

**TOWN OF NEW DURHAM
PLANNING BOARD MEETING**

**April 16, 2024, 7:00 PM
New Durham Town Hall, New Durham, NH 03855**

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

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PRESENT

Jeff Allard, Planning Board Member
Bob Craycraft, Planning Board Member
Scott Drummey, Planning Board Member
Marc DeCoff, Board of Selectmen Representative
Anne Ross-Raymond, Planning Board Member

ALSO PRESENT

Susan Stillwell, Land Use Assistant
Nancy and Walter Ahlin, residents
David Bickford, resident
Paul Raslavicus, resident – via Zoom

CALL TO ORDER

Mr. Craycraft called the meeting to order at 7:00 PM. Introductions were made of the Board members.

AGENDA REVIEW

No changes were made to the agenda.

NEW/OLD/OTHER BUSINESS

Election of Officers

Mr. Allard stated he thinks he should step down as Chairperson as a result of the election.

**MOTION: To appoint Anne-Ross Raymond as Chairperson. Motion by Mr. Allard.
Second by Mr. DeCoff. Motion passed 5-0-0.**

**MOTION: To appoint Mr. Craycraft as Vice Chair. Motion by Mr. Allard. Second by Mr.
DeCoff. Motion passed 5-0-0.**

MOTION: To appoint Mr. Drummey as Secretary. Motion by Mr. Allard. Second by Mr. DeCoff. Motion passed 5-0-0.

PUBLIC INPUT

None.

NH Office of Planning and Development Spring 2024 Planning and Zoning Conference

Chair Ross-Raymond stated the conference will be available online for access by Board members on May 11, 2024. All sessions will be recorded for viewing at a later date.

40.0

Establish Planning Board project priorities for 2024

The Board reviewed and discussed project priorities for the Board to work on in 2024:

- Shoreland: It was agreed the Board needs to ask the Zoning Board of Adjustment about the issue.
- Impact Fee review: Contact consultant to initiate this review.
- Solar Ordinance and Cell Towers: Further research is needed.
- Capital Improvement Planning Committee Dissolution and recreate new one: Mr. DeCoff will address the Board of Selectmen to initiate the dissolution.
- Zoning Ordinance Changes: Chair Ross-Raymond noted that Class V and VI roads are defined by statute so no further definition is needed regarding these. Private roads are not defined by RSA so a definition needs to be added to the ordinance and to indicate that the Planning Board cannot address private roads. Mr. Allard stated the classes don't matter a much to the Planning Board as the distinction between private and Town roads. It was noted that the New Hampshire Municipal Association will be conducting a workshop regarding roads on May 9, both in-person and by Zoom.
- Conditional Use Permits: Mr. Allard stated a few years ago, changes were made to the Ordinance regarding the various types of development including Major versus Minor versus Permit by Notification; there also needs to be reconciliation the Zoning Ordinance versus Building Regulations. Mr. Allard will bring language to clarify this issue in Building Regulations. These changes will require a public hearing but no warrant article.
- CUP disturbances greater than 25% should trigger a review by the Planning Board, however, the language is not clear. Mr. Craycraft provided clarification regarding the threshold, noting the Building Inspector/Code Enforcement was never empowered to handle disturbances greater than 25%. It was noted this would not apply to agricultural purposes.
- Article XIII.B.2 regarding wetlands and the Shoreline Protection ordinance: Tabled.

- Lake Friendly Bills: The status of current bills in the NH Legislature is unknown. Tabled.
- Permissive vs Non-permissive: The Board discussed whether the Zoning Ordinance is overall permissive or non-permissive. Mr. Allard stated the Board has historically agreed that unless something is expressly prohibited, it is permitted. It was agreed further discussion is needed and clarification is needed within the ordinance; the topic will be kept on the agenda.
- Certified Mail: The Board discussed the RSA which requires that mail is sent; it was noted the RSA does not require it is received so the return receipt is not an expense that is needed.

MOTION: To allow the use of Certified (verified) Mail and no return receipt required for abutter notifications. Motion by Mr. DeCoff. Second by Mr. Allard. Motion passed 5-0-0.

- Minimum parking spaces for new dwellings. Mr. Allard stated they need to address the parking requirements and ensure the Building Regulations and Zoning Ordinance are the same.
- BMP fees: The Board discussed whether the assessed fees are sufficient. Mr. Allard stated the fees don't reflect the actual costs to the Town; he suggested they consider more realistic user fees. After discussion, the Board agreed overall fees are inadequate. The Board agreed a broad discussion is needed of how much to charge and where the money goes.

NHDES Amendment Request Form – Map 108, Lots 081 & 082 – 77 North Shore Road

Reports of Subcommittees: New Durham Development Committee

Appointments to New Durham Development Committee

MOTION: Appoint Cathy Orlowicz, Brian Crow, and Rudy Rosiello to NDDC. Motion by Mr. Drummey. Second by Mr. DeCoff. Motion passed 5-0-0.

Mr. Allard gave an update on the focus and discussion by NDDC and stated it is focusing on residential development. He stated they will be discussing what kind of residential development the Town wants to encourage as well as a discussion on short term rental regulations.

HOP Grant for MasterPlan: Needs specifics for Housing, Development,

Mr. Allard stated the HOP grant expires this year; he stated further work is needed on the Master Plan. He stated they will also need to plan charettes and surveys for the public, particularly regarding short term rentals.

APPROVAL OF MINUTES

Meeting of April 2, 2024 – Tabled.

Meeting of November 15, 2022– Edits were made. **MOTION: To approve the minutes as amended. Motion by Mr. DeCoff. Second by Mr. Craycraft. Motion passed 5-0-0.**

Meeting of December 6, 2022– Edits were made. **MOTION: To approve the minutes as amended. Motion by Mr. DeCoff. Second by Mr. Craycraft. Motion passed 5-0-0.**

Meeting of December 22, 2022– Edits were made. **MOTION: To approve the minutes as amended. Motion by Mr. DeCoff. Second by Mr. Craycraft. Motion passed 5-0-0.**

Mail/Correspondence: None.

Future Meetings:

Business Meeting – May 7, 2024

Workshop Meeting – May 21, 2024

ADJOURN

MOTION: To adjourn the meeting. Motion by Mr. Drummey. Second by Mr. DeCoff. Motion passed 5-0-0.

The meeting was adjourned at 9:00 PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary