

*Enfield Planning Board Minutes, October 11, 2023*

**Enfield Planning Board – Meeting Minutes**

**DEPT OF PUBLIC WORKS/MICROSOFT TEAMS**

**October 11, 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

**GUESTS:** None

**I. CALL MEETING TO ORDER:**

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

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

**II. PUBLIC COMMENTS:**

None.

**III. HEARINGS**

None.

**IV. CONCEPTUALS**

None.

**V. SELECTBOARD REPORT: Erik Russell**

There had not been a Selectboard report since the last meeting.

**VI. LAND USE ADMINISTRATOR REPORT: Rob Taylor**

Building permit stats: 147 issued for 2023, 138 issued at the same point in 2022. Mr. Taylor will share a report with the breakdown of housing (apartments, ADUs, etc.) with the board.

Mr. Ehrenzweig, building inspector and town health official, is now on the New Hampshire Health Officers Association board.

Budget work is a high priority at this time.

Mr. Taylor attended the NH Housing & Economy Conference last week in Manchester. There were several neighboring towns as well. Mr. Taylor attended the short-term rental roundtable and learned a lot about the history of housing, rental housing types, and more. One takeaway was that NH towns can have a Housing Commission (similar to the Conservation Commission); a tiny percentage of towns have one of these commissions. This may be an avenue for the town to consider adopting to aid housing issues.

The Tax Increment Finance (TIF) District Advisory Committee has a meeting coming November 1<sup>st</sup>. The committee is looking for one more in-district member (must own property within the district but do not have to live there).

The Methodist Hill Property Use Committee (MHPUC) continues to meet with the goal to advise the Selectboard by the end of the year.

The Kelleher development on Main Street has broken ground. Mr. Kelleher owns the Copeland Block, also on Main Street, and is considering adding more housing on the upper floors of that building.

Mr. Taylor is the Chair of the Upper Valley Lake Sunapee Regional Planning Commission's (UVLSRPC) Brownfields Advisory Committee, which administers the Environmental Protection Agency (EPA) Brownfields Grant funds throughout the Upper Valley to sites that need testing and remediation of contaminated sites. The Shedd Street property has benefited from this, and the Union Street fire station and Depot Street ambulance station will be on the list of upcoming sites.

Mr. Taylor is a member of the Transportation Advisory Committee through the UVLSRPC, which advises the NH Department of Transportation (DOT) Ten-Year Plan. This includes the Route 4/Main St/Maple St intersection.

## **VII. LEGISLATIVE REPORT: David Fracht**

Tomorrow, the Grafton County delegation is going to the Department of Corrections in North Haverhill for a public hearing regarding a \$17M internet project throughout the county. The project, if accepted, would be funded primarily by a grant from the National Telecommunications and Information Administration for \$11M, with the remaining funding coming from the fund balance. This could impact housing by opening the internet that can support remote work in areas that previously were without it.

The Municipal and County Government Committee will take up retained bills and decide if they should be moved to the general assembly for a vote or killed in committee. The house bills (HB) are HB70 (residency requirements for deputy town clerks), HB202 (property tax abatements),

HB270 (election of Strafford County Commissioners), HB 303 (official ballot for town meetings), HB 433 (property tax exemptions), and HB 526 (traffic control personnel regulation). The committee will meet on October 18. Chair Fracht will meet with any interested members to discuss the bills before that meeting.

Mr. Gotthardt asked for planning/land use-related bills to be included in future agenda packets if relevant. Chair Fracht agreed to do this in the future.

There was a recent discussion in the caucus regarding the review of bills that relate to housing, how they also relate to land use, and whether multiple committees should review them.

Mr. Jennings said he would recommend limiting this new report to anything related to land use and housing. Mr. Gotthardt agreed an executive summary of items most relevant to the Planning Board made sense.

#### **VIII. REVIEW MEETING MINUTES: September 27, 2023**

***Ms. Jones MOVED to approve the September 27, 2023 Minutes presented in the October 11, 2023 agenda packet as amended.***

***Seconded by Mr. Rich***

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

#### **Amendments:**

Line 121 – add “a height” of 35 feet

Line 270 – C-size prints 18x22

#### **IX. NEW BUSINESS:**

##### **A. Zoning Ordinance Re-Write Project Update**

Mr. Taylor, Chair Fracht, and PlaceSense contractors held a Zoom meeting this week to discuss using the UVLSRPC staff for in-person work on this project. The decision was made not to work with this arrangement due to the limited experience of the UVLSRPC staff.

Mr. Taylor met several planning contractors at the recent housing conference he attended.

PlaceSense will reach out to the individual likely to be the best fit for Enfield, Robin H. LeBlanc (RHL Strategies). Ms. LeBlanc has worked as the executive director of Plan NH and has worked in Enfield as a facilitator.

The administrative responsibilities of the grant are shared between NH Housing, Plan NH, and UNH Extension. Mr. Taylor met with several of these administrators to discuss the issue with the PlaceSense contractor relocation. They offered to approve a subcontractor to work through the existing contractor. They advised that top contractors were likely to be very busy due to the

number of grants (over 70); continuing to work with PlaceSense and finding a subcontractor was their recommendation as the best course of action.

Mr. Taylor, PlaceSense, and Ms. LeBlanc will meet this Friday. Ms. Saxton (PlaceSense) and Ms. LeBlanc have already met. The plan is to continue with PlaceSense as the contractor, with Ms. LeBlanc as the local facilitator for public events.

PlaceSense appears to have done quite a lot of work to determine the logistics for the situation.

The revised timeline might look like this: public involvement January-April 2024, drafts from PlaceSense April 2024, focus groups, and final drafts April 2024-July 2024. The expectation from the grant is that there will be a working draft of the ordinance (it does not have to be final). Planning Board work ideally will begin ASAP to identify what they want to see as part of this process.

The review of the existing ordinance document due tonight has yet to be sent, per the signed contract. Members agreed, for the record, that they had concerns about the missed deadline and lack of communication. Mr. Taylor will ask Ms. Saxton about the missed deadline at Friday's meeting.

Mr. Jennings suggested that the board develop a schedule moving back from Town Meeting 2025 (March 2025) to ensure a working plan for the next year and a half. Mr. Taylor said that there was only one hearing at the next meeting, October 22, 2023, which may be a good time for the board to hold a work session among themselves.

The town would not be responsible for payment to the subcontractor (their work would be contracted with PlaceSense). The grant funds that go to PlaceSense are paid only based on the acceptance of deliverables (the work is not paid based on hourly work).

Mr. Taylor will email the board after Friday's meeting with PlaceSense and Ms. LeBlanc with an update. Chair Fracht has a schedule conflict for that meeting (Friday, October 13 at 11 a.m.) but hopes to attend the meeting if possible. Board members agreed to authorize Chair Fracht to secure the arrangement with PlaceSense and Ms. LeBlanc if Friday's meeting goes well. Mr. Rich will also attend the meeting.

At the October 22, 2023 meeting, members will look at high-level ideals for the regulations (such as lakeside zones, what to allow/not allow, what districts to keep/add/remove, etc.)

## **B. November 22 meeting – Canceled**

**X. OLD BUSINESS:****A. Rules of Procedure Discussion**

Members reviewed recent changes to the most updated document.

Starting at line 205, members discussed whether to have the decision of incomplete applications after the hearing is opened or before. The decision was made to accept the application as complete before opening the public hearing. An incomplete checklist should not move forward to an agenda. Members agreed complete application materials should be received to be available to abutters, and new/different materials cannot be brought to the hearing. Waiver requests can be submitted with the application as part of the packet to be reviewed by the board at the same time as the application.

On line 220, “the applicant may elect to postpone the hearing” to “the board may continue the hearing to a date certain.”

On lines 285-287, board members agreed to remove the committees named.

On line 259, board members agreed to add “by majority vote” to the end of the sentence.

Mr. Jennings will update tonight’s changes and forward the document to Mr. Taylor to include for review at the next meeting.

**XI. NEXT MEETING: October 25, 2023****XII. ADJOURNMENT:**

***Mr. Rich. MOVED to adjourn the meeting at 8:39.***

***Seconded by Mr. Kiley***

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