

Enfield Planning Board Minutes, May 24, 2023

Enfield Planning Board – Meeting Minutes

DEPT OF PUBLIC WORKS/MICROSOFT TEAMS

May 24, 2023

PLANNING BOARD MEMBERS PRESENT: David Fracht (Chair), Linda Jones, Erik Russell (Selectboard Representative), Tim Jennings (Secretary), Brad Rich, Kurt Gotthardt (Alternate), Jim Bonner (Alternate and Videographer), Whitney Banker (Alternate)

PLANNING BOARD MEMBERS ABSENT: Dan Kiley (Vice-Chair), Phil Vermeer,

STAFF PRESENT: Rob Taylor- Land Use and Community Development Administrator, Whitney Banker-Recording Secretary

GUESTS: None.

I. CALL MEETING TO ORDER:

Chair Fracht called the meeting to order at 6:30 p.m. and took attendance of members.

Chair Fracht said Vice-Chair Kiley and Mr. Vermeer could not attend tonight's meeting.

II. PUBLIC COMMENTS:

None.

III. SELECTBOARD REPORT: Erik Russell

The first invasive species workshop had about 20 attendees and went well.

The building projects are continuing to progress.

The JPUC is wrapping up and will come forward with a recommendation shortly.

The MHPUC applications recently closed, and the committee will be selected. The committee will begin after the JPUC has completed its recommendation.

There was a strategic planning discussion for most of the last BOS meeting. This will complement the Master Plan.

IV. LAND USE ADMINISTRATOR REPORT: Rob Taylor

There continues to be an above-average number of building permits coming in. Most are for projects (there are a lot of solar projects).

Mr. Ehrenzweig will attend training this week for changes to electrical building codes.

42
43 Mr. Taylor will attend the UVLSRPC meeting at the beginning of June.

44
45 Ms. Sipe will continue the gravel pit reclamation work with a local contractor who has been very
46 responsive to communication. Mr. Taylor said the board could schedule a site visit before her
47 site plan review (required for commercial equestrians in the R5 zone) at the next meeting. Chair
48 Fracht suggested 6 pm that day (June 28).

49
50 The ZBA will meet in June to continue hearing a variance application from May. There were
51 some questions about the proposed location and impact on the Knox River (which runs directly
52 through and behind the home along Route 4A). At that meeting, there will also be a hearing
53 regarding setback intrusion on Algonquin Road.

54
55 There has been continued interest and questions about real estate in town.

56
57 The La Salette property will close in October, and the Enfield Shaker Museum has the right of
58 first refusal.

59
60 The 43-acre property behind Shaker Valley Auto for sale has received questions from a potential
61 developer.

62
63 Mr. Taylor attended a session with the Community Loan Fund and NH Housing about ROC
64 (Resident-Owned Communities), allowing mobile home park residents to purchase and own their
65 parks. The Community Loan Fund organization helps residents finance the cost and assists with
66 the setup of by-laws, etc. The group toured three area COOP parks as part of this session. In
67 addition, the session included discussions with the UVLSRPC and Vital Communities. Chair
68 Fracht said that assuming the parks in Enfield pre-date zoning. He said that he believed that
69 existing zoning regulations might reference “no mobile home parks” and wondered how zoning,
70 as currently written, could affect this. Mr. Taylor said that he believed it would be grandfathered,
71 but the land ownership would change.

72
73 Mr. Taylor said that each Upper Valley town might have two representatives on the UVLSRPC,
74 and Enfield’s single commissioner recently resigned. The BOS may appoint up to two
75 commissioners, and Mr. Taylor said he believed Mr. Morris would be appointed.

76
77 Mr. Gotthardt said he may or may not be here when the LaCroix property comes to the board. He
78 suggested that Mr. Taylor not relay status information to board members about the property sale,
79 such as whether a sale is contingent upon the board approvals, to avoid any conflicts of interest.
80 Mr. Russel said that he felt the same could be said about any information, and Mr. Taylor’s job
81 is to provide the board with as much information as possible. Ms. Jones agreed that having as
82 much information as possible was important.

83
84 **V. REVIEW MEETING MINUTES: May 10, 2023**
85

86 ***Mr. Rich MOVED to approve the May 10, 2023, Minutes presented in the May 24, 2023,***
87 ***agenda packet as presented.***

88 ***Seconded by Ms. Jones***
89

90 **** The Vote on the MOTION was approved (5-0).***
91

92 **VI. HEARINGS: None.**
93

94 **VII. CONCEPTUALS: None.**
95

96 **VIII. NEW BUSINESS:**
97

98 **IX. OLD BUSINESS:**

99 **A. Zoning Ordinance Rewrite Project & Grant Application Update for Zoning Ordinance**
100 **Rewrite Consultant**

101 The grant was awarded in the amount of \$62,344. The grant must be spent rewriting the zoning
102 ordinance and site plan (housing). Chair Fracht said that almost all of the grant would go to
103 consultant expenses. There was some discussion with the granting organization about how
104 Enfield views zoning holistically and how interconnected the zoning regulations are to housing
105 throughout all zoning districts in town.
106

107 Ms. Saxton from PlaceSense will be the consultant for the project. Mr. Taylor will be the
108 administrator of the grant. The target date to begin work is July 1, 2023.
109

110 Part of the grant asks for three community members to attend the NH Housing Academy, run by
111 UNH Extension and NH Housing Authority. The schedule includes two webinars and two on-
112 site workshops in Southern NH. Chair Fracht will provide information on the next run of the NH
113 Housing Academy once it is available. The NH Housing Academy aims to improve
114 communication between communities on housing. Chair Fracht invited board members to
115 consider if they would like to attend. MPTF members will also be asked, and the general
116 community, if three members from PB and MPTF are not available.
117

118 Mr. Taylor suggested a motion from this board to begin work with Ms. Saxton and PlaceSense.
119 Chair Fracht elevated Mr. Gotthardt and Ms. Banker to vote on this motion.
120

121 ***Ms. Jones MOVED to extend the town's working relationship with Ms. Saxton for the***
122 ***rewrite.***

123 ***Seconded by Mr. Rich***

Chair Fracht suggested an amendment to the motion to clarify and include the Master Plan's next phase.

***Chair Fracht MOVED to continue the town's relationship with PlaceSense for the Zoning Ordinance Rewrite and the second phase of the Master Plan.
Seconded by Mr. Rich.***

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

Mr. Jennings asked if a copy of the grant and any restrictions could be posted on the town website. Chair Fracht asked Mr. Taylor to send the abstract from NH HOP with the terms and description, the final application that the town submitted, and the award letter to all members. Mr. Jennings suggested also posting this on the PB part of the town website. Ms. Banker asked if it would also be included in the next town newsletter. Mr. Taylor said that they would include it. Chair Fracht asked Mr. Taylor to ensure that recognition of the grant on the website is included as requested in their award letter.

Mr. Gotthardt said that on the current webpage with the zoning regulations, the signature page is an old version that does not match the heading of each page. He suggested that the header be removed, and the signature page be removed if applicable.

The rewrite will begin July 1, 2023, and the final day to submit invoices for the grant is August 31, 2024. The final draft should be ready by August 2024, as well as informational documents to share for Town Meeting 2025.

Mr. Jennings suggested a permanent "old business" item of the schedule for zoning work to be completed this year for a Town Meeting 2024 vote (separate from the 2025 rewrite schedule) and PB meeting dates. Chair Fracht said he would like Ms. Saxton's input on the rewrite schedule. Mr. Gotthardt agreed that the board could identify which smaller sections they pass in 2024 that are then folded into the larger rewrite for 2025 to lessen the rewrite. Chair Fracht asked if the board would like to do this work independently or have input from Ms. Saxton. He reminded the board that the town's attorney would review the larger rewrite. Mr. Jennings said he felt they could do both – work independently with some input from Ms. Saxton. Mr. Gotthardt suggested searching what other towns do, as he had done with the sign ordinance. Mr. Jennings suggested simpler changes to be done by the board independently (cleaning up phrasing and minor adjustments to get through to the larger rewrite).

Mr. Jennings reiterated putting together a timeline for changes they wish to go to Town Meeting 2024, from the last date that changes can be submitted and backward through PB meetings this

year. Mr. Jennings will draft a calendar and work with Chair Fracht and Mr. Taylor to bring it back to the board and review it.

Mr. Gotthardt suggested asking Ms. Saxton how much input she wants from board members during her first meeting(s) so they can prepare to have information ready. Chair Fracht said that he felt Ms. Saxton's schedule would address these concerns. The schedule is included with the grant application.

C. Rules of Procedure Discussion

Chair Fracht said he would like to have as full a board as possible for this discussion, including Mr. Kiley and Mr. Vermeer. He said that he felt the board could discuss the rules of procedure this evening but would like a continued discussion with a full board if possible. Mr. Rich said it made sense to table the discussion for a full board to include members with much historical knowledge.

Mr. Jennings suggested that board members provide edits or comments to him directly (individually) before the next meeting to avoid unnecessary wordsmithing. Chair Fracht agreed that this was a good way to proceed.

Mr. Gotthardt suggested adding a term limit for the Chair. Mr. Jennings said that he had included this in the draft. Each member can individually discuss the changes with Mr. Jennings and copy them to Chair Fracht and Mr. Taylor. Chair Fracht asked for all changes to be included in the draft by one week before the next meeting. After that, Mr. Jennings may proceed with changes, including formatting changes, to the draft.

Mr. Gotthardt said he was recently listening to the state planning office's recent planning and zoning seminars. He said they have been quite informative. He brought to the board's attention that on the ZBA, they must have three affirmative votes for a motion to pass – and that it would be the same for the PB. He said he would send some specific wording to Mr. Jennings to include in the draft. Chair Fracht asked Mr. Gotthardt to track down the information from the RSAs to confirm the language. Mr. Gotthardt said he had not previously seen anything specific to PB affirmative votes in the RSAs and would look.

X. NEXT MEETING: June 28, 2023

Mr. Taylor will attend the UVLSRPC dinner held during the usual first PB meeting of the month, which Chair Fracht may attend as well. Therefore, there will be only one PB meeting in June.

206 **XI. ADJOURNMENT:**
207 ***Ms. Jones MOVED to adjourn the meeting at 7:57.***
208 ***Seconded by Mr. Rich***
209
210 **** The Vote on the MOTION was approved (7-0).***
211
212 Respectfully submitted,
213 Whitney Banker
214 Recording Secretary