

MINUTES

NEW DURHAM PLANNING BOARD

SEPTEMBER 25, 2007

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

Roll Call: Cathy Orlowicz (Chair), Bob Craycraft (Vice-Chair), Peter Rhoades (Selectmen's Representative). **Excused:** Paul Raslavicus (Alternate). **Unexcused:** Christopher LaPierre (Alternate), Donald Voltz, George Gale (Alternate), Duane Armstrong

Others Present: none

Public Input: No members of the public were present.

Impact Fee: Bruce Mayberry who has worked with the Board on the Impact Fee for several months presented the revised draft ordinance. The Board worked its way through the draft and made several suggestions for changes, including the following:

- use the term “assessed property” instead of “assessed property”;
- split items 1 & 3 of the definition of “new development” to more clearly separate totally new buildings from expansion of existing buildings;
- eliminate option E under waivers which allows a developer to request a waiver for unspecified reasons based on their own calculations;
- clarify that adding less than a certain amount of square feet to a building is exempt from the impact fee but this cannot be used as a way around an impact fee by making several additions over time that cumulatively amount to more than the exempt amount.

Mr. Mayberry will revise the draft ordinance to incorporate these items and a few other minor edits. **Bob Craycraft moved to send the draft impact fee ordinance, as revised to include September 25 recommendations, to Town Counsel for review and recommendation as to any changes needed to ensure conformance with law and court opinions. Peter Rhoades seconded. Unanimous with no abstentions.**

The Board agreed by consensus to schedule a public hearing on the draft ordinance as soon as it is approved by Town Counsel. The Board asked Mr. Mayberry to participate in the hearing to provide expert explanations as needed. Mr. Mayberry

agreed.

Subdivision Regulations: David Allen asked Board members to identify areas of the subdivision regulations where revisions or updating are needed. The following areas were mentioned:

- Review NHDES model regulations for sections relevant to New Durham's zoning ordinance and master plan;
- Ensuring that applicants for major subdivisions provide more information about the natural resources of a property early in the subdivision process;
- developing a wildlife checklist to simplify and standardize wildlife information that is presented to the board;
- **depiction of building envelopes on plans, with a provision for adjusting the envelope at a later time if needed;**
- revise language for the application process to require preliminary consultation or design review in certain situations as per 676:4.II

2007 Goals: Chair Cathy Orlowicz noted that Board members had suggested some changes to both the Open Space and Water Quality Ordinances. She asked if Board members wanted to do that for 2008 Town Meeting or hold it until 2009.

2008 Goals: The following items were suggested as possible goals for 2008:

- Work with Recreation Commission and other groups to prepare a Parks and Recreation section of the Master Plan that would consider recreation broadly including everything from organized soccer to hunting, fishing, snowmobiling, etc.
- Certify the Town Appearance and Character section of the Master Plan. It was reviewed and adopted by the Board but never certified.
- Affordable Housing
- Impact Fee Methodology
- Business/Commercial Zoning District
- Finish Conservation Overlay District if not finished for 2008 Town Meeting
- Code Enforcement—Ensure enforcement of all aspects of Zoning Ordinances

- Finish review and update of Subdivision Regulations
- Review and update Site Plan Regulations
- Add GIS Capacity for staff
- Connect additional information (building permits? Cease and desist orders? Other?) to Town Database which will have current parcel data and land use actions since 1990 by end of 2007)

Budget 2008: David Allen will ask Strafford Regional Planning Commission for an estimate of dues for 2008. Cathy has requested dollar estimates from Bruce Mayberry for working on the Impact Fee Methodology and from Strafford Regional Planning Commission for continued work on the Zoning Districts. Cathy Orlowicz said she would prepare a draft budget.

Regional Impact Middleton: David Allen shared a subdivision plan sent to the Planning Board from the Town of Middleton. The proposed subdivision abuts the Town Line between New Durham and Middleton and would be located on Middleton Road. Board members reviewed the plan briefly and asked Mr. Allen to review the proposal with the Road Agent, Fire Chief and Police Chief for possible concerns.

Capital Improvement Plan: Bob Craycraft commended the CIP Subcommittee for its extensive work on the CIP. Cathy Orlowicz said she had a few questions about specific items in the plan, including:

- The plan references a “possible small building” but the reference is not consistent. Ms. Orlowicz believes the subcommittee intended to remove this item, but it is unclear.
- The Introduction refers to future updating of the plan but it is not clear if it will be annual or otherwise.
- The dollar amounts for the 98JD Loader in Table 6A page 2 of 3 may not all be accurate.
- Table 8 has contradictory information about the acquisition of the building noted above and so does page 2 of 2 in Table 11.
- Page 10 refers to the need for another meeting area which is the same as the “possible small building” noted above.

Board members agreed by consensus that in general the Capital Improvement Plan

was very well done and that they would be ready to approve the plan once these items were clarified.

Attendance: The Board noted that attendance at this meeting was very low and that only Paul Raslavicus had indicated he would not be present at the meeting. Cathy Orlowicz wondered if there would be a quorum to deal with the Kodiak application at the October 1 Board Meeting. David Allen will check with Board members so the applicant can be notified if necessary. Bob Craycraft suggested there should be a form letter so that it can be sent out easily any time an individual member or alternate has 3 unexcused absences.

Minutes: Bob Craycraft moved approval of the September 11 minutes as amended. Peter Rhoades seconded. Unanimous with no abstentions.

Peter Rhoades moved approval of the September 18 minutes as amended. Bob Craycraft seconded. Unanimous with no abstentions.

Cathy Orlowicz said she would draft the minutes of the September 22 site walks at the Bruedle and Gelinas properties.

Peter Rhoades moved to adjourn at 9:42 PM. Bob Craycraft seconded. Unanimous with no abstentions.

Respectfully submitted,

David Allen
Land Use Administrative Assistant

Minutes approved October 2, 2007