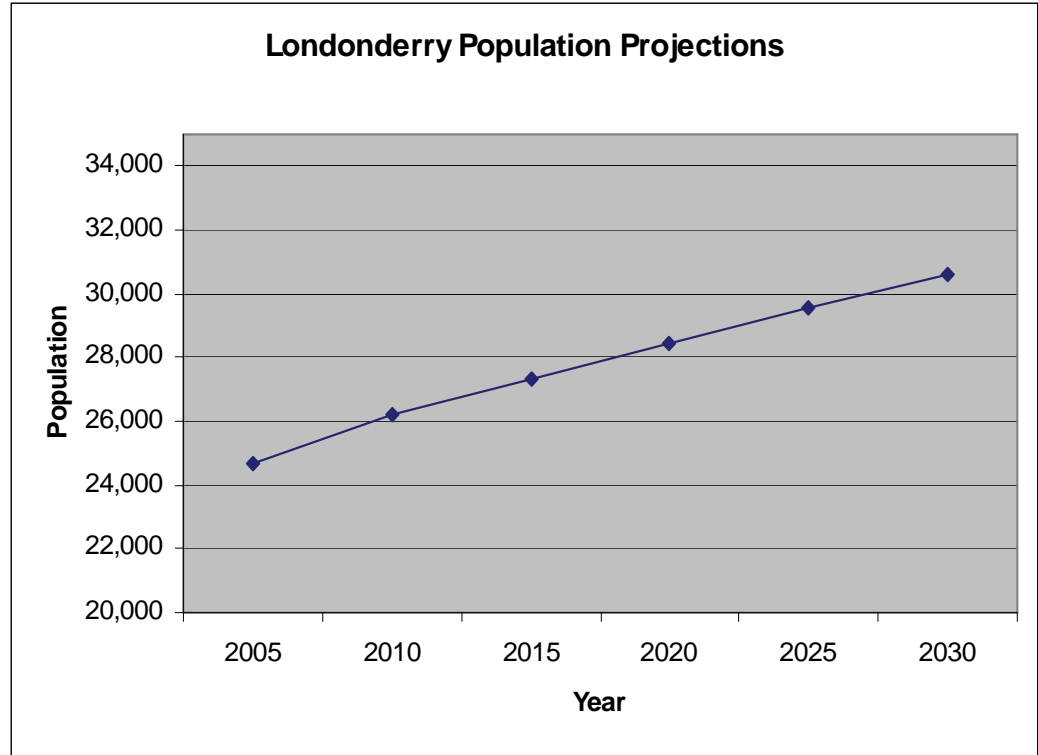
It must be emphasized that the CIP is purely advisory in nature. Ultimate funding decisions are subject to the budgeting process and the annual Town meeting. Inclusion of any given project in the CIP does not constitute an endorsement by the CIP Committee. Rather, the CIP Committee is bringing Department project requests to the attention of the Town, along with recommended priorities, in the hope of facilitating decision making by the Town.

Borrowing from the 2004 Londonderry Master Plan:

Until relatively recent years, Londonderry was a lightly populated rural community with a large number of active agricultural operations (Note: See appendix for a short town history). Even as recently as 1960, when Londonderry's population was less than 2,500 persons, the majority of housing was located along rural roads or in small clusters such as North Londonderry. During the next thirty years, the town underwent a dramatic transformation from an agricultural and rural community to a popular residential town. Between 1960 and 1990, Londonderry's population grew by an astonishing 700 percent, far outpacing growth in the state and county (during the same time New Hampshire and Rockingham County grew by 83 and 148 percent, respectively).

See Chart and Table, next page:

Chart of Londonderry Population Growth (Source NH OEP Population Projections)



Top 10 Growing NH Communities 1990-2000 (Source: NH OEP)

	NH Municipalities Rank Order by Numeric Growth						1990	2000
	1960	1970	1980	1990	2000	Change	%	
Community	census	census	census	census	census	1990	Change	Rank
Manchester	88282	87754	90936	99567	107006	7439	7.47	1
Nashua	39096	55820	67865	79662	86605	6943	8.72	2
Bedford	3636	5859	9481	12563	18274	5711	45.46	3
Concord	28991	30022	30400	36006	40687	4681	13.00	4
Derry	6987	11712	18875	29603	34021	4418	14.92	5
Londonderry	2457	5346	13598	19781	23236	3455	17.47	6
Hudson	5876	10638	14022	19530	22928	3398	17.40	7
Merrimack	2989	8595	15406	22156	25119	2963	13.37	8
Hooksett	3713	5564	7303	8767	11721	2954	33.69	9
Hampton	5379	8011	10493	12278	14937	2659	21.66	10

In addition to the data from the State, the Community Development Department has developed a “buildout analysis” using the Town’s GIS System. The Buildout Summary assumes that zoning will remain the same as today and re-development of existing property is excluded. Based on these assumptions, and also assuming that household size remains constant, population at buildout might be 29,607, an increase of 6,371 persons or 27.4% from the year 2000 population of 23,236. Londonderry has a total of 9,181.9 acres available for future development, of which 6,350 acres or 25% is considered buildable. Of this, 4,600.9 acres is zoned AR-I, and might generate 1,984 single family residential housing units and 63.2 acres are zoned R-III and might generate 105 units of multi-family housing. Combined, the total number of units in Londonderry might increase from 8,752 (at the time of the 2000 Census) to 10,841, an increase of 23.8%. See tables below, and map, next page.

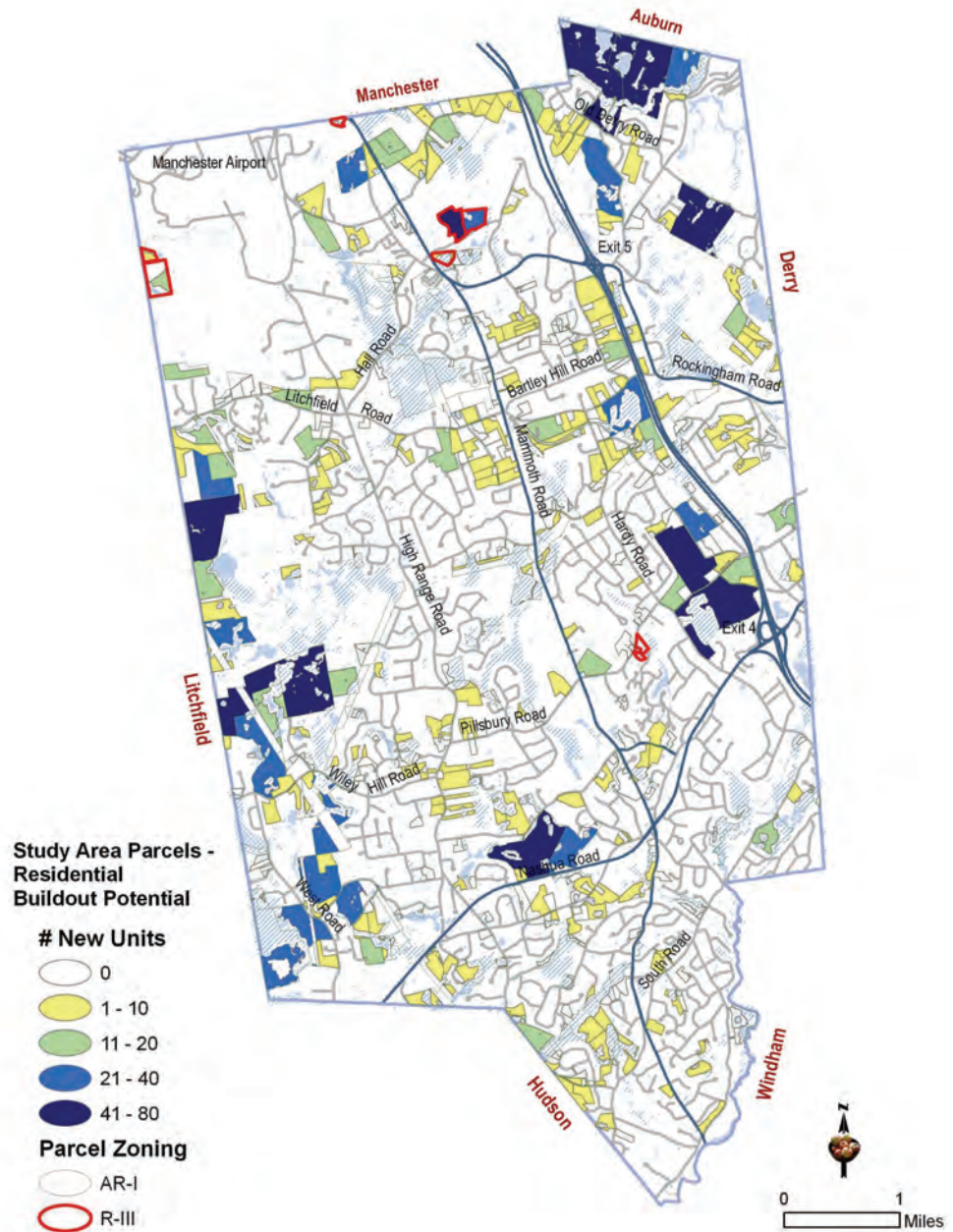
Count of New Buildings at Buildout

	# Existing Units (approx.)*	# New Housing Units at Buildout	#Total Units at Buildout	% Change
AR-I	8,265	1,984	10,249	29.4%
R-III	487	105	592	6.2%
Total	8,572	2,089	10,841	24.7%

* Count of existing housing units is derived from Londonderry GIS address records.

Population at Buildout

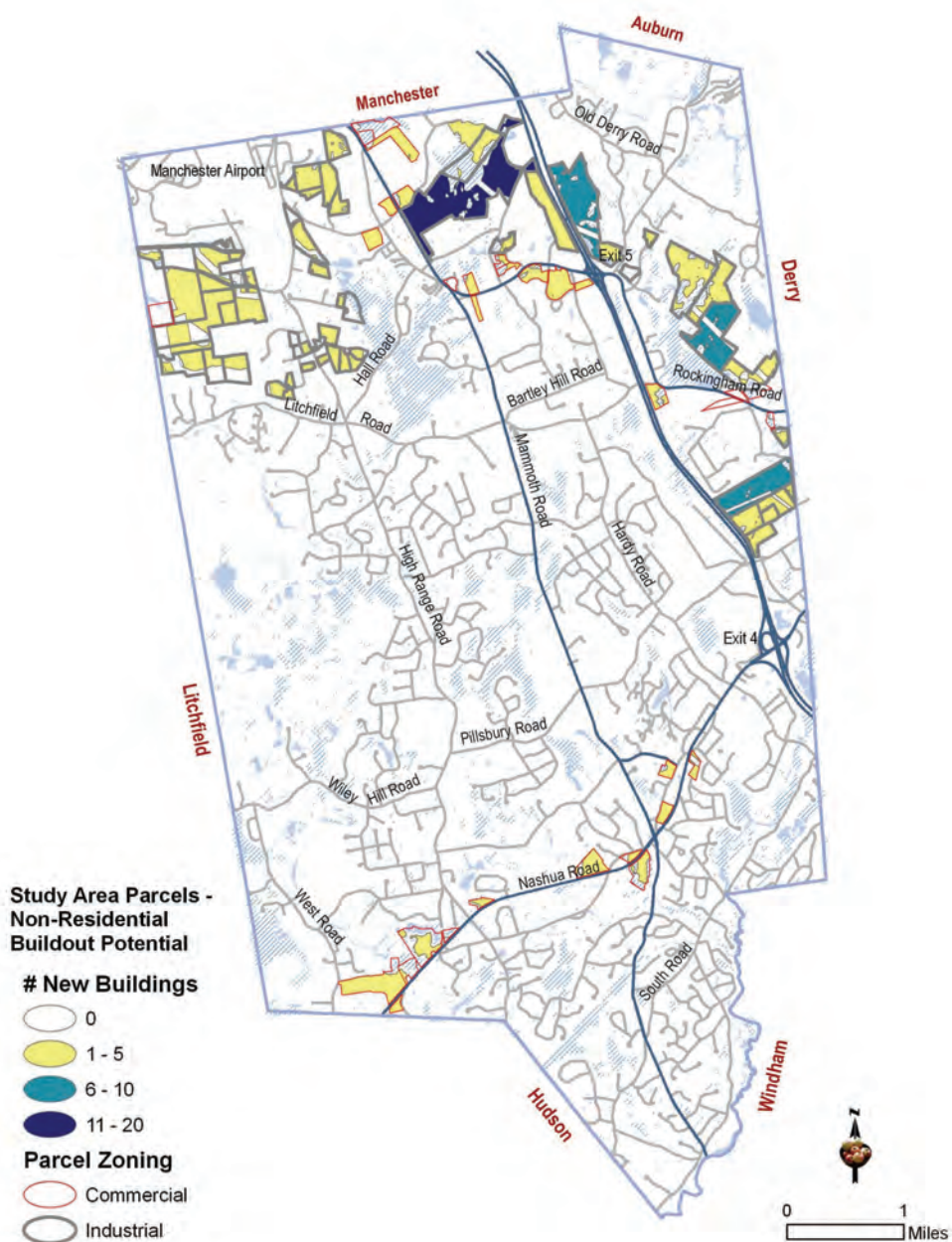
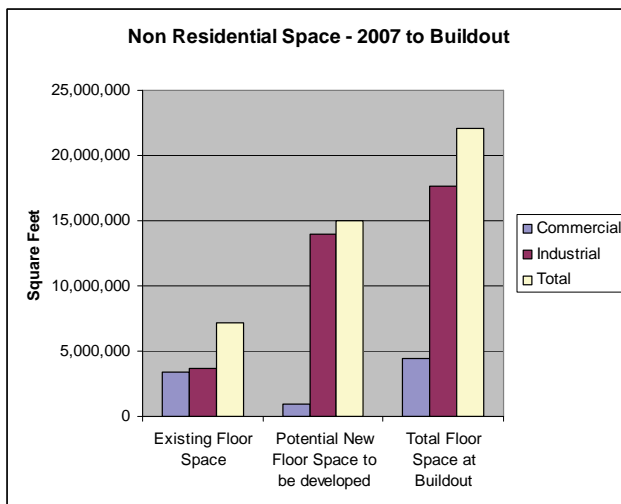
(2000) Population:	23,236
(2000) School Age Population (5-19):	6,500
(2000) Household Size (persons/unit):	3.05
(2000) School Age Percent:	28.0%
Source:	US Census
(Buildout) Housing Units:	10,537 (+2,089)
(Buildout) Population:	29,607 (+6,371)
(Buildout) School Age Population:	8,290 (+1,790)



In addition to the residential buildout, the analysis looks at non-residential buildout for the Town as well. At buildout, commercial zones might generate 30 new buildings and 990,100 square feet of new space, representing a 29% increase in the total commercial space in Londonderry. Similarly, industrial zones might generate 119 buildings and 13.977 million square feet of new floor space, representing a 378% increase in total industrial floor space in Londonderry. See Table, below, and map, next page, for a depiction of buildout potential by parcel.

Floor Space of New Non-Residential Buildings at Buildout

	Existing Floor Space (sq ft)	New Floor Space (sq ft)	Total Floor Space at Buildout	% Change
Commercial	3,425,600	990,100	4,415,700	29%
Industrial	3,699,300	13,977,000	17,676,300	378%
Total	7,124,914	14,967,200	22,092,000	210%



It is a principal goal of the CIP to increase the predictability and regularity of the Town's budget by planning for routine or anticipated major purchases of capital equipment and determining appropriate methods for meeting the Town's capital facility needs. Possible financing mechanisms and a hypothetical bonding schedules are found at the rear of this report. This financial information is intended solely to assist decision makers in the budget process.

The Londonderry Capital Improvement Planning Committee has prepared this report under the authority of the Planning Board and RSA 674:5-8 (Appendix A). It is the Committee's intention that this report reflects the capital needs of the Town for the period between 2012-2017 and to offer recommendations to the Budget Committee, School Board, and Town Council for consideration as part of the annual budget. Information was submitted to the Committee from the various town Departments, Boards and Committees, which helped form the basis of this document. Although this Capital Improvements Plan includes a six-year period, the CIP will be updated every year to reflect changing demands, new needs, and regular assessment of priorities. This document contains those elements required by law to be included in a Capital Improvements Plan.

For purposes of the CIP, a capital project is defined as a tangible project or asset having a cost of at least \$100,000 and a useful life of at least five years. Eligible items include new buildings or additions, land purchases, studies, substantial road improvements and purchases of major vehicles and equipment. Operating expenditures for personnel and other general costs are not included. Expenditures for maintenance or repair are generally not included unless the cost or scope of the project is substantial enough to increase the level of a facility improvement. A summary of each of the projects included in the 2012 to 2017 CIP is provided in the following section.

Financing Methods

In the project summaries below, there are several different financing methods used. Four methods require appropriations, either as part of the Town's annual operating budget or as independent warrant articles at Town Meeting.

- The **1-Year Appropriation (GF)** is the most common method, and refers to those projects proposed to be funded by real property tax revenues within a single fiscal year.
- The **Capital Reserve (CRF)** method requires appropriations over more than one year, with the actual project being accomplished only when the total appropriations meet the project cost.
- **Lease/Purchase** method has been used by the Fire Department and other departments for the purchase of major vehicles.
- **Bonds (BD)** are generally limited to the most expensive capital projects, such as major renovations, additions, or new construction of school or municipal buildings or facilities, and allow capital facilities needs to be met immediately while spreading out the cost over many years in the future.
- **Impact fees (IF)** are collected from new development to pay for new facility capacity and placed in a fund until they are either expended within six years as part of the project finance or they are returned to the party they were collected from.
- **Grants (GR)** are also utilized to fund capital projects in Londonderry. Typically, grants will cover a portion of the overall project cost, and the Town is responsible for the remaining percentage of the project cost.
- **Tax Increment Financing (TIF)**. TIF Districts allow the Town to use increases in valuation of property to directly pay off bonds for infrastructure improvements and capital projects in the district. TIF Districts are set up and administered according to NH RSA's, Chapter 162-K.
- Lastly, the Town can take advantage of **Public/Private Partnerships**, where a private organization shares the costs of funding a capital project.

Identification of Departmental Capital Needs

The Londonderry CIP Committee uses worksheet forms that are filled out annually and submitted by department heads and committee chairs to identify potential capital needs and explain these project requests. Forms are tailored by the CIP Committee and the Planning Division to generate information that defines the relative need and urgency for projects, and which also enables long-term monitoring of the useful life and returns from projects. The CIP submittal form is included in Appendix B. After written descriptions of potential capital projects are submitted, department heads or committee chairs are asked to come before the CIP Committee, as needed, to explain their capital needs and priorities and to explore with the CIP Committee the alternative approaches available to achieve the optimum level of capital needs and improvements.

The CIP Committee evaluates requests submitted from Department Heads, Boards & Committees, and assigns them to the 6-year schedule according to the priority of all capital requests. The following pages describe each of the requests that have been placed in the 6-year CIP program, and include: spreadsheets of the schedule, funding sources, tax impacts, and other required information.

Priority System

The Committee has established a system to assess the relative priority of projects requested by the various departments, boards, and committees. Each proposed project is individually considered by the Committee and assessed a priority rank based on the descriptions below:

- **Priority 1 – Urgent:** Cannot Be Delayed: Needed immediately for health & safety
- **Priority 2 - Necessary:** Needed within 3 years to maintain basic level & quality of community services.
- **Priority 3 - Desirable:** Needed within 4-6 years to improve quality or level of services.
- **Priority 4 - Deferrable:** Can be placed on hold until after 6 year scope of current CIP, but supports community development goals.
- **Priority 5 - Premature:** Needs more research, planning & coordination
- **Priority 6 - Inconsistent:** Contrary to land-use planning or community development goals.

Listing & Discussion of Projects by Priority

Priority 1

No Projects

Priority 2

Public Works & Engineering - Highway Division

- **Roadway Rehab/Reconstruction Program - \$6,000,000 (\$1,000,000 annually)**

Project Description: Implementation of a roadway rehabilitation and reconstruction program for the Town's roadway infrastructure.

Funding Source: BD/GF/GR

Proposed Funding Year: FY 2012, 2013, 2014, 2015, 2016, 2017

Priority 2

Community Development Department

- **Pettingill Road Upgrade - \$12,348,000**

Project Description: This project will fund preliminary design plans and construction of the upgrade to Pettingill Road, a Class VI roadway that once upgraded will provide access to the industrial land south of Manchester Airport and connect with the NHDOT Airport Access Road. Improvement of the roadway to a class V limited access highway will open up the land to development which will help increase Londonderry industrial tax base. This approximately 800 acres of land has the potential for being developed into 3.6 million square feet of commercial and industrial development. This area is one of the key focus areas of the Master Plan, and a significant future contributor to the town's tax base. In May 2003, the Town conducted a design charrette that created a vision for the development of this area. With the airport access road schedule to be completed by 2011/12, now is Londonderry's opportunity to connect onto this project and open up a significant economic opportunity for the community.

Funding Source: TIF/GR

Proposed Funding Year: FY 2012

Priority 2

Public Works & Engineering - Highway Division

- **Highway Garage Improvements - \$265,500 Phases II & III**
Project Description: Improvements to the existing Highway Garage facility -
 Phase II - Reconstruct the driveway and install a drainage system. (Estimate \$50,000)
 Phase III - Construct a 24' X 80' addition along the existing building to house a foreman's office, lunch room and bathroom facility. (Estimate \$260,000)

Funding Source: Expendable Maintenance Trust Fund
Recommended Funding Year: FY 2012

Priority 2

Community Development Department

- **Rt. 28 / Rt. 102 Corridor Plan Update—\$140,000**
Project Description: The project proposes to update the 1997-2004 Rt 28 and Rt 102 traffic corridor plan. The project proposes to provide new traffic analysis for Rt 28 and Rt 102. analyzing the deficiencies based on the traffic volume and peak hour impacts, development of a cost to improve the deficiencies, and development a impact fee methodology for the private sector to pay their fair share towards the improvements of the deficiencies.

Funding Source: BD/IF
Proposed Funding Year: FY 2012

Priority 2

Senior Affairs

- **Sanborn Road Off-Site Improvements - \$1,300,000**

Project Description: The project that the Senior Affairs department proposes is to expand, improve and extend service lines on Sanborn Road to a new proposed development at 30 Sanborn Road, of 40-60 affordable aged restricted housing units. This project also encompasses the redesign and expansion of service lines on Mammoth Road. This CIP request asks that the town use funds obtained from SNHS (Land acquisition funds -HUD sec. 202 funds) to complete this project.

The Senior Affairs department seeks to fill a need for affordable aged restricted housing in Londonderry. Londonderry virtually has no housing to fill this need. The Elder Affairs Committee approached Town Council about utilizing Town owned land off of Sanborn Road for the purpose of constructing affordable aged restricting housing. Town Council agreed. Southern NH Services was selected by the Elders Affairs Committee to help obtain funding for the project. In order to complete this project, improvements need to be made to the service lines on Mammoth road and an extension of service lines must be made to reach the proposed housing site. This site requires town water due to wetlands and past contamination. ***The CIP Committee supports this project only if there is no taxpayer impact.***

Funding Source: GR
Proposed Funding Year: FY 2012

Priority 2**School Department**

- **New SAU Office - \$100,000 (A&E), \$2,900,000 (Construction)**

Project Description: This project is to build a new SAU District Office. The existing building is severely over capacity. Indoor air quality is measured daily. Readings on a good day are poor. The Current SAU office has under gone many band aid fixes to accommodate new personnel. Storage area located in the old town hall has been eliminated, all storage is now located under the high school. With the increasing population at LEEP, the DW training room may soon be eliminated. Finally, with the construction of the new Police and Town Hall, parking will be very difficult at best.

Funding Source: BD

Proposed Funding Year: FY 2014 for A&E, FY 2015 for Construction

Priority 3**Community Development Department**

- **Master Plan Update- \$150,000**

Project Description: Comprehensive update of the 2004 Master Plan. The comprehensive update will look at every aspect of the impacts of growth on Londonderry's infrastructure (ie. population, housing, schools, recreation, economic development, quality of life, community services, open space, sewer, water, communications, regional issues, etc.). The intent of this project is to do a comprehensive update utilizing the information from the decennial census. Also, this comprehensive plan will pull in information garnered from the small area master plan, housing taskforce and historic properties taskforce report to help chart Londonderry's future.

Funding Source: CRF/GF

Proposed Funding Year: FY 2012 (remaining \$50,000)

Priority 3**Public Works & Engineering - Solid Waste Division**

- **Recovery Way Drop Off Center Improvements - \$441,000**

Project Description: Site improvements to the existing drop-off facility on Dan Hill Road. The existing facility requires repairs on a continuous basis to have it operational. Proposed improvements will eliminate the need for these repairs and cut cost of operating the facility.

Funding Source: Reclamation Trust Fund

Proposed Funding Year: FY 2012

Priority 3**Community Development Department**

- **GIS Update & Maintenance Program - \$160,000**

Project Description: Establish a capital reserve fund to provide for continued maintenance of the Town's Geographic Information System (GIS) by programming money for the purchase of new aerial photography, photogrammetric mapping and Pictometry products. This will allow for comprehensive updates to geospatial information at 2 and 5-year intervals, with immediate application to the quality of services provided by GIS to town departments and the general public.

Funding Source: CRF

Proposed Funding Year: FY 2012-2016 (\$32,000 annually)

Priority 3**Fire Department**

- **Central Station Renovations - \$1,500,000**

Project Description: Renovations to Central Fire Station: Adding 2 bays, enlarged training room and new Communications room, enlarging kitchen and dayroom, renovating offices and living space on second floor. New fitness room, Replacing roof and mechanicals, as well as adding sprinklers and emergency generator.

Funding Source: BD

Proposed Funding Year: FY 2014 (A&E), FY 2015 (Construction)

Priority 3**Conservation Commission**

- **Open Space Protection - \$2,000,000**

Project Description: This project implements the Master Plan direction to protect open space. The funds requested will be used to maintain the natural services provided by open spaces identified in the 2005 Open Space Plan. The near term focus will be on the town's remaining agricultural land, since this has the best chance of garnering matching funding.

In order to secure the natural services provided by the town's open spaces, such as clean air and water, flood storage, drinking water supplies, outdoor recreation, pleasing scenery, and the production of local food and fiber, the town must resume its commitment to securing its most valuable and strategically located open spaces. The loss of the town's top two priority parcels for open space protection (Woodmont Orchard and the Lorden land off Old Derry Road) in a year of extremely low economic activity underscores the urgency of protecting the town's most resource rich remaining open spaces. The FY12 request assumes projects eligible for federal Farm and Ranchland Protection Program grant matching funds.

Funding Source: BD/GR

Proposed Funding Year: FY 2013-2014

Priority 3**Public Works & Engineering - Environmental Division**

- **South Londonderry Sewer Phase II - \$2,415,000**

Project Description: Construction of the South Londonderry Phase II sewer project, expanding service area to capture a mix of commercial and residential land uses, consistent with the Town's Sewer Facility Plan adopted by the Town in 2005.

Funding Source: BD/Private Developer Contribution
Proposed Funding Year: FY 2015

Priority 3**Public Works & Engineering - Environmental Division**

- **Mammoth Road Sewer Replacement (portion) - \$367,500**

Project Description: Replacement of a section of sewer infrastructure in the Mammoth Road near the intersection of Mammoth and Sanborn Road, consistent with the Town's Sewer Facility Plan adopted by the Town in 2005, and the conditionally approved multi-family development plans on Sanborn Road.

Funding Source: BD/AF/Private Developer Contribution
Proposed Funding Year: FY 2015

Priority 3**School District**

- **District Wide Renovations - \$2,600,000**

Project Description: This project is to address the many large maintenance issues facing the School District. Over the past several years, the School District has successfully funded its maintenance needs and plans through its Maintenance Trust Fund. The fund has received annual appropriations around \$500,000. However, it is feared the needs of the district, plus increased costs in materials especially in petroleum based products is out pacing the allocation appropriations This bonding project would address the major concerns and the larger cost items such as paving, roofing, boiler replacement etc.

Funding Source: BD
Proposed Funding Year: FY 2016

Priority 3**School District**

- **Auditorium - \$500,000(A&E), \$1,000,000 (Site Preparation), \$15,000,000 (Construction)**

Project Description: Construction of a a new auditorium for the needs of the District's music, performing arts programs. Planned seating capacity is under 1,000. When available, the building will be open to other community programs and organizations.

Funding Source: BD
Proposed Funding Year: FY 2017 (A&E)

Priority 4**Public Works & Engineering - Sewer Division**

- **Plaza 28 Sewer Pump Station Replacement - \$3,150,000**

Project Description: Replacement of the existing sewer pump station at Plaza 28, enhancing service area to capture a mix of commercial and industrial land uses in the Jack's Bridge Road TIF District, consistent with the Town's Sewer Facility Plan adopted by the Town in 2005.

Funding Source: TIF/AF/BD

Priority 4**Public Works & Engineering - Sewer Division**

- **Mammoth Road (North) Sewer Extension - \$714,000**

Project Description: Extension of sewer infrastructure in the Mammoth Road area of the "North Village", consistent with the Town's Sewer Facility Plan adopted by the Town in 2005.

Funding Source: BD/AF

Priority 4**Heritage Commission**

- **Historic Property Preservation Program - \$250,000 Annually**

Project Description: This project proposes an annual appropriation to address the need to protect Londonderry's diminishing supply of historic homes and barns. The Master Plan makes vague and broad reference to the need to preserve Londonderry's historic resources but gives no practical guidance. This project will provide the long-term financial and administrative tools to protect our town for present and future generations. The Heritage Commission recommends a level effort over the 5-year plan period.

Priority 4**Cable Department**

- **Access Center Addition - \$300,000**

Project Description: To put an addition on the Londonderry Access Center that would accommodate the LHS television Production class. The addition would provide similar amenities to those that the students currently utilize in the LAC. Ideally, the addition and its furnishings will be signed over to the School District upon completion of the project thus releasing the Town from any further costs.

The School District's use of the LAC has required that the building not be accessible to the community during the time the students are here. This has caused a reduction of the community's use of the LAC. By constructing this addition, the students would be isolated from the community and the community would have unfettered access to the current facility. The students could be scheduled any period of the day and they would be able to have after school use of the addition as well.

Funding Source: Cable Reserve Fund

Priority 5

Senior Affairs

□ Senior Center Expansion - Cost Not Yet Determined

Project Description: The current Senior Center is in need of expansion and improvement. The proposal includes enlarging and renovating the current Senior Center, located at 535 Mammoth Road. The following improvements and additions have been identified: the addition of a multipurpose health/outreach room, 2 adjoining small meeting rooms (for arts, games, meetings, other programs), storage, and office space as well as expanded/renovated kitchen, bathrooms and parking.

Funding Source: GR

Priority 6

Fire Department

□ Small Equipment Replacement - \$1,000,000

Project Description: Replace EMS AND SMALL FIRE EQUIPMENT- 6 Life-Pak Defibrillators, 4 Auto Defibrillators, 2 stretchers, 3 IV pumps, 3 auto-vents, 8 thermal imagers, 40 Sets of protective equipment, 36 SCBA'S, Communications Equipment(56 units), 6 Rescue tools, 8,000 feet of fire hose.

This project is to replace existing equipment that has reached its life span. All equipment meets the life span requirement and when added together exceeds the amount. Individual items range from \$2,500.00 to \$35,000.00 but the total exceeds more than \$1,550,000.00 if all were to be replaced at once. This should be a multi-year project of \$180,000 each year over next 5 years.

Funding Source: Fund Balance

Note: The CIP Committee does not believe this project meets the definition of a capital project.

**Note
Regarding
Previously
Appropriated
Exit 4A
Project**

**Capital
Reserve
Project
Summaries**

The bond for Exit 4A has been approved by a prior Town Meeting, so to that extent, it is an approved project and is not included in the CIP. However, the project's debt service has not yet impacted the community. In order to provide a complete estimation of the fiscal impact of capital projects, 4A has been indicated in the Financing Plan and Net Tax Impact Analysis spreadsheets of this CIP (green highlighted section). Currently, there is \$4.5M in un-issued debt authorization. The Town Manager's estimation at this point and that these bonds will be sold as a twenty year note in FY2013, with Principal & Interest payments beginning in FY2014.

Public Works & Engineering - Highway Division

- ❑ **Capital Reserve Program for Highway Trucks & Equipment - See Spreadsheets for Proposed Expenditures**

Project Description: Ongoing Capital Reserve expenditure for replacement of highway trucks and equipment on a ten and seven-year cycle.

Funding Source: CRF/Lease

Fire Department

- ❑ **Capital Reserve Program for Fire Equipment/Trucks - See Spreadsheets for Proposed Expenditures**

Project Description: Ongoing Capital Reserve expenditure to replace the fleet, as changes in growth have made the 20-year replacement plan obsolete.

Funding Source: CRF/Lease

Fire Department

- ❑ **Capital Reserve Program for Ambulance - See Spreadsheets for Proposed Expenditures**

Project Description: Ongoing Capital Reserve expenditure to replace the fleet, as changes in growth have made the 20-year replacement plan obsolete.

Funding Source: CRF/Lease

Legend for Funding Source	
AF - Access Fee	CRF - Capital Reserve Fund
BD - Bond	IF - Impact Fee
GF - General Fund	GR - Grant
TIF - Tax Increment Financing	

Spreadsheet Legend (Following Pages)

Past Years of CIP
Budget Year of CIP
Program Years of CIP

Town of Londonderry
SUMMARY OF ALL CAPITAL PROJECTS FY 2012 - 2017

Spreadsheets Forthcoming for Public Hearing

Town of Londonderry
SUMMARY OF SCHOOL CAPITAL PROJECTS FY 2012 - 2017

Spreadsheets Forthcoming for Public Hearing

Spreadsheets Forthcoming for Public Hearing

Spreadsheets Forthcoming for Public Hearing

Spreadsheets Forthcoming for Public Hearing

Spreadsheets Forthcoming for Public Hearing

Conclusion & Recommendations

The Program of Capital Expenditures herein provides a guide for budgeting and development of Londonderry's public facilities. The Planning Board will review and update the CIP each year prior to budget deliberations. The CIP may be modified each year based on changes in needs and priorities. As noted in the Plan, there are projects proposed where the CIP Committee has determined that there is not enough information to make a recommendation concerning a proposed capital project. These are topics in the opinion of the Committee that should be studied in further detail before funding decisions should be made.

The Capital Improvements Planning Committee has worked hard over the past 5 years to improve the effectiveness of capital facilities programming in Londonderry. It is hoped that the improvements made in the past 6 years can continue to be refined and evaluated for their effectiveness in future years. The CIP Committee believes that Londonderry has made great strides in process and format of the Capital Improvements Plan, and are hopeful that the improvements have made a difference to the Planning Board, Town Council, School Board, and Budget Committee as they prepare budgets each year.

Appendix A: Relevant State Statutes

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Capital Improvements Program

674:5 Authorization. – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.

Source. 1983, 447:1, eff. Jan. 1, 1984. 2002, 90:1, eff. July 2, 2002.

674:6 Purpose and Description. – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

Source. 1983, 447:1, eff. Jan. 1, 1984.

674:7 Preparation. –

I. In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.

II. Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.

Source. 1983, 447:1. 1995, 43:1, eff. July 2, 1995. 2002, 90:2, eff. July 2, 2002.

674:8 Consideration by Mayor and Budget Committee. – Whenever the planning board or the capital improvement program committee has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor or selectmen and the budget committee, if one exists, for consideration as part of the annual budget.

Source. 1983, 447:1, eff. Jan. 1, 1984. 2002, 90:3, eff. July 2, 2002.

Appendix B: Capital Project Request Form



Department:	Department Priority: ____ of ____ projects
Type of Project: (check one)	Primary Effect of Project is to: <input type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing service level/facility <input type="checkbox"/> Provide new facility or service capacity
Service Area of Project: (check one)	<input type="checkbox"/> Region <input type="checkbox"/> Town Center <input type="checkbox"/> Town-wide <input type="checkbox"/> Street <input type="checkbox"/> School District <input type="checkbox"/> Other Area <input type="checkbox"/> Neighborhood
Project Description:	
Rationale for Project: (check those that apply, elaborate below)	
<input type="checkbox"/> Urgent Need <input type="checkbox"/> Removes imminent threat to public health or safety <input type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input type="checkbox"/> Reduces long term operating costs <input type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for a limited time	
Narrative Justification:	

<p>Cost Estimate: (Itemize as Necessary)</p>	<p>Capital Costs Dollar Amount (In current \$)</p> <p>\$ _____ Planning/Feasibility Analysis</p> <p>\$ _____ Architecture & Engineering Fees</p> <p>\$ _____ Real Estate aquisition</p> <p>\$ _____ Site preparation</p> <p>\$ _____ Construction</p> <p>\$ _____ Furnishings & equipment</p> <p>\$ _____ Vehicles & capital equipment</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____ Total Project Cost</p>	<p>Impact on Operating & Maint. Costs or Personnel Needs</p> <p><input type="checkbox"/> Add Personnel</p> <p><input type="checkbox"/> Increased O&M Costs</p> <p><input type="checkbox"/> Reduce Personnel</p> <p><input type="checkbox"/> Decreased O&M Costs</p> <p>Dollar Cost of Impacts if known:</p> <p>+ \$ _____ Annually</p> <p>(-) \$ _____ Annually</p>
---	---	--

Source of Funding:	
Grant From: _____	\$ _____ (show type)
Loan From: _____	\$ _____ (show type)
Donation/Bequest/private	\$ _____
User Fees & Charges	\$ _____
Capital Reserve Withdrawal	\$ _____
Impact Fee Account	\$ _____
Current Revenue	\$ _____
General Obligation Bond	\$ _____
Revenue Bond	\$ _____
Special Assessment	\$ _____
_____	\$ _____
_____	\$ _____
Total Project Cost:	\$ _____

Form Prepared By:	
Signature: _____	
Title: _____	
Dept./Agency: _____	
Date Prepared: _____	

Appendix C: Capital Project Scoring Sheet



Londonderry Capital Improvement Plan
Capital Project Scoring Sheet



Department: _____

Project Name: _____

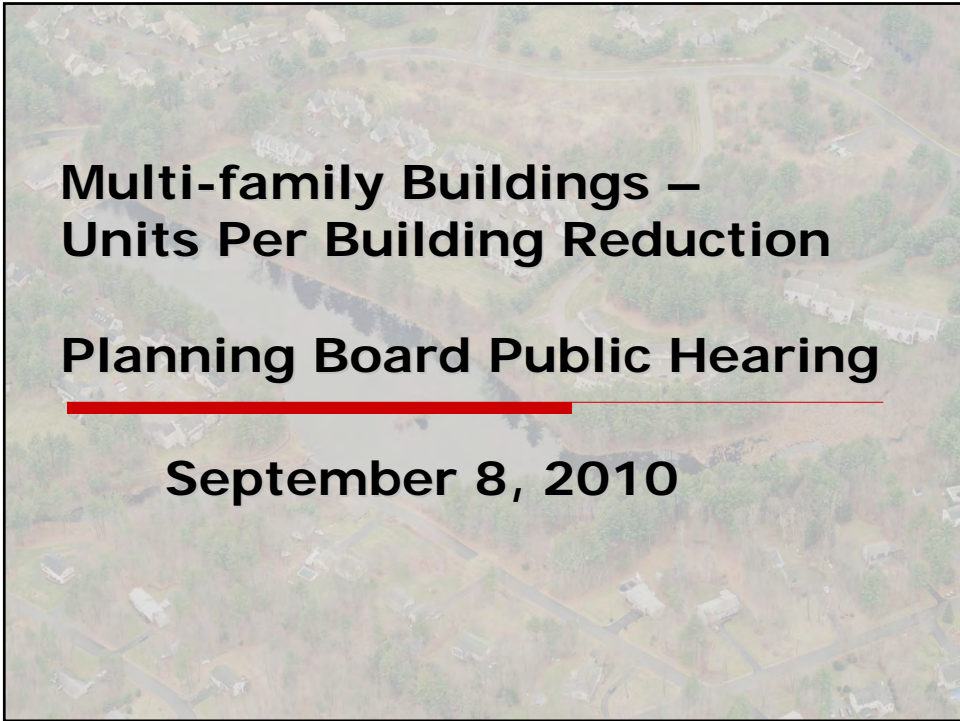
<u>Evaluation Criteria</u>	<u>Point Score</u>
• Addresses an emergency or public safety need	5 4 3 2 1 0
• Addresses a deficiency in service or facility	5 4 3 2 1 0
• Provides capacity needed to serve existing population or future growth	5 4 3 2 1 0
• Results in long-term cost savings	5 4 3 2 1 0
• Supports job development/increased tax base	5 4 3 2 1 0
• Furthers the goals of the 2004 Master Plan	5 4 3 2 1 0
• Leverages the non-property tax revenues	5 4 3 2 1 0
• Matching funds available for a limited time	5 4 3 2 1 0

Total Project Score: _____ of a possible 40 points

Appendix D: Project Scoring & Priority Summary

2012-2017 CIP Project Submissions - 8/26 Meeting Worksheet							
Project	Department	Cost	Placement in 2011-2016 CIP	Dept/Board Score	CIP Committee Score	CIP Committee Priority Assignment	CIP Committee Placement in 12-17 CIP
New SAU Office	School District	\$250,000 (A&E), \$2.5 million (Construction)	Priority 2, FY 12-13	28	28	2	FY 14-15
Auditorium	School District	\$500,000 (A&E), \$1 million (Site Prep), \$15 million (construction)	Priority 3, FY 14-15	20	20	3	FY 17 (A&E)
Central Fire Station Renovations	Fire	\$100,000 (A&E), \$1.5 million (Construction), \$175,000 (Furn/Equip)	Priority 3, FY 13-14	25	18	3	FY 14-15
Pettingill Road Upgrade	Community Development	\$12,348,000	Priority 2, FY 11 (not placed on ballot)	30	33	2	FY 12
GIS Maintenance Program	Community Development	\$160,000 (Capital Reserve, \$32,000 annually)	Priority 3, FY 11-15	19	19	3	FY 12-16
Rt. 28 & Rt. 102 Corridor Study/Impact Fee Methodology Update	Community Development	\$140,000	Priority 2, FY 11 (not placed on ballot)	17	17	2	FY 12
Master Plan Update	Community Development	\$150,000 (\$100,000 already in CRF from TM 2008)	Priority 3, FY 12	19	19	3	FY 12
Open Space Protection	Conservation Commission	\$2,000,000	Priority 3, FY 14-16	28	27	3	FY 13-14
Roadway Rehab/Reconstruction Program	DPW - Highway	\$1 Million per year (FY 12-17)	Priority 2, FY 11-16	13	26	2	FY 12 - 17
Highway Garage Improvements	DPW - Highway	\$155,500 Phase II, \$110,000 Phase III)	Priority 2, FY 11-12	15	15	2	FY 12 - 13
Recovery Way Drop Off Center Improvements	DPW - Solid Waste	\$441,000	Priority 3, FY 11	15	15	3	FY 12
South Londonderry Sewer Phase II	DPW - Environmental	\$2.415 Million	Priority 3, FY 14	15	15	3	FY 15
Mammoth Road Sewer Replacement (portion)	DPW - Environmental	\$367,500	Priority 3, FY 14	13	13	3	FY 15
Plaza 28 Sewer Pump Station Replacement	DPW - Environmental	\$3.15 Million	Priority 4, not in 6 year program	14	14	4	n/a
Mammoth Road (North) Sewer Extension	DPW - Environmental	\$714,000	Priority 4, not in 6 year program	12	12	4	n/a
Historic Property Protection Program	Heritage Commission	\$250,000 per year	Priority 4, not in 6 year program	Not Scored by HDC	7	4	n/a
District Wide Renovations	School District	\$2.6 Million	NEW PROJECT	29	27	3	FY 16
Small Equipment Replacement	Fire	\$1 Million (\$180,000/yr)	NEW PROJECT	20	CIP Comm. did not consider a capital project	6	n/a
Londonderry Access Center Addition	Cable	\$300,000	NEW PROJECT	10	11	4	n/a
Sanborn Road Off-Site Improvements	Senior Affairs	\$1.3 Million	NEW PROJECT	34	31	2	FY 12
Senior Center Addition	Senior Affairs	unknown	NEW PROJECT	19	19	5	n/a

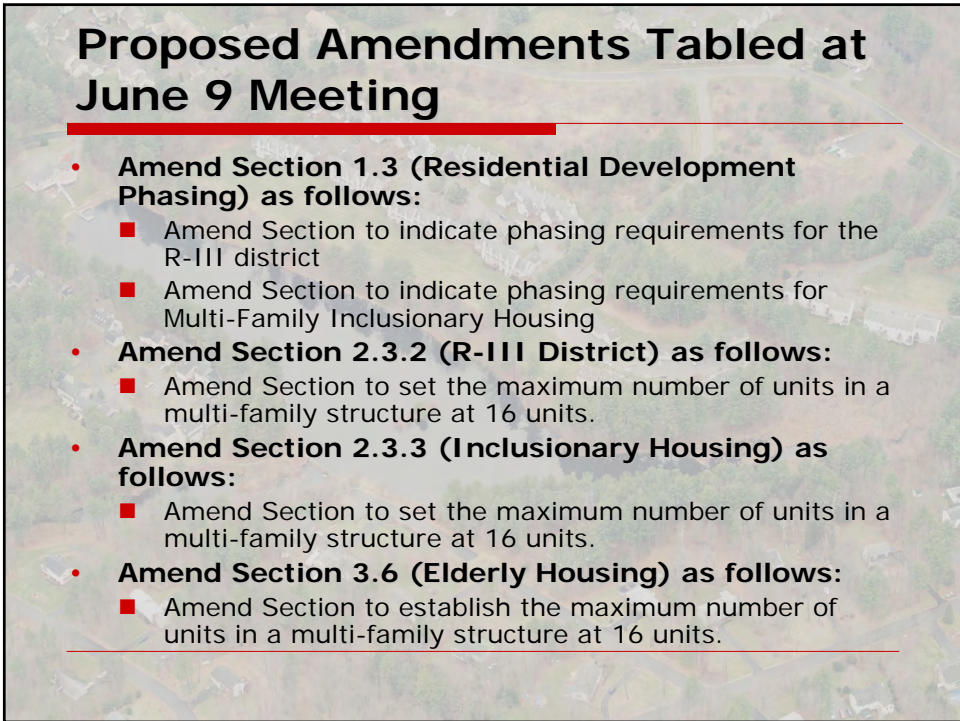
**Appendix E:
Project
Submission
Materials and
Backup
Information**



**Multi-family Buildings –
Units Per Building Reduction**

Planning Board Public Hearing

September 8, 2010



**Proposed Amendments Tabled at
June 9 Meeting**

- **Amend Section 1.3 (Residential Development Phasing) as follows:**
 - Amend Section to indicate phasing requirements for the R-III district
 - Amend Section to indicate phasing requirements for Multi-Family Inclusionary Housing
- **Amend Section 2.3.2 (R-III District) as follows:**
 - Amend Section to set the maximum number of units in a multi-family structure at 16 units.
- **Amend Section 2.3.3 (Inclusionary Housing) as follows:**
 - Amend Section to set the maximum number of units in a multi-family structure at 16 units.
- **Amend Section 3.6 (Elderly Housing) as follows:**
 - Amend Section to establish the maximum number of units in a multi-family structure at 16 units.

Background/Legal Counsel Advice

- Town Council requested Planning Board reduce number of multi-family units per building at time Workforce Housing Ordinances were adopted (February).
 - Planning Board spent the last several months examining the implications of the change.
 - Legal Counsel advice at start of process was that requirement must be consistent across the board (that is for any ordinance that allows for multi-family buildings).
 - Because multi-family allowed in **R-III District, Inclusionary Housing** (in AR-I and R-III) and **Elderly Housing** Section (permitted in AR-I, R-III, C-I, C-II, C-III, C-IV and PUD) unit reduction applies to all of these sections of the Zoning Ordinance.
-

Options Chosen at July 14 & August 11 Workshops

- Revise number of unit cap in R-III, Inclusionary Multi-Family, and Elderly Housing
 - Set initial maximum of **16** units per building.
 - Develop Conditional Use Permit criteria for increasing from **16** to a maximum of **20** units per building.
 - Revise Residential Development phasing to take into account above changes.
-

Proposed Revised R-III Language

- **Initial Language (from 6/9 Public Hearing):**
 - The maximum number of dwelling units per dwelling shall be **sixteen (16)**.
- **Proposed Revised Language (add new subsection):**
 - The maximum number of dwelling units per dwelling shall be sixteen (16).
 - **The maximum number of dwelling units in a single building may be increased from sixteen (16) to no more than twenty (20) if the applicant is granted a conditional use permit from the Planning Board, in accordance with Section 2.3.2.4.**

Proposed Revised R-III Language (Cont'd)

- **F** 2.3.2.4 Conditional Use Permits
 - 2.3.2.4.4 The following criteria must be met in order to increase the maximum number of units in a multi-family building in the R-III District from 16 to not more than 20.
 - 2.3.2.4.4.1 The proposed use is consistent with the Objectives and Characteristics of the district, Section 2.3.2.1;
 - 2.3.2.4.4.2 Granting of the application is in the public interest;
 - 2.3.2.4.4.3 The property in question is reasonably suited for the larger buildings requested, and the design of the site represents to the extent practicable preservation of natural resources, open space, and does not create a hazard to surface or underground water resources.
 - 2.3.2.4.4.4 The application demonstrates that the 20-unit buildings for which the Conditional Use Permit is sought does not impact the general health, safety, and general welfare of the Town, and is otherwise in compliance with all requirements of the Zoning Ordinance, Site Plan Regulations, and Subdivision Regulations, as applicable to the proposed project.
 - 2.3.2.4.4.5 There exist on the property limitations (steep slopes, wetlands, CO District areas, flood hazard areas, or other natural constraints on the subject parcel) that reduce the buildable area of the parcel such that the parcel is limited to less than 60% of the permitted density allowed by Section 2.3.2.3.2.1 utilizing 16 units per building. Such calculation must be demonstrated to the Planning Board by a NH licensed professional engineer (and other related professionals as applicable, such as certified wetland scientists or soil scientists).
 - accordance with the other applicable procedures adopted by the Planning Board.

Proposed Revised Inclusionary Housing Amendment

- **Proposed Language (from 6/9 Public Hearing):**
 - The maximum number of dwelling units per dwelling shall be **sixteen (16)**.
- **Proposed Revised Language (add new subsection):**
 - The maximum number of dwelling units per dwelling shall be sixteen (16).
 - **The maximum number of dwelling units in a single building may be increased from sixteen (16) to no more than twenty (20) if the applicant is granted a conditional use permit from the Planning Board, in accordance with Section 2.3.3.7.4.**

Proposed Revised Inclusionary Housing Amendment (Cont'd)

- **Pr**
 - 2.3.3.7.4.6 Additional Criteria to increase the maximum number of units allowed in a multi-family building. In addition to all the criteria listed in Section 2.3.3.7.5, the following additional criteria must be met in order to increase the maximum number of units in a multi-family inclusionary building from 16 to not more than 20.
 - 2.3.3.7.4.6.1 There exist on the property limitations (steep slopes, wetlands, CO District areas, flood hazard areas, or other natural constraints on the subject parcel) that reduce the buildable area of the parcel such that the parcel is limited to less than 50% of the permitted density allowed by Section 2.3.3.7.3.1.1 utilizing 16 units per building. Such calculation must be demonstrated to the Planning Board by a NH licensed professional engineer (and other related professionals as applicable, such as certified wetland scientists or soil scientists).
 - 2.3.3.7.4.6.2 The applicant must demonstrate to the Planning Board that the limitation of the number of units per building at 16 per building makes the overall project unfeasible such that the development costs exceed the ability of the applicant recover development costs through rent/sales and any applicable tax credits or subsidies. The applicant must demonstrate this to the Planning Board through an independent Project Cost Estimate which includes the cost of the land, development and construction costs, financing, profit, and sales costs, and any other cost factors.

Proposed Revised Elderly Housing Amendment

- **Proposed Language (from 6/9 Public Hearing):**
 - Dwelling Units – The maximum number of dwelling units in a single building shall be sixteen (16) units.
 - **Proposed Revised Language (add new subsection):**
 - Dwelling Units – The maximum number of dwelling units in a single building shall be sixteen (16) units.
 - The maximum number of dwelling units in a single building may be increased from sixteen (16) to no more than twenty (20) if the applicant is granted a conditional use permit from the Planning Board, in accordance with Section 3.6.5.2.
-

Proposed Revised Elderly Housing Amendment (cont'd)

- **Proposed CUP Language:**
 - 3.6.5.2 Conditional Use Permits to increase the maximum number of units per building
 - 3.6.5.2.1 The following criteria must be satisfied in order to the Planning Board to grant a Conditional Use Permit to increase the maximum number of units per building from 16 to not more than 20. The applicant shall demonstrate that:
 - 3.6.5.2.1.1 Granting of the application would meet some public need or convenience;
 - 3.6.5.2.1.2 Granting of the application is in the public interest;
 - 3.6.5.2.1.3 The owner of record shall enter an agreement, to be filed in the Rockingham County Registry of Deeds, certifying that the project will be utilized and restricted to 100% elderly occupants (either 55+ or 62+, depending on whether the project is standard elderly housing or affordable elderly housing respectively);
 - 3.6.5.2.1.4 There exist on the property limitations (steep slopes, wetlands, CO District areas, flood hazard areas, or other natural constraints on the subject parcel) that reduce the buildable area of the parcel such that the parcel is limited to less than 60% of the permitted density allowed by Section 3.6.4.14 utilizing 16 units per building. Such calculation must be demonstrated to the Planning Board by a NH licensed professional engineer (and other related professionals as applicable, such as certified wetland scientists or soil scientists).
-

Residential Development Phasing Amendments (R-III)

- **Keep Proposed Language from 6/9 Public Hearing:**
 - For development located in the R-III district: **Three (3)** multi-family buildings, the total number of dwelling units not to exceed forty eight (48) per year from the date of final approval;
 - **Add new subsection:**
 - **In the event that the Planning Board grants a conditional use permit to allow more than 16 units per building in the R-III District: such developments shall be permitted two (2) multi-family buildings, the total number of dwelling units not to exceed forty (40) units per year from the date of final approval.**
-

Residential Development Phasing Amendments (Inclusionary Multi-Family)

- **Keep Proposed Language from 6/9 Public Hearing:**
 - For multi-family development meeting the definition of “workforce housing” as defined by RSA 674:58, and approved by the Planning Board per the procedures outlined in RSA 674:60: **Three (3)** multi-family buildings, the total number of dwelling units not to exceed forty eight (48) per year from the date of final approval;
 - **Add new subsection:**
 - **In the event that the Planning Board grants a conditional use permit to allow more than 16 units per building in a multi-family development meeting the definition of “workforce housing” as defined by RSA 674:58, and approved by the Planning Board per the procedures outlined in RSA 674:60: such developments shall be permitted two (2) multi-family buildings, the total number of dwelling units not to exceed forty (40) units per year from the date of final approval.**
-

Town of Londonderry, New Hampshire

LEGAL NOTICE OF PUBLIC HEARING ON ZONING ORDINANCE

A public hearing will be held at the Moose Hill Council Chambers, 268B Mammoth Road on the 8th day of September, 2010, at 7:00 PM on proposed amendments to the Londonderry Zoning Ordinance.

The proposed amendments were prepared by the Planning Division of the Community Development Department and Planning Board at the direction of the Town Council to reduce the number of units allowed in multi-family buildings across the Zoning Ordinance.

The proposed changes are summarized as follows:

- Amend Section 1.3 (Residential Development Phasing) as follows:
 - Amend Section 1.3.3.2 to indicate phasing requirements for the R-III district to allow 3 buildings (not more than 48 dwelling units) per year
 - Add new subsection 1.3.3.2.1 to outline phasing requirements for the R-III district when a conditional use permit to increase the number of units per building is granted by the Planning Board
 - Amend Section 1.3.3.3 to indicate phasing requirements for Multi-Family Inclusionary Housing to allow 3 buildings (not more than 48 dwelling units) per year
 - Add new subsection 1.3.3.3.1 to outline phasing requirements for Multi-Family Inclusionary Housing when a conditional use permit to increase the number of units per building is granted by the Planning Board
- Amend Section 2.3.2 (R-III, Multi-Family Residential) as follows:
 - Amend Section 2.3.2.3.2.1.3 to set the maximum number of units in a multi-family structure at 16 units.
 - Add new subsection 2.3.2.3.2.1.3.1 to allow the Planning Board to grant by conditional use permit the number of units per building from 16 to not more than 20.
 - Add new Section 2.3.2.4 outlining the procedures and criteria for granting of conditional use permits in the R-III District.
- Amend Section 2.3.3 (Inclusionary Housing) as follows:
 - Amend Section 2.3.3.7.3.1.2 to set the maximum number of units in a multi-family structure at 16 units.
 - Add new subsection 2.3.3.7.3.1.2.1 to allow the Planning Board to grant by conditional use permit the number of units per building from 16 to not more than 20.
 - Add new Section 2.3.3.7.4.6 to outline the criteria for granting of conditional use permits to increase the number of units per building in the Inclusionary Multi-Family section of the ordinance.
- Amend Section 3.6 (Elderly Housing) as follows:
 - Amend Section 3.6.4.7 to establish the maximum number of units in a multi-family structure at 16 units.
 - Add new Section 3.6.4.7.3 to allow the Planning Board to grant by conditional use permit the number of units per building from 16 to not more than 20.
 - Amend and renumber accordingly Section 3.6.5 to add new subsection 3.6.5.2 to outline the criteria for granting of conditional use permits to increase the number of units per building in the Elderly Housing section of the ordinance.

Copies of the full text of the proposed amendments are available at the Planning Division, Second Floor of the Town Hall & on the Town Website www.londonderrynh.org (Click on Boards & Commissions, then Planning Board)



Timothy J. Thompson, AICP
Town Planner

1.3 RESIDENTIAL DEVELOPMENT PHASING

1.3.1 Authority

Pursuant to the provisions of the New Hampshire RSA 674:21, the Town of Londonderry adopts the following phasing standards for residential development, to be administered by the Planning Board in conjunction with the Londonderry Subdivision Regulations.

1.3.2 Purposes

The purposes of this Section of the Zoning Ordinance are as follows:

- 1.3.2.1 To guide efforts by the Town to monitor, evaluate, plan for and guide residential growth in Londonderry that is consistent with the Town's capacity for planned, orderly, and sensible expansion of its services to accommodate such development without establishing absolute limits on the overall growth rate of the community;
- 1.3.2.2 To provide for the current and future housing need of existing residents and their families;
- 1.3.2.3 To phase in or control the implementation and development of tracts of land and future subdivisions thereon, at a rate which will be compatible with the orderly and gradual expansion of community services, including but not limited to education, fire protection, road maintenance, waste disposal, police protection and recreation; and
- 1.3.2.4 To provide a mechanism to allow for phased development of residential projects to manage the impact on municipal services.

1.3.3 Phasing of Developments

A phasing plan shall be submitted for Planning Board approval for all residential developments of more than fifteen (15) lots or dwelling units (unless exempted under §1.3.4), and at the applicant's option may be submitted for smaller developments. Such plans shall comply with the following phasing requirements:

- 1.3.3.1 For development proposed under the provisions of Section 3.3 Conservation Subdivisions: twenty five (25) dwelling units per year from the date of final approval;
- 1.3.3.2 For development located in the R-III district: ~~Three (3)~~ multi-family buildings, the total number of dwelling units not to exceed forty eight (48) per year from the date of final approval;

~~1.3.3.2.1 In the event that the Planning Board grants a conditional use permit to allow more than 16 units per building in the R-III District: such developments shall be permitted two (2) multi-family buildings, the total number of dwelling units not to exceed forty (40) units per year from the date of final approval.~~

- 1.3.3.3 For multi-family development meeting the definition of "workforce housing" as defined by RSA 674:58, and approved by the Planning Board per the procedures outlined in RSA 674:60: ~~Three (3)~~ multi-family buildings, the total number of dwelling units not to exceed forty eight (48) per year from the date of final approval;

~~1.3.3.3.1 In the event that the Planning Board grants a conditional use permit to allow more than 16 units per building in a multi-family development meeting the definition of "workforce housing" as defined by RSA 674:58, and approved by the Planning Board per the procedures outlined in RSA 674:60: such developments shall be permitted two (2) multi-family buildings, the total number of dwelling units not to exceed forty (40) units per year from the date of final approval.~~

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- 1.3.3.4 For single family development approved under the requirements of “Inclusionary Housing (Section 2.3.3): twenty five (25) dwelling units per year from the date of final approval;
 - 1.3.3.5 For conversions of previously approved and unbuilt Elderly Housing developments to “workforce housing” as defined by RSA 674:58, and approved by the Planning Board per the procedures outlined in RSA 674:60: The Phasing shall be one of the following:
 - 1.3.3.5.1 If the project was approved in Phases as part of the Elderly Housing site plan, the phasing shall be consistent with the approved phasing plan approved by the Planning Board for the Elderly Housing site plan. Each phase in such situation shall mean the number of dwelling units permitted in each year subsequent to final approval of the conversion by the Planning Board.
 - 1.3.3.5.2 If the Project was not subject to phasing as part of the approval for Elderly Housing, the appropriate requirements of either Section 1.3.3.3 of 1.3.3.4 shall apply.
 - 1.3.3.6 For other residential development proposed to be serviced with public water and public sewerage, and proposing no dwelling structures within 200 feet of a street other than one created by that development: twenty (20) dwelling units per year from the date of final approval;
 - 1.3.3.7 For all other residential developments: fifteen (15) dwelling units per year from the date of final approval.
- 1.3.4 **Exemptions from Phasing**
- The Planning Board shall grant exemption to the phasing requirements of Section 1.3.3 under the following condition: The proposed project is for Elderly Housing as defined in Section 4.7. The owner of record shall enter an agreement, to be filed in the Rockingham County Registry of Deeds, certifying that the project will be utilized and restricted to 100% elderly occupants (age 55 and older).

2.3.2.3.2 Density, Design and Dimensional Standard for Development Lot

2.3.2.3.2.1 Permitted density - the maximum permitted number of dwelling units ("permitted density") allowed in the development lot shall be as follows:

2.3.2.3.2.1.1 For dwellings serviced by municipal sewer, the maximum number of dwelling units permitted on the development lot shall be determined by the following formula: $\text{number of dwelling units} = 0.80 (\text{development lot area} - \text{unusable land area}) / 7000 \text{ square feet}$. "unusable land" is defined as wetlands, excessive slopes (greater than 25%) and land subject to existing utility and drainage easements.

2.3.2.3.2.1.2 For dwellings serviced by onsite septic systems, there shall be at least 14,000 square feet per dwelling unit. In addition, to protect ground water quality and to promote public health and safety, permitted density shall also be subject to such additional density requirements as are required by "minimum lot size by soil type" in Table 2 of Section 2.3.1, with the following modification: one or two bedroom units - lot size x 0.65. Three bedroom units = lot size x 0.85.

2.3.2.3.2.1.3 The maximum number of dwelling units per dwelling shall be ~~sixteen (16)~~.

2.3.2.3.2.1.3.1 The maximum number of dwelling units in a single building may be increased from sixteen (16) to no more than twenty (20) if the applicant is granted a conditional use permit from the Planning Board, in accordance with Section 2.3.2.4.

2.3.2.3.2.1.4 The average number of bedrooms per dwelling unit in a multifamily dwelling shall not exceed two (2).

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2.3.2.4 Conditional Use Permits

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2.3.2.4.1 The Planning Board may through the granting of a Conditional Use Permit allow the maximum number of dwelling units in a single building to be increased from sixteen (16) to no more than twenty (20) in the R-III District.

2.3.2.4.2 The conditional use permit shall clearly set forth all conditions of approval and shall clearly list all plans, drawings and other submittals that are part of the approval. Everything shown or otherwise indicated on a plan or submittal that is listed on the conditional use permit shall be considered to be a condition of approval. Construction shall not deviate from the stated conditions without approval of the modification by the Planning Board.

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2.3.2.4.3 Application Procedure - Applications for conditional use permits (CUP) for increased units per building for multi-family housing in the R-III District shall be made in accordance with the following procedures:

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2.3.2.4.3.1 It is recommended that all projects requiring a CUP conduct a preliminary meeting with staff prior to review by the Design Review Committee and the Town's Review Consultant. The purpose of the preliminary meetings shall be to provide guidance on the design of the proposed plan.

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2.3.2.4.3.2 The applicant will then develop the proposed plan to a point at which the plan is eligible for design review.

2.3.2.4.3.3 The application will then begin Pre-Application Design review, followed by the Conditional Use Permit Review outlined in this section, and in accordance with the other applicable procedures adopted by the Planning Board.

2.3.2.4.4 The following criteria must be met in order to increase the maximum number of units in a multi-family building in the R-III District from 16 to not more than 20.

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2.3.2.4.4.1 The proposed use is consistent with the Objectives and Characteristics of the district, Section 2.3.2.1;

2.3.2.4.4.2 Granting of the application is in the public interest;

2.3.2.4.4.3 The property in question is reasonably suited for the larger buildings requested, and the design of the site represents to the extent practicable preservation of natural resources, open space, and does not create a hazard to surface or underground water resources.

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2.3.2.4.4.4 The application demonstrates that the 20-unit buildings for which the Conditional Use Permit is sought does not impact the general health, safety, and general welfare of the Town, and is otherwise in compliance will all requirements of the Zoning Ordinance, Site Plan Regulations, and Subdivision Regulations, as applicable to the proposed project.

2.3.2.4.4.5 There exist on the property limitations (steep slopes, wetlands, CO District areas, flood hazard areas, or other natural constraints on the subject parcel) that reduce the buildable area of the parcel such that the parcel is limited to less than 60% of the permitted density allowed by Section 2.3.2.3.2.1 utilizing 16 units per building. Such calculation must be demonstrated to the Planning Board by a NH licensed professional engineer (and other related professionals as applicable, such as certified wetland scientists or soil scientists).

2.3.3 - Inclusionary Housing

2.3.3.7 - Standards and Requirements for Multi-Family Workforce Housing

2.3.3.7.3 Density, Design and Dimensional Standards for Development Lot

2.3.3.7.3.1 Permitted density - the maximum permitted number of dwelling units ("permitted density") allowed in the development lot shall be as follows:

2.3.3.7.3.1.1 The maximum number of dwelling units permitted on the development lot shall 10 units per acre.

2.3.3.7.3.1.2 The maximum number of dwelling units per multi-family building in an inclusionary development shall be ~~sixteen~~ (16).

2.3.3.7.3.1.2.1 The maximum number of dwelling units in a single building may be increased from sixteen (16) to no more than twenty (20) if the applicant is granted a conditional use permit from the Planning Board, in accordance with Section 2.3.3.7.4.

2.3.3.7.3.1.3 At least 51% of dwelling units on a development lot in an inclusionary development must contain at least 2 bedrooms.

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2.3.3 - Inclusionary Housing

2.3.3.7 - Standards and Requirements for Multi-Family Workforce Housing

2.3.3.7.4 Dimensional Relief by Conditional Use Permit for Multi-Family Workforce Housing

- 2.3.3.7.4.1 The Planning Board may through the granting of a Conditional Use Permit adjust standards of any dimensional requirement for multi-family workforce housing (including but not limited to: setback, density, green space, frontage, or parking) for projects that are truly supportive of the purpose and objectives of the Inclusionary Housing section as noted above, and where such adjustments would allow the developer to more fully meet these goals and objectives.
- 2.3.3.7.4.2 The conditional use permit shall clearly set forth all conditions of approval and shall clearly list all plans, drawings and other submittals that are part of the approval. Everything shown or otherwise indicated on a plan or submittal that is listed on the conditional use permit shall be considered to be a condition of approval. Construction shall not deviate from the stated conditions without approval of the modification by the Planning Board.
- 2.3.3.7.4.3 Application Procedure - Applications for conditional use permits (CUP) for dimensional relief for multi-family workforce housing shall be made in accordance with the following procedures:
 - 2.3.3.7.4.3.1 It is recommended that all projects requiring a CUP conduct a preliminary meeting with staff prior to review by the Design Review Committee and the Town's Review Consultant. The purpose of the preliminary meetings shall be to provide guidance on the design of the proposed plan.
 - 2.3.3.7.4.3.2 The applicant will then develop the proposed plan to a point at which the plan is eligible for design review.
 - 2.3.3.7.4.3.3 The application will then begin Pre-Application Design review, followed by the Conditional Use Permit Review outlined in this section, and in accordance with the other applicable procedures adopted by the Planning Board.
 - 2.3.3.7.4.3.4 Unless otherwise addressed in this ordinance, all applications shall meet those requirements set forth in the relevant sections of the Subdivision & Site Plan Regulations of the Town of Londonderry.
- 2.3.3.7.4.4 Approval of Applications Requiring a Conditional Use Permit - Prior to issuance of a building permit, the applicant shall acquire a conditional use permit as well as any other necessary Planning Board approval. A conditional use permit shall be issued only if the development complies with all of the requirements of Section 2.3.3.7.5.5. The Planning Board may also condition its approval on additional, reasonable conditions necessary to accomplish the objectives of this section or of the 2004 Master Plan, Zoning Ordinance, or any other federal, state, town resolution, regulation, or law.
- 2.3.3.7.4.5 The following criteria must be satisfied in order for the Planning Board to grant a conditional use permit for dimensional relief in a multi-family workforce housing development. The applicant shall demonstrate that:

- 2.3.3.7.4.5.1 The proposed use is consistent with the Purpose of the Inclusionary Housing Section, Section 2.3.3.1;
- 2.3.3.7.4.5.2 Granting of the application is in the public interest;
- 2.3.3.7.4.5.3 The property in question is reasonably suited for the use requested, and the design of the site represents to the extent practicable preservation of natural resources, open space, and does not create a hazard to surface or underground water resources.
- 2.3.3.7.4.5.4 The applicant has demonstrated that the alternative design for which the Conditional Use Permit is sought better achieves the Objectives and Characteristics of the district, while not diminishing surrounding property values or the ability of nearby parcels to develop in accordance with the Objectives and Characteristics of the district; and
- 2.3.3.7.4.5.5 The application demonstrates that the alternative design for which the Conditional Use Permit is sought does not impact the general health, safety, and general welfare of the Town, and is otherwise in compliance with all requirements of the Zoning Ordinance, Site Plan Regulations, and Subdivision Regulations, as applicable to the proposed project.

2.3.3.7.4.6 Additional Criteria to increase the maximum number of units allowed in a multi-family building. In addition to all the criteria listed in Section 2.3.3.7.5, the following additional criteria must be met in order to increase the maximum number of units in a multi-family inclusionary building from 16 to not more than 20.

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2.3.3.7.4.6.1 There exist on the property limitations (steep slopes, wetlands, CO District areas, flood hazard areas, or other natural constraints on the subject parcel) that reduce the buildable area of the parcel such that the parcel is limited to less than 50% of the permitted density allowed by Section 2.3.3.7.3.1.1 utilizing 16 units per building. Such calculation must be demonstrated to the Planning Board by a NH licensed professional engineer (and other related professionals as applicable, such as certified wetland scientists or soil scientists).

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2.3.3.7.4.6.2 The applicant must demonstrate to the Planning Board that the limitation of the number of units per building at 16 per building makes the overall project unfeasible such that the development costs exceed the ability of the applicant recover development costs through rent/sales and any applicable tax credits or subsidies. The applicant must demonstrate this to the Planning Board through an independent Project Cost Estimate which includes the cost of the land, development and construction costs; financing, profit, and sales costs, and any other cost factors.

3.6 - Elderly Housing

3.6.4 - Regulations and Design Criteria

3.6.4.7 Dwelling Units ~~← The maximum number of dwelling units in a single building shall be sixteen (16) units.~~ The base population shall not exceed an average of two persons per unit for the site. A site specific floor plan shall be part of the approval process and all designs shall reflect full time occupancy of no greater than two residents per unit.

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3.6.4.7.1 Elderly – The standard unit will be two (2) bedrooms.

3.6.4.7.2 Elderly Affordable – The majority of standard units shall be one bedroom units. There may also be two bedroom units.

~~3.6.4.7.3 The maximum number of dwelling units in a single building may be increased from sixteen (16) to no more than twenty (20) if the applicant is granted a conditional use permit from the Planning Board, in accordance with Section 3.6.5.2.~~

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3.6.5 Conditional Use Permits

3.6.5.1 Conditional Use Permits for Affordable Elderly Housing

3.6.5.1.1 Prior to Planning Board action on any site plan for Affordable Elderly Housing, which requires a Conditional Use Permit, the Board must have already granted the Conditional Use Permit. The Conditional Use Permit may be sought either separately or concurrently with Site Plan approval.

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3.6.5.1.2 The following criteria must be satisfied in order to the Planning Board to grant a Conditional Use Permit for Elderly Affordable Housing. The applicant shall demonstrate that:

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3.6.5.1.2.1 All criteria outlined in Section 3.6, as applicable to the application have been met;

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3.6.5.1.2.2 The proposed Affordable Elderly Housing use is consistent with the Objectives and Characteristics of the District, Section 3.6.1;

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3.6.5.1.2.3 Granting of the application would meet some public need or convenience;

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3.6.5.1.2.4 Granting of the application is in the public interest;

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3.6.5.1.2.5 The application demonstrated that the proposed Affordable Elderly Housing for which the Conditional Use Permit is sought does not impact the general health, safety, and general welfare of the Town, and provides for a housing need for an elderly population whose income level is not greater than 60% of the median income for Rockingham County.

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3.6.5.1.2.6 Documentation has been provided to insure the long term affordability of the project.

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3.6.5.1.2.7 The property in question is reasonably suited for the use requested, and the design of the site represents to the extent practicable the preservation of natural resources, open space, and does not create a hazard to surface or underground water resources.

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3.6.5.2 Conditional Use Permits to increase the maximum number of units per building

3.6.5.2.1 The following criteria must be satisfied in order to the Planning Board to grant a Conditional Use Permit to increase the maximum number of units per building from 16 to not more than 20. The applicant shall demonstrate that:

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3.6.5.2.1.1 Granting of the application would meet some public need or convenience;

3.6.5.2.1.2 Granting of the application is in the public interest;

3.6.5.2.1.3 The owner of record shall enter an agreement, to be filed in the Rockingham County Registry of Deeds, certifying that the project will be utilized and restricted to 100% elderly occupants (either 55+ or 62+, depending on whether the project is standard elderly housing or affordable elderly housing respectively);

3.6.5.2.1.4 There exist on the property limitations (steep slopes, wetlands, CO District areas, flood hazard areas, or other natural constraints on the subject parcel) that reduce the buildable area of the parcel such that the parcel is limited to less than 60% of the permitted density allowed by Section 3.6.4.14 utilizing 16 units per building. Such calculation must be demonstrated to the Planning Board by a NH licensed professional engineer (and other related professionals as applicable, such as certified wetland scientists or soil scientists).

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Pre-Master Plan Organization Outline

1. Staff has been meeting monthly since May 2010 to begin organizing Londonderry's 2011/2012 Master plan process.
 - a. Staff has reviewed and or compiled the following resource documents:
 - b. 2004 Master Plan
 - c. 2005 Open Space Plan (Update in progress)
 - d. Historic Preservation Plan
 - e. Housing Needs Assessment (SNHPC) 05 & 10
 - f. Housing Taskforce Study (Londonderry)
 - g. Rt. 28 Traffic Study
 - h. Pettengill Road Study and supplement
 - i. 2006 SNHPC Regional Master plan
 - j. 2005 Hazard Mitigation Plan (Update in progress)
 - k. 2003 Design Charrette Report
 - l. 2010 Woodmont Design charrette (Phase I)
 - m. SNHPC Build Out Analysis
 - n. 2003 Best Town Report
 - o. Preparing a Master Plan For Your Community (SNHPC)
 - p. Master plans from other communities
 - q. Smart Growth
2. Staff reviewed the following master plan formats and recommends that Londonderry move forward with a **Comprehensive Master Plan** (Brief description of each will be provided). Whatever plan the planning Board decides to use, staff recommends that it be preceded by a community survey.
 - a. **Comprehensive planⁱ**
 - i. **Vision statement (Mandatory per RSA 674:2 II)**
 - ii. **Land use (Mandatory per RSA 674:2 II)**
 - iii. **Transportation**
 - iv. **Economic Development**
 - v. **Community Facilities**
 - vi. **Natural Resources**
 - vii. **Natural Hazards**
 - viii. **Utility and public service**
 - ix. **Cultural and historic resources**
 - x. **Housing**
 - xi. **Regional concerns**
 - xii. **Community Design**
 - xiii. **Implementation**

- b. Small-Area plan
 - c. Functional master plan
 - d. Strategic master plan
 - e. Abridge master plan
3. Staff suggests that we work a “Best Towns”ⁱⁱⁱ type process into the program to establish our vision for the various aspects of the plan (i.e. housing, economic dev., energy, etc...)
4. Areas that need to be further developed:
 - a. Way to increase public participation
 - b. Integrate social media (Blogs, twitter, etc...) into process
 - c. Should the consultant we choose be required to use *social media* as a way to keep residents informed and engaged?
 - d. Consultant should be required to provide a separate master plan website
 - e. Should we include another design charrette for the airport area?
5. Discuss the makeup of the master plan steering committee. Makeup of the committee by PB
6. Timeline: 1yr to 1.5 yr
7. Cost (100K already put aside, requesting an additional \$50K if Best Towns process & survey are included) (Survey cost for SAMP was \$12K -400 phone surveys & \$14.6K for 500) should plan on cost being \$15K to \$20K.

ⁱ SNHPC-What Should be in Your Master Plan

ⁱⁱ Best Towns process was used in 2003, through UNH Cooperative Extension “Community Profile”