

MINUTES

NEW DURHAM PLANNING BOARD

MARCH 18, 2008

Chairperson Cathy Orlowicz called the meeting to order at 7:04 PM.

Roll Call: Cathy Orlowicz (Chair), Bob Craycraft (Vice-Chair), David Bickford (Selectman's Representative), Paul Raslavicus, Paddy McHale

Oath of Office: Selectman David Bickford read the oath of office to Bob Craycraft, Paul Raslavicus, and Paddy McHale. Each one repeated the oath and was officially sworn in as a member of the Planning Board. Bob Craycraft and Paul Raslavicus were elected to full 3-year terms ending in March 2011. Paddy McHale was elected to a one-year term ending in March 2009.

Others Present: Mary McHale

Public Input: Chair Cathy Orlowicz asked if there was any public input. There was none. David Bickford reported that Mike Gelinas expects to arrive late at the meeting and hopes to make some comments at that time. Chair Orlowicz said he would be allowed to speak as long as time permits.

Agenda: Mr. Raslavicus noted that the March 4 minutes were not listed on the evening's agenda. Chair Orlowicz added review of the minutes to the agenda.

Impact Fee: Bruce Mayberry, who worked with the Board to draft the Impact Fee Ordinance that was adopted at Town Meeting 2008, talked with the Board about developing the methodology and formulas for a fee targeted to public education capital costs.

Mr. Mayberry noted that because he has recently worked with the Town of Wolfeboro on a school impact fee he already has data on schoolchildren in New Durham by address. He said he would do the calculations by square foot of house size, by number of bedrooms, and by whole house so that the Planning Board can see how each method changes the results and identify what seems to the Board the most accurate and representative method.

Mr. Mayberry said he would analyze the number of schoolchildren by type and age

of housing to see if there are differences in schoolchildren per housing unit related to those demographics. Another issue to analyze is potential differences in impact fees that would be justified by the age of children: elementary, middle school or high school. Mayberry said that the intent is to come up with a well-documented estimate of the actual impact on schools by various types of housing, so that impact fees can be adjusted accordingly.

The Board discussed the proposed contract. Mr. Mayberry said he would bill the town based on estimated hours worked each month, up to the total of \$4,100 in the contract.

Bob Craycraft moved to approve the service contract with Mr. Bruce Mayberry for development of a methodology for calculating an impact fee assessment for public school capital costs for new development in New Durham at a cost of \$4,100. Paddy McHale seconded. Unanimous with no abstentions.

Business District: David Allen asked the board to review the draft outline of goals and purposes of establishing one or more Business/Commercial Zoning districts in New Durham. Paul Raslavicus asked how the Business District would relate to the Town Center plan mentioned in the Master Plan. Bob Craycraft said they might overlap geographically, and reinforce each other, but they were separate concepts. Board members discussed the relationship between the Town Center and Neighborhood Centers. David Allen said the concept of the "heart and soul" of a community was a method of articulating what is most important to people in New Durham so that the board could then consider the nurturing and protection of New Durham's "heart and soul" in its planning work.

Mary McHale, the New Durham representative to WEDCO asked if the Board was considering the business of agriculture in looking at business districts. Several members agreed that agricultural business is very important for the town. David Allen suggested agriculture was an important issue that probably needed its own focus. David Bickford asked if establishing a business district would speed up the process of starting a new business. Bob Craycraft said that in most cases it would eliminate the need to get a Special Exception from the ZBA.

Mr. Allen reported that he had invited Denise Roy-Palmer from WEDCO to meet with the Board at its April 15 meeting to discuss the types of businesses that New Durham might be most likely to see in the next 20 years. Paul Raslavicus asked that a person from Barrington also be invited to be part of that discussion, because of the recent experience Barrington has had with significant commercial growth.

Conservation Subdivision Regulations: Board members agreed with the matrix of issues that Mr. Allen had drafted as a working tool for these regulations. He will work to “fill in the boxes” in the matrix as the next step in the process.

Steep Slope Regulations: Board members identified several issues to address in drafting the regulations including defining and clarifying the building envelope, erosion control, water quality control, driveways, Stormwater management, how the process can be streamlined for the benefit of applicants and the board, which application requirements can be waived in certain circumstances, which requests need full board review, how these regulations relate to the state regulations for alteration of terrain and shore land development.

Conservation Focus District Regulations: The Board discussed issues in these regulations very briefly. They feel it is important to clarify what natural resources and wildlife habitat need to be protected in each focus area and what kind of setbacks from these resources are desirable.

Site Plan Review Checklist: Board members suggested a few specific changes to the checklist, including information related to the new ordinances, and a disclaimer noting that the checklist does not supersede the actual regulations. They asked Mr. Allen to prepare a draft revision incorporating these suggestions, and new items from the 2006 draft and the revised Subdivision checklist.

Bob Craycraft moved to approve the minutes of 3/4/08 as amended. Paddy McHale seconded. David Bickford said he would abstain because he was not a member of the Board on that date. Remaining Board members approved unanimously.

Bob Craycraft noted the need to incorporate The Land Conservation Plan for New Hampshire's Coastal Watersheds document into the town's Master Plan.

Cathy Orlowicz wondered where she could find a copy of the “Wetlands Evaluation Project. January 2004. Moose Mountain Regional Greenways” which Bob Craycraft had suggested be added to the Master Plan as a reference. Mr. Craycraft said there might be a copy in the Conservation Commission Office, and there is a copy in the Town Library.

Election of Officers: Cathy Orlowicz said the Planning Board Rules of Procedure require the Board's longest sitting member to chair the Board during the election of officers. She said Bob Craycraft was the senior member and passed the chair to him.

Mr. Craycraft opened the floor for nominations for Chair. He said he thought it would be a good idea for some other Board members to share in the responsibilities of the chair and suggested splitting duties between application review and planning

and ordinance preparation. Paul Raslavicus noted that the Board could do that kind of sharing informally and did not need to incorporate it into job descriptions or expectations for the officers.

Paddy McHale nominated Bob Craycraft as Chair. Bob asked if there were other nominations or others interested in serving. There were none. Paul Raslavicus seconded the nomination. He said that as a new member he greatly appreciated the contributions that both Bob and Cathy have made to the board in the last year. He said Cathy had done a fabulous job of pulling the board together after a very rough start. Paddy McHale also expressed thanks to Bob and Cathy for welcoming him to the Board as a new member and supporting him in learning the ropes. The Board voted unanimously to elect Bob Craycraft as Chair.

Bob Craycraft nominated Paddy McHale for Vice Chair. He asked other members if they were interested. None were. Paul Raslavicus seconded. Unanimous.

Mr. Craycraft asked if anyone wanted to serve as Secretary. There were no volunteers. He said the Board would continue without a Secretary for the time being.

Master Plan: Paddy McHale moved to schedule a public hearing for April 15, 2008 on an amendment to add references to the Natural Resource Section of the New Durham Master Plan. Bob Craycraft seconded. Unanimous with no abstentions.

Official Town Map: David Allen said he was working with the Road Agent and the GIS specialist at Strafford Regional Planning Council to get a map that could be designated as the Official Map of the Town. Cathy Orlowicz said she thought that had been done during the Master Planning Process. David Allen said he would check into that.

Driveway Regulations: David Allen said he was waiting for feedback on the proposed amendment to the Driveway Regulations from Town Counsel who was unavailable recently due to the death of his mother. Paddy McHale suggested the Board send a card. Others agreed. Mr. Allen will do so.

Cathy Orlowicz suggested the Board send a thank you to Don Voltz for his many years of service on the Board and notes to George Gale and Chris LaPierre noting the expiration of their terms as alternates. She pointed out that the Board has four vacancies for alternates and said it was important to find interested candidates. David Allen suggested that Board members give the names of potential volunteers to him and he would see that a letter went to them inviting them to volunteer.

Adjournment: Cathy Orlowicz moved to adjourn. Paddy McHale seconded. Unanimous. Adjourned at 10:05 PM.

Respectfully submitted,

David Allen
Land Use Administrative Assistant

Minutes Approved May 6, 2008

TOWN OF NEW DURHAM