

# DRAFT MINUTES

## NEW DURHAM PLANNING BOARD

### FEBRUARY 20, 2007

A video recording of this meeting is on file with Office of Town Clerk. It 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.

Chairman Bob Craycraft called the meeting to order at 7:06 PM.

**Roll Call:** Bob Craycraft (Chair), Cathy Orlowicz (Alternate), David Lindberg, Mike Clarke **Excused:** Ron Gehl (Selectmen's Representative), George Gale (Alternate)  
**Unexcused:** Donald Voltz (Vice-Chair), Christopher LaPierre (Alternate)

**Others Present:** Thomas Beeler (Baysider)

**Public Input:** Chair Craycraft asked if there was any public input. There was not. Craycraft said he would repeat the request later in the meeting if other members of the public arrived. None did.

**Planning Board Work Plan for 2007:** Chair Craycraft asked the Board to consider the items that were suggested as Planning Board goals for the current year.

**Impact Fees:** Bob Craycraft announced that the March Planning Board Workshop meeting would focus on Impact Fees. Bruce Mayberry is one of the most knowledgeable people in New England on the subject and he will be the presenter at the session. David Allen reported that Mayberry wants it to be a 2-way introduction to each other and to the concept and workings and legalities of impact fees.

Board members asked a wide range of questions about an impact fee. Cathy Orlowicz asked what is the goal & purpose of an impact fee? Bob Craycraft said it offsets the public costs of new capital expenses that become necessary because of population and housing growth. She asked how would school impact fee would work given the 5 town nature of the regional school district. Mike Clarke asked if fees can be used in a different part of town than where collected? Who decides what the money will be used for. Craycraft noted those decisions come from the Capital Improvement Plan which the Planning Board approves after ground work is done by staff. The Town is being asked at Town Meeting to authorize a Capital

**PLANNING BOARD MINUTES**  
**OF FEBRUARY 20, 2007**

Improvement Subcommittee which would help develop the plan that comes to the Board.

David Allen said that if a town is not growing there can be no impact fee. All the town's capital expenses will be to maintain or upgrade what they have. The entire cost belongs to existing residents. If new people are moving in, the town will need new capacity to serve them and the costs of serving new residents can be offset with an impact fee.

Board members also questioned whether the fee would be collected at the time of subdivision or the issuance of a building permit; could money be used to purchase land in any circumstances; how the monies are managed and tracked; does an impact fee sunset; does the list of capital improvement items change or evolve.

Mr. Mayberry will address all of these issues on March 20. Allen will send him an email sharing the questions that have been raised.

**Establishing Zoning Districts:** Chair Craycraft asked for Board agreement to use the Strafford Regional Planning Commission for expert assistance in writing an ordinance to establish zoning districts. No concerns were expressed.

David Lindberg, retiring Board member, urged the Board to lay out a comprehensive set of zoning districts. He said it is dangerous to plan on doing it one stage at a time because by the time the board gets to a certain stage the land to do it may no longer be available.

David Allen asked Board members what goals they wanted to accomplish through the zoning ordinance. David Lindberg said it was critical to make commercial development more attractive with a commercial district. Mike Clarke agreed. Bob Craycraft agreed and said it was also important to establish some residential districts with larger lot size requirements in order to target growth to the areas that are more accessible to town services. Board members suggested distributing information at Town Meeting and holding public forums as methods for encouraging public participation early in the process of writing the ordinance.

**Subdivision Regulations:** Board members reviewed the work by David Allen on editing the new subdivision regulations to be more "customer friendly". They felt his initial work added clarity and gave him the go-ahead to redraft the entire

**PLANNING BOARD MINUTES**  
**OF FEBRUARY 20, 2007**

regulations in similar fashion.

**Community Vision:** The Board asked Allen to draft a revised and more powerful vision statement based on the concepts in the Master Plan. He said it is important to be clear about how it is defining and distinguishing **vision** and **mission**, as the words are used differently by different people. He suggested they think of **vision** as the picture of the way they want the town to look in the future, and **mission** as the unique role the Planning Board can play in turning vision to reality.

**Strategic Plan:** The strategic plan is the list of all things that need to be done to implement the master plan, and an initial effort to spell out which tasks they will work on for each of the next five years.

**Recreational Vehicles:** The Board asked Allen to send a letter to the people who attended the public hearing on the proposed recreational vehicle amendment and invite them to participate in a task force to draft a proposal for 2008 Town Meeting.

**Affordable Housing:** The Board will continue to work on a Zoning Ordinance amendment that will make it easier to build duplexes. Staff will arrange a public forum on affordable housing and invite 3 or 4 participants who are very knowledgeable on the subject as a starting point.

**Fire Safety:** Bob Craycraft noted that Peter Varney, Assistant Fire Chief, helped write fire safety guidelines for cisterns, sprinkling, and fire ponds when he worked in Alton. Craycraft will invite him to come and talk with the Board about regulations and other mechanisms for fire safety.

**Roadway Related Subdivision Regulations:** Craycraft said that Road Agent Mark Fuller had some concerns he would like the Board to address in the Roadway Related Subdivision Regulations.

**Third Party Review of Large Subdivision Applications:** There was consensus on the Board to use 3<sup>rd</sup> party review for large subdivisions. Bob Craycraft noted that he wanted to be sure the expertise of a wetland biologist or ecologist was part of the review in terms of wildlife and storm water impact.

**PLANNING BOARD MINUTES**  
**OF FEBRUARY 20, 2007**

**Minutes:**

Mike Clarke moved approval of the December 12, 2006 minutes as written. David Lindberg seconded. Unanimous, no abstentions, Cathy Orlowicz sitting for Don Voltz.

David Lindberg moved approval of the January 9, 2007 minutes with the correction that Mike Clarke had an excused absence and with minor edits Cathy Orlowicz seconded. Unanimous, no abstentions, Cathy Orlowicz sitting for Mike Clarke.

David Lindberg moved approval of the January 23 minutes with minor edits. Cathy Orlowicz seconded. Unanimous, no abstentions, Cathy Orlowicz sitting for Mike Clarke.

David Lindberg moved approval of the January 30 minutes with the correction that Mike Clarke had an excused absence and with minor edits Cathy Orlowicz seconded. Unanimous, no abstentions, Cathy Orlowicz sitting for Mike Clarke.

Mike Clarke moved approval of the February 6 minutes with the correction that the speaker was Fred Booth, not Fred Holland, and with minor edits Cathy Orlowicz seconded. Unanimous, no abstentions. Cathy Orlowicz sitting for Don Voltz.

David Lindberg moved to adjourn at 9:21 PM. Mike Clarke seconded. Unanimous.

Respectfully submitted,

David Allen, Recording Secretary