

Enfield Planning Board Minutes, August 9, 2023

Enfield Planning Board – Meeting Minutes

DEPT OF PUBLIC WORKS/MICROSOFT TEAMS

August 9, 2023

PLANNING BOARD MEMBERS PRESENT: David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Erik Russell (Selectboard Representative), Phil Vermeer, Tim Jennings (Secretary), Brad Rich,

PLANNING BOARD MEMBERS ABSENT: Kurt Gotthardt (Alternate), Jim Bonner (Alternate and Videographer), Whitney Banker (Alternate)

STAFF PRESENT: Rob Taylor- Land Use and Community Development Administrator

GUESTS: Brandy Saxton, PlaceSense, Rod Francis, PlaceSense

I. CALL MEETING TO ORDER:

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

II. PUBLIC COMMENTS:

None.

III. SELECTBOARD REPORT: Erik Russell

Selectboard met Monday, August 7.

The Community Nursing Program group discussed donations to fund the program for its first year.

There was a discussion about whether Route 4 should be an urban compact area. This was driven by the potential buyer of the LaCroix property behind Shaker Valley Auto, who is experiencing challenges obtaining Route 4 access with the state. The discussion was very preliminary.

There has not been any update on earlier discussions of a short-term rental ordinance. Mr. Rich will email Selectboard Chair Kate Stewart to discuss this as a future agenda item.

IV. LAND USE ADMINISTRATOR REPORT: Rob Taylor

There is a buyer for the Artech building (next to Proctor's General Store, Enfield Center). The buyer is a company that does mold remediation and damage clean-up remediation. The building will be primarily offices, and the use seems similar to Artech.

BSP Trucking is selling its property on Old Rt 10 (off I89). MIBOX storage company has purchased this property. The use is very similar to the trucking company.

43 The sewer/water project on Maple St is almost complete.

44
45 Mr. Taylor attended the first virtual session of the NH Housing Academy last week as part of the
46 Housing Opportunity grant. 2 of 3 sessions were virtual, and a third was in-person. Mr. Taylor
47 will attend the second (in-person) session next week.

48
49 The Kelleher development (across from George's store) has a permit and is working with
50 contractors to begin the dirt work soon.

51
52 A well-drilled last fall had below-average production (20/30 gals per minute). Another well was
53 drilled recently with a higher production (40 gals per minute) rate. Pump testing and analysis
54 need to be completed. Both wells will help with the municipal water system if the testing comes
55 back with no issues. There have also been discussions with the two more significant potential
56 developments about drilling wells on their properties.

57
58 Chair Fracht moved the review of minutes to later in the meeting to allow the board to discuss
59 the Zoning Ordinance Re-Write Project with PlaceSense.

60
61 **V. HEARINGS:**

62 None.

63
64 **VI. CONCEPTUALS:**

65 None.

66
67 **VII. NEW BUSINESS:**

68 **A. PlaceSense – Zoning Ordinance Re-Write Project Kick-Off**

69 Chair Fracht introduced Ms. Saxton (known to the board) and Mr. Francis with PlaceSense.

70
71 The project must be completed by July 2024.

72
73 The project will generally follow the schedule of work from the grant application.

74
75 The first step will be a regulatory audit, completed to discuss with the board by October 2023.
76 This will review the Master Plan, planning policies, and directions from them. It will also
77 include regulations known to be problematic and frequently require exceptions. The audit will
78 also examine best practices and what parts of the ordinance need to be updated. The audit will
79 look at housing barriers as well.

80
81 At the October presentation, the board will review their availability for the remainder of the
82 project, draft a timeline, and draft regulations. The administrative section is often done first.

83 PlaceSense will also look at development patterns and community demographic information to
84 help shape recommendations.

85
86 Mr. Taylor is the project's primary stakeholder, and PlaceSense has begun meeting with him,
87 which satisfies part of the grant requirements.

88
89 Informal meetings for input from other boards and commissions and others in the community
90 who may have important insight will begin in September. These meetings can include
91 neighboring towns with similar work, engineers, etc. Superintendent Amanda Isabel and
92 members of the Zoning Board of Administration were mentioned as two priorities for informal
93 meetings.

94
95 Mr. Vermeer asked if PlaceSense would review similar towns to Enfield, such as Bristol, NH, to
96 review their regulations. Mr. Francis said that they typically look at comparable towns with
97 similar problems and how they have resolved them. They will pull text and examples.

98
99 Chair Fracht said they hope to look at the different zoning districts and make modifications and
100 asked PlaceSense consultants to review how that will fit into the process and timeline. Ms.
101 Saxton said this is a significant policy and decision-making item, translating the Master Plan
102 information to an updated zoning map. PlaceSense can provide quantitative analysis of some
103 places where density may be able to increase (such as areas serviced by municipal water/sewer)
104 and possible outcomes of making changes to the districts there.

105
106 Community engagement in specific areas of zoning will be important. Ms. Saxton suggested
107 presenting a few ideas for zoning changes to the relevant areas for community members to
108 receive feedback on. Larger visioning meetings with community members are generally not
109 helpful at this point.

110
111 The audit will also look at internal inconsistencies and contemporary best practices.

112
113 Community engagement and fostering community support, as was done with the Master Plan
114 process, will be extremely important.

115
116 Mr. Jennings suggested it may be a good idea to look at the town as if it had no ordinance in
117 place – with a “clean slate.” He asked if this may shorten the length of the project. Ms. Saxton
118 said that the audit of current regulations is part of the grant requirements and said that they could
119 stay more focused on housing items as part of the audit. The audit allows the conceptual
120 conversation about what isn’t working and other approaches that could be better. After that
121 review, they will start with a fresh document (and not just make edits to the existing document).

123 An ideal number of conforming lots is about 80%. Looking at what currently exists in problem
124 areas, such as around the lakes, along with what makes the most sense to allow in the future, will
125 be an essential consideration when developing the new zoning districts.

126
127 Ms. Saxton and Mr. Francis will work together on most of the zoning regulation review project.

128
129 Mr. Jennings said he would like to avoid regulations that are too specific to circumstances that
130 will change. He said the ordinance needed to be flexible, particularly for developers, and nudge
131 but not push in desired directions.

132
133 PlaceSense will meet next with the board at the second meeting of October for their work-
134 session meeting. PlaceSense will aim to send the audit two weeks before that meeting, as well as
135 relevant information and recommendations.

136
137 Board members will send suggested stakeholders to Chair Fracht, who will forward them to Mr.
138 Taylor to compile as a single list.

139
140 **VIII. REVIEW MEETING MINUTES: July 26, 2023**

141 Mr. Rich asked, from the July 26 minutes, around line 203, where the condition of facilities
142 connecting to municipal sewer/water was discussed, whether Mr. Taylor had any updates. Mr.
143 Taylor said that he had found the letter that gave an exception to the property owner but that it
144 was only for that owner and did not transfer with the property. He said that the public works
145 director has also been adamant that when the use changes, a connection is required. Mr. Taylor
146 had spoken with Mr. Pellerin about this.

147
148 Mr. Russell said he believed all those who received similar exceptions were for 20 years. Mr.
149 Taylor confirmed they are up in 2028. Mr. Russell suggested it may be a good time to start
150 thinking about what property owners still need to be connected and communicating the timeline
151 to them.

152
153 ***Mr. Rich MOVED to approve the July 26, 2023, Minutes presented in the August 9, 2023***
154 ***agenda packet as amended.***

155 ***Seconded by Mr. Jennings***

156
157 ***Amendments:***

158 *Overall – spell out all acronyms the first time they are used.*

159 *Line 29 – JPUC (spell out)*

160
161 **** The Vote on the MOTION was approved (6-0-1).***

162
163 **IX. OLD BUSINESS:**

A. Rules of Procedure Discussion

Chair Fracht summarized that Mr. Taylor, Mr. Jennings, Mr. Morris, and himself met this morning to review proposed changes. Mr. Jennings will review the conversation notes and present a cleaner document for board discussion.

B. Class VI roads being discontinued in Lebanon

Mr. Taylor drafted a letter to Lebanon, which Chair Fracht reviewed, edited, and sent to the board for review. If there are no further edits, the letter will be sent in time for their public hearing next Wednesday. The 2020 letter will also be sent with the updated letter.

Chair Fracht cannot attend the Lebanon meeting but will contact a Lebanon City Council member to discuss Enfield's position on the roads.

C. Town Manager**X. PENDING BUSINESS:****XI. NEXT MEETING:** August 23, 2023**XII. ADJOURNMENT:**

Mr. Rich. MOVED to adjourn the meeting at 8:07 pm.

Seconded by Mr. Vermeer

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

Respectfully submitted,

Whitney Banker

Recording Secretary