

Enfield Planning Board Minutes, May 10, 2023

Enfield Planning Board – Meeting Minutes

DEPT OF PUBLIC WORKS/MICROSOFT TEAMS

May 10, 2023

PLANNING BOARD MEMBERS PRESENT: David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Erik Russell (Selectboard Representative), Tim Jennings (Secretary), Brad Rich, Kurt Gotthardt (Alternate), Whitney Banker (Alternate)

PLANNING BOARD MEMBERS ABSENT: Phil Vermeer, Jim Bonner (Alternate and Videographer)

STAFF PRESENT: Rob Taylor- Land Use and Community Development Administrator, Whitney Banker-Recording Secretary, Ed Morris – Town Manager

GUESTS: Celie Aufiero, John Haffner (Vital Communities), Ellen Hender (Vital Communities)

I. CALL MEETING TO ORDER:

Mr. Taylor called the meeting to order at 6:32 p.m. and took attendance.

Mr. Taylor began the meeting with the election of officers.

II. PUBLIC COMMENTS:

None.

III. BOARD REORGANIZATION (ELECTION OF OFFICERS)

Mr. Taylor opened the nominations for Chair.

Mr. Kiley MOVED to nominate David Fracht for Chair.

Seconded by Mr. Rich

**** The Vote on the MOTION was approved (6-0).***

Chair Fracht elevated Mr. Gotthardt to a voting member for this meeting.

Chair Fracht opened nominations for Vice-Chair.

Mr. Rich MOVED to nominate Dan Kiley for Vice-Chair.

Seconded by Chair Fracht

**** The Vote on the MOTION was approved (6-0-1).***

Enfield Planning Board Minutes, May 10, 2023

Chair Fracht opened nominations for Secretary.

Mr. Rich MOVED to nominate Phil Vermeer for Secretary.

Seconded by Vice-Chair Kiley

***The MOTION was not voted on.**

Mr. Jennings said that he would be interested in the position of Secretary.

Mr. Gotthardt MOVED to nominate Tim Jennings for Secretary.

Seconded by Ms. Jones

*** The Vote on the MOTION was approved (6-0-1).**

IV. SELECTBOARD REPORT: Erik Russell

The Whitney Hall RFP was awarded to Bread Loaf, who did the initial concepts for the project. That project is moving forward.

The Lakeside Park pavilion will soon be available for rentals, similar to the Community Building.

A new town logo has been adopted for various publications and documents (in addition to the town seal.)

There was a lengthy discussion about community nursing at the last meeting. Several groups have been putting together plans and proposals for community nursing. There will be a public hearing at the June 5 BOS meeting. This is a concept that several other towns in the Upper Valley have moved forward with.

Mr. Jennings asked if there had been any discussion on the short-term rental ordinance.

Mr. Russell said there had been no discussion on the short-term rental ordinance. The BOS has a plan to do regular reviews of town ordinances and rules. However, this one has not come up. Mr. Rich suggested it would be advantageous for the BOS to review this before the summer months when rentals increase.

V. LAND USE ADMINISTRATOR REPORT

Mr. Taylor visited Vanessa Stone RE today to update them on the new ADU changes and discuss other land-use items.

ADU questions at this point appear to be primarily related to family living.

85 There is current work on zoning enforcement in several areas of town.

86
87 Building permits continue to be very busy. There are a lot of solar projects in town, as well as
88 some homes being built.

89
90 Specific questions and concerns can be directed directly to Mr. Taylor.

91
92 **VI. HEARINGS:**

93 None

94
95 **VII. CONCEPTUALS:**

96 None

97
98 **VIII. NEW BUSINESS:**

99 **A. Vital Communities – Transportation Mgt Assn. (TMA) Presentation – John Haffner**

100 Chair Fracht moved the order of the meeting to allow Mr. Haffner to present.

101
102 Mr. Haffner shared that in the last 50 years, the Upper Valley has been a very car-centric area for
103 transportation.

104
105 Mr. Haffner provided a brief overview of Vital Communities. This organization has been in the
106 Upper Valley for 30 years and serves approximately 69 Upper Valley towns in NH and VT.

107
108 Mr. Haffner discussed the shifting patterns of town planning and the idea of small, incremental
109 changes to meet a larger goal of change. He said Enfield appears to lead among area towns with
110 planning ideas and changes. Mr.

111
112 Taylor suggested that something Vital Communities may be involved in could be a more
113 extensive regional “Master Plan” to help towns like Enfield think regionally about planning.

114
115 Ms. Jones asked for clarification from Mr. Haffner about “ending parking mandates.” Mr.
116 Haffner clarified that parking mandates could result in too much parking. This creates a singular
117 use for the property and reduces or eliminates other use and development that could occur in
118 these areas.

119
120 There is a movement away from parking mandates and toward using parking more efficiently.
121 Enfield has been considering the idea of leaving parking to be solved by market forces
122 (developers and landowners). Mr. Morris agreed that today's presentation intended to consider a
123 shift like this and other creative ideas recommended by [Strong Towns](#). Mr. Morris asked board
124 members to consider these creative ideas and Enfield's needs as they prepare for the zoning

rewrite. Mr. Haffner added that the Strong Towns information focuses on what has traditionally backfired and ways to think differently.

Sidewalk placement and connectivity vary by town. Some choose to have pedestrian committees that help to advocate for sidewalk and pedestrian access needs throughout town. Vital Communities is sometimes involved in conversations with communities about pedestrian access alongside transportation needs and access. They have helped other communities with support, such as grant funding letters of support and research.

The Enfield Planning Board will need to continuously consider Master Planning information as part of the rewrite of the Zoning Ordinance.

Mr. Russell asked if any investments have been shown to decrease the need for parking and car trips (better crosswalks, narrower lanes, etc.). Mr. Haffner said that having less walkability does continue to necessitate car dependency and parking. However, he felt it was a phased process of improvement. Mr. Haffner suggested a “pop-up/demonstration project” to create the conditions the town might want to try (cones/chalk to make a curb bump-out to restrict traffic, for example). Mr. Taylor said that Burlington, VT, and Lebanon had tried this with temporary planters to change traffic patterns and speeds.

Mr. Jennings asked about the current climate for development and architectural appearance, such as form-based code. Mr. Haffner said that some communities had put together set designs, such as for ADUs, but this was an experimental area he needed to become more familiar with. Lebanon is looking into some form-based code that can offer fast-tracked permitting, which could be an example of influence for development choosing aesthetics and style. Mr. Morris agreed that he favored the incentivized approach. Mr. Jennings favored finding a good compromise of simple designs to recommend. Ms. Hender said pre-approved site plans could also help with affordability, cutting architecture, the timeline, permitting, etc., making ADUs more accessible.

Enfield’s current zoning regulations would not allow building the village-type area and traditional New England settlement patterns that most community members like. Therefore, the zoning rewrite needs to match what exists on the ground today.

Ms. Jones said that design standards could be another thing the board considers as part of the rewrite, particularly for the historic district(s) and buildings.

B. Rules of Procedure

Vice-Chair Kiley asked for any changes to the Rules of Procedure.

Suggested changes:

- Change meeting Start time 6:30
- Addition of procedural language, when a conceptual fits specific criteria, to move conceptual proposals to the board and legal counsel to determine how the zoning ordinance would apply to the project for the developer's preparation of the formal application. (Example as a project that has regional impact).
- Add to page 5, Land Use Administrator Report to page after Selectboard Report.
- Add to page 7, paragraph 2, second line "...and a brief description of the subject matter" to be changed to "a complete written description."
- Add board to review a copy of the PB decision letter at the following meeting.
- Add board to review a copy of the ZBA decision letter at the next meeting (for ZB applications that also affect PB applications).
- Spell out process steps for complete applications, including the Land Use Administrator's confirmation of a complete application or explanation of what parts are missing and a board motion to accept the application as complete/board discussion/vote (Mr. Gotthardt to re-send his draft of this to Mr. Taylor).
- Add to Site Plan Review regulations, article 5 (page 17), PB to follow the review order as a checklist for a site plan (5.1, 5.2, etc.).

Mr. Jennings will compile the list of the suggested changes and forward them to Mr. Taylor.

IX. REVIEW MEETING MINUTES: April 26, 2023

Ms. Jones MOVED to approve the April 26, 2023, Minutes presented in the May 10, 2023, agenda packet as presented.

Seconded by Mr. Kiley

Amendments:

None.

**** The Vote on the MOTION was approved (6-0-1).***

X. OLD BUSINESS:

A. Zoning Ordinance Re-write Project

The large dry-erase map has been installed and is ready for use as part of this project.

B. Grant Application for Zoning Ordinance Re-write Consultant

The NH Housing Opportunity grant has gone back and forth to the review body with some questions. Mr. Taylor and Chair Fracht will have a Zoom call with them tomorrow to answer questions and address concerns.

XI. NEXT MEETING: May 24, 2023

207

208 **XII. ADJOURNMENT:**

209 ***Mr. Kiley MOVED*** to adjourn the meeting at 8:30

210 ***Seconded by Mr. Rich***

211

212 **** The Vote on the MOTION was approved (7-0).***

213

214 Respectfully submitted,

215 Whitney Banker

216 Recording Secretary