

MINUTES

NEW DURHAM PLANNING BOARD

FEBRUARY 19, 2008

Chairperson Cathy Orlowicz called the meeting to order at 7:07 PM.

Roll Call: Cathy Orlowicz (Chair), Peter Rhoades (Selectman's Representative), Paul Raslavicus (Alternate), Paddy McHale (Alternate). **Excused Absence:** Bob Craycraft (Vice-Chair), Don Voltz. **Unexcused Absence:** Christopher LaPierre (Alternate), George Gale (Alternate)

Others Present: Gigi Giambanco

Writing Ordinances: David Allen walked through his proposal for a new process for working on new Zoning Ordinances or major changes to the existing. He said the process could also be used for working on Regulations.

Several Board members said it would be helpful for the Board to have its own discussion on a subject before bringing outside experts in: so the board can give the experts and idea of what kind of help they are looking for, so the board can communicate more clearly what it wants, so the Board can think about its reasons for working on the subject, and how it relates to other Board work such as the Master Plan.

Cathy Orlowicz said she though a framework like this, perhaps with some modifications, could be helpful for other tasks the Board undertakes as well as writing ordinances, including processing applications. There was a consensus among Board members that the board discussion should come before having work done by Strafford Planning Commission or other third party experts. Paul Raslavicus said that the first 2 items in Step 2 (What are the problems we are trying to fix with this ordinance? and, What does the Master Plan have to say on this subject?) are perhaps the most critical questions in the entire process.

Peter Rhoades and Paddy McHale both felt a framework like this would be helpful for new members and in recruiting new members. This sparked a conversation about orientation of new members. Some suggested that the Board should plan an orientation session that would be open to the public for the first meeting after the Town Meeting election.

David Allen will revise the flow chart based on the Board discussion.

2008 Annual Plan: Mr. Allen presented a draft of the 2008-9 Annual Plan based on board conversations over the last few months.

Chair Orlowicz noted that the draft plan specified that the work on an Impact Fee would relate to school capital costs. She said the Board had discussed that option but not made a formal decision to do that. Peter Rhoades remembered that Bruce Mayberry, the Board's consultant, had said that the town would reap the highest benefit to cost return from this issue, and he noted that the school board was in the midst of serious discussions about new construction and/or major renovation. There was discussion amongst Board members if the school fee was the one to begin with. Cathy Orlowicz asked Board members to consider the needs for town infrastructure and buildings as well.

Peter Rhoades moved to develop a tentative arrangement with Mr. Bruce Mayberry to develop the impact fee methodology for an impact fee on public school capital costs. If the Town Meeting approves the proposed Impact Fee ordinance, the Board could be ready to approve a contract at its March workshop meeting, and get started immediately on the project.

Paddy McHale seconded. Unanimous with no abstentions.

Each board member reviewed the list of items for the annual plan and ranked them high, medium, or low priority. There was extensive discussion. Ultimately the Board came to a tentative agreement on the following ranking:

High Priority:

1. Business District Ordinance
2. Impact Fee Methodology for Schools (if adopted at 2008 Town Meeting)
3. Subdivision Regulations with Landscaping Component for:
 - a. Open Space Conservation Subdivision Article
 - b. Steep Slopes Article (if adopted at 2008 Town Meeting)
 - c. Conservation Focus Area Article (if adopted at 2008 Town Meeting)

Medium Priority:

1. Master Plan Revisions:
 - a. Update Capital Improvement Plan (by Subcommittee with PB requests)
 - b. 5 Year Plan for Implementing the Master Plan
 - c. New Recreation Section of Master Plan
 - d. New Affordable Housing Section of Master Plan
 - e. Update Natural Resources Section of Master Plan

Low Priority:

1. Edit Driveway Regulations to make applicable to entire Driveway length

2. Edit existing Subdivision Regulations for clarity and brevity
3. Miscellaneous additions to Subdivision Regulations including performance guarantee and 3rd party consulting needs.

Master Plan Review: The Board agreed they had addressed this issue in the Annual Plan discussion. Later in the discussion Paul Raslavicus emphasized the importance of the town character and appearance section of the Master Plan.

Master Plan Natural Resources Section: Bob Craycraft had emailed board members with a list of six references he wants to add to the Natural Resources section of the Master Plan. Cathy Orlowicz said she would like to see the reference items and have an opportunity to review them before voting on them. Other Board members concurred with this approach.

Public Information re Warrant Articles: David Allen described several methods the Board could use to ensure voters are fully aware of, and understand the intent and goals of, the several Zoning Ordinance amendments the Board has proposed. The Board asked Mr. Allen to draft a summary that could be submitted to the Baysider for publication, and copies could be placed in public locations around town. The article should reference full text copies of all proposed amendments on the town website.

New/Old Business: Board members discussed the status of the Kodiak subdivision application. They continued with a discussion of architectural and landscaping unity in conservation subdivisions. No decisions were made.

Minutes: There was not a quorum of people present at the 9/22 sitewalk or the October 2 regular Board Meeting.

Paul Raslavicus moved to approve the minutes of November 20, 2007 as presented. Peter Rhoades seconded. Unanimous with Paddy McHale abstaining as he was not present.

Cathy Orlowicz moved to approve the minutes of January 8, 2008 as amended. Peter Rhoades seconded. Unanimous with Paddy McHale abstaining as he was not present.

Peter Rhoades moved to approve the minutes of January 9, 2008 as amended. Unanimous with Paddy McHale abstaining as he was not present.

Paul Raslavicus moved to approve the minutes of January 22, 2008 as amended. Paddy McHale seconded. Unanimous.

Paul Raslavicus moved to approve the minutes of January 15, 2008 as amended. Paddy McHale seconded. Unanimous.

**Paddy McHale moved to adjourn at 9:45 PM. Paul Raslavicus seconded.
Unanimous with no abstentions.**

Respectfully submitted,

David Allen
Land Use Administrative Assistant

Minutes Approved 3/4/2008

Town of New Durham