

APPROVEDNew Durham Planning Board Workshop
February 21, 2006

A video recording of this meeting is on file with the Office of Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-A:4, or for a minimum of 24 months.

Members Present: Chair Craycraft, Michael Clarke, and Alternate Cathy Orlowicz. Alternate Selectmen Representative Ron Gehl arrived at 6:57 PM.

Members Not Present: Vice-Chair Don Voltz, David Lindberg, Selectmen Representative Dwight Jones and Alternate George Gale, all had an excused absences. Alternates Brian Chasse, Christopher Lapierre had an unexcused absence.

Others Present: Dennis Gagne, William Malay, Andrew Smith of UNH Survey Center, Michael Gelinas.

Chair Craycraft called the meeting to order at 6:32 PM. Chair Craycraft appointed Alternate Cathy Orlowicz to sit in for Vice Chair Don Voltz for this meeting.

1. Approval of Minutes:

January 10, 2006 were reviewed and amended.

Motion made by Michael Clarke to approve the minutes of January 10, 2006 meeting as amended. Seconded by Cathy Orlowicz. Vote: Unanimously approved.

January 17, 2006 were tabled no quorum

January 24, 2006 were reviewed and amended.

Motion made by Michael Clarke to approve the minutes of January 24, 2006 meeting as amended. Seconded by Cathy Orlowicz. Vote: Unanimously approved.

February 7, 2006 were reviewed and amended.

Motion made by Michael Clarke to approve the minutes of February 7, 2006 with final review by Vice Chairman Don Voltz. Seconded by Cathy Orlowicz. Vote: Unanimously approved.

2. New/Old Business:

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The Board began reviewing the draft copy of the New Durham Planning Board Rules & Procedures as presented by Chair Craycraft. The Board would begin while waiting for Andrew Smith of UNH to arrive. Cathy Orlowicz presented copies of her suggested changes to the New Durham Planning Board Rules & Procedures to the Board for their input and noted she has not reviewed the entire document as of now.

Michael Clarke noted the need for the Board to have some authority with unexcused absence for all members including the Alternates within the rules.

Include: I. After an Alternate member has had three unexcused absences in one year, the Land Use Clerk, who is acting under the Chairman's authority, shall send a notice to the member stating s/he may be removed from the Planning Board by the Planning Board after a public hearing.

Chair Craycraft informed the Land Use Clerk to provide a copy of the updated Rules of Procedures to the other members not present for tonight's meeting.

Five minutes was taken and meeting resumed at 7: 24 PM.

Continuing under New/Old Business:

Andrew Smith of UNH Survey Center, to discuss and formulate a community survey with the Board.

Chair Craycraft gave a brief synopsis to the Public on the Board's goal for having the assistance of Andrew Smith from UNH Survey Center who will discuss and who will help formulate the community survey. Andrew Smith, University of New Hampshire Survey Center introduced himself to the Public and Board. Andrew Smith gave a detail description of what type of data and results the Board may obtain by completing a community survey.

Chair Craycraft noted the Town had just completed the Master Plan and the most important aspect of the survey is to help create an opportunity for more community input, education and to prioritize the areas the public felt should be addressed by the Board. The Board and Andrew Smith reviewed what questions should be included and the proposed survey format to help get the best results with the survey.

Andrew Smith thanked the Board for their time and input, and he will supply a draft copy of the survey from tonight's discussion for review. Andrew Smith clarified the method, and functions of UNH Survey Center, and how afterward they will provide all input obtained back to the Board.

A five minutes recess was taken and the meeting resumed at 8:15 PM under New/Old Business:

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The Board began reviewing the proposed amendments to the New Durham Subdivision Regulations provided by Gerry Mylorie of Strafford Regional Commission. The proposed amendments were originally in the Open Space Conservation Ordinance, but after Town Council reviewed it he suggested it would be better to incorporate the modifications within the Subdivision Regulations. Cathy Orlowicz noted she has not had enough time to review these changes and could not provide a lot of input at this time.

Ron Gehl noted his concerns with having a Pre-Application Review Phase as mandatory for all applications. He notes such a requirement does not seem feasible for minor subdivision applications and that would add an additional burden to the Board.

Ron Gehl questioned the Board on the proposed "Information Conference" as presented for an amendment to the Regulations. The Information Conference is to familiarize the applicant with the Town's procedures and requirements and to familiarize the Town's representatives with the nature of the project. Chair Craycraft noted Town Council's opinion was not to make this a mandatory requirement within the regulations. Cathy Orlowicz noted concerns that such a conference could result in misunderstanding of what may be agreed to for requirements, if there is only one member of the Board present during such a conference. Could this become a "he said she said" situation. Ron Gehl said this conference would be non-binding for both sides.

Chair Craycraft noted the necessity to take into consideration restrictions which would empower the Board to regulated the placement of homes (aka.. a building envelope) to help improve critical areas and adequate buffers within these rules. Chair Craycraft noted this was an issued before the Board on a former subdivision and the Board could not address the abutters' concerns on placement of home and buffers requirements adequately. A brief summary of other towns that incorporated a "building envelope" into their regulations was provided to the Board for review.

The Board completed their review of proposed amendments and tabled discussion until the next schedule Board meeting.

3. New Business:

Land Use Clerk Kathleen Merrill questioned if there was any input for her suggestion on revamping all applications for the Board. Land Use Clerk provided a copy of the Subdivision Application to the Board via email. Chair Craycraft noted this would be added to the Board's next agenda for discussion.

Cathy Orlowicz requested the New Durham Hazard Mitigation Plan be corporate within the Master Plan as this was previous requested of the Board. Chair Craycraft noted his concerns with the document and with modifications made once it was adopted by the previous Board of Selectmen. Chair Craycraft noted he does not believe that the document had ever been certified by the Town Clerk. Land Clerk Kathleen Merrill noted the document was certified by the Town Clerk and she does have a certified copy. Cathy Orlowicz noted the amount of work involved by many to complete the plan and the need

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to have this issue resolved. Ron Gehl, as Selectmen's representative will assist with resolving this matter.

Chair Craycraft informed the Board on the Office of Energy & Planning, Planning & Zoning Conference being held in April. All Board members were informed to see the Land Clerk for enrollment information if interesting in attending.

4. Public Input: There was no Public Input.

5. Adjournment:

Motion made by Cathy Orlowicz to adjourn at 8: 58 PM. Seconded by Michael Clarke. Vote: Unanimously approved.

Respectfully submitted by,
Kathleen Merrill
Planning Board Clerk

Approved: March 7, 2006

