

Enfield Planning Board Minutes, May 10, 2023

1 **Enfield Planning Board – Meeting Minutes**  
2 **DEPT OF PUBLIC WORKS/MICROSOFT TEAMS**  
3 **May 10, 2023**

4  
5 **PLANNING BOARD MEMBERS PRESENT:** David Fracht (Chair), Dan Kiley (Vice-Chair),  
6 Linda Jones, Erik Russell (Selectboard Representative), Tim Jennings (Secretary), Brad Rich,  
7 Kurt Gotthardt (Alternate), Whitney Banker (Alternate)

8  
9 **PLANNING BOARD MEMBERS ABSENT:** Phil Vermeer, Jim Bonner (Alternate and  
10 Videographer)

11  
12 **STAFF PRESENT:** Rob Taylor- Land Use and Community Development Administrator,  
13 Whitney Banker-Recording Secretary, Ed Morris – Town Manager

14  
15 **GUESTS:** Celie Aufiero, John Haffner (Vital Communities), Ellen Hender (Vital Communities)

16  
17 **I. CALL MEETING TO ORDER:**

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

19  
20 Mr. Taylor began the meeting with the election of officers.

21  
22 **II. PUBLIC COMMENTS:**

23 None.

24  
25 **III. BOARD REORGANIZATION (ELECTION OF OFFICERS)**

26 Mr. Taylor opened the nominations for Chair.

27  
28 ***Mr. Kiley MOVED to nominate David Fracht for Chair.***

29 ***Seconded by Mr. Rich***

30  
31 ***\* The Vote on the MOTION was approved (6-0).***

32  
33 Chair Fracht elevated Mr. Gotthardt to a voting member for this meeting.

34  
35 Chair Fracht opened nominations for Vice-Chair.

36  
37 ***Mr. Rich MOVED to nominate Dan Kiley for Vice-Chair.***

38 ***Seconded by Chair Fracht***

39  
40 ***\* The Vote on the MOTION was approved (6-0-1).***

41

42

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43 Chair Fracht opened nominations for Secretary.

44

45 **Mr. Rich MOVED to nominate Phil Vermeer for Secretary.**

46 **Seconded by Vice-Chair Kiley**

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

48

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

50

51 **Mr. Gotthardt MOVED to nominate Tim Jennings for Secretary.**

52 **Seconded by Ms. Jones**

53

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

55

56

57 **IV. SELECTBOARD REPORT: Erik Russell**

58 The Whitney Hall RFP was awarded to Bread Loaf, who did the initial concepts for the project.

59 That project is moving forward.

60

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

63

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

66

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

71

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

73

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

78

79 **V. LAND USE ADMINISTRATOR REPORT**

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

82

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

84

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

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

127  
128 Sidewalk placement and connectivity vary by town. Some choose to have pedestrian committees  
129 that help to advocate for sidewalk and pedestrian access needs throughout town. Vital  
130 Communities is sometimes involved in conversations with communities about pedestrian access  
131 alongside transportation needs and access. They have helped other communities with support,  
132 such as grant funding letters of support and research.

133  
134 The Enfield Planning Board will need to continuously consider Master Planning information as  
135 part of the rewrite of the Zoning Ordinance.

136  
137 Mr. Russell asked if any investments have been shown to decrease the need for parking and car  
138 trips (better crosswalks, narrower lanes, etc.). Mr. Haffner said that having less walkability does  
139 continue to necessitate car dependency and parking. However, he felt it was a phased process of  
140 improvement. Mr. Haffner suggested a “pop-up/demonstration project” to create the conditions  
141 the town might want to try (cones/chalk to make a curb bump-out to restrict traffic, for example).  
142 Mr. Taylor said that Burlington, VT, and Lebanon had tried this with temporary planters to  
143 change traffic patterns and speeds.

144  
145 Mr. Jennings asked about the current climate for development and architectural appearance, such  
146 as form-based code. Mr. Haffner said that some communities had put together set designs, such  
147 as for ADUs, but this was an experimental area he needed to become more familiar with.  
148 Lebanon is looking into some form-based code that can offer fast-tracked permitting, which  
149 could be an example of influence for development choosing aesthetics and style. Mr. Morris  
150 agreed that he favored the incentivized approach. Mr. Jennings favored finding a good  
151 compromise of simple designs to recommend. Ms. Hender said pre-approved site plans could  
152 also help with affordability, cutting architecture, the timeline, permitting, etc., making ADUs  
153 more accessible.

154  
155 Enfield’s current zoning regulations would not allow building the village-type area and  
156 traditional New England settlement patterns that most community members like. Therefore, the  
157 zoning rewrite needs to match what exists on the ground today.

158  
159 Ms. Jones said that design standards could be another thing the board considers as part of the  
160 rewrite, particularly for the historic district(s) and buildings.

161  
162 **B. Rules of Procedure**

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

164  
165 Suggested changes:

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

183

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

185

186 **IX. REVIEW MEETING MINUTES: April 26, 2023**

187

188 ***Ms. Jones MOVED to approve the April 26, 2023, Minutes presented in the May 10, 2023,***  
189 ***agenda packet as presented.***190 ***Seconded by Mr. Kiley***

191

192 Amendments:

193 None.

194

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

196

197 **X. OLD BUSINESS:**198 **A. Zoning Ordinance Re-write Project**

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

200

201 **B. Grant Application for Zoning Ordinance Re-write Consultant**202 The NH Housing Opportunity grant has gone back and forth to the review body with some  
203 questions. Mr. Taylor and Chair Fracht will have a Zoom call with them tomorrow to answer  
204 questions and address concerns.

205

206 **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