

Enfield Planning Board Minutes, October 25, 2023

Enfield Planning Board – Meeting Minutes

DEPT OF PUBLIC WORKS/MICROSOFT TEAMS

October 25, 2023

PLANNING BOARD MEMBERS PRESENT: David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Phil Vermeer, Tim Jennings (Secretary), Brad Rich, Kurt Gotthardt (Alternate), Jim Bonner (Alternate and Videographer), Whitney Banker (Alternate)

PLANNING BOARD MEMBERS ABSENT: Excused – Erik Russell (Selectboard Representative)

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

GUESTS: Gary Rocke (Conceptual), Robin LeBlanc (Facilitator, RHL Strategies, Teams)

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. HEARINGS

A. P23-10-01, Ruben Ramirez VLM (Voluntary Lot Merger)

Mr. Ramirez was not present at the time of the hearing. Members agreed to continue the hearing to a future meeting when he could attend.

IV. CONCEPTUALS

19 Cummings Rd (Tax Map 15, Lot 11). The lot is 3.7 acres in the Route 4 district.

Mr. Rocke explained the intent to add an apartment on the ground level/along an attached shed to the existing rental duplex that the owners can live in. The proposed apartment would be about 700 sf (square feet).

The property is in the Route 4 district and currently has three residential uses. In this district, an ADU would not apply.

Mr. Taylor believed a site plan review would be necessary to expand the use (as a major site plan).

Enfield Planning Board Minutes, October 25, 2023

The property is far enough away that it is optional to connect to the municipal sewer system. The property has a septic system for four bedrooms for the duplex but only has two bedrooms using it now.

Board members discussed whether the site plan review would be major or minor. The specifics of the property did not fit well into either category.

The construction project would work with the building inspector to meet all building code requirements.

The board reviewed potential items to waive:

- professional site plan (instead, allow a hand-drawn map from the GIS map to include parking for all units, lighting illustrations, landscaping illustrations, to scale, showing existing landscaping, and snow removal areas. Mr. Taylor will work with Mr. Rocke).

- major site plan fees (would be charged minor site plan fees instead)

V. SELECTBOARD REPORT: Erik Russell

None.

VI. LEGISLATIVE REPORT: David Fracht

None.

VII LAND USE ADMINISTRATOR REPORT: Rob Taylor

Mr. Taylor will attend the Northern New England Planning Conference, a 3-day in early November.

Mr. Taylor continues to work on strategic planning with the Town Manager, Selectboard, and town departments.

Department budgets have all been received.

An upcoming conceptual involving the Keene Medical building is likely to come soon to the Planning Board. The company was recently sold, and it sounds like they want to add a retail location into the Enfield space. The district is R1, so Mr. Taylor has encouraged them to come for a conceptual.

VIII. REVIEW MEETING MINUTES: October 11, 2023

Minutes were not reviewed.

IX. NEW BUSINESS:**A. Zoning Ordinance Re-Write Project Update**

Chair Fracht provided an overview of the updated meeting between PlaceSense and Ms. LeBlanc as the local facilitator. Ms. LeBlanc joined the meeting via Teams at this time.

Chair Fracht asked Ms. LeBlanc to provide an update on her discussions with PlaceSense and if she felt comfortable working with them remotely. Ms. LeBlanc said that she did feel comfortable with the arrangement.

Ms. LeBlanc met last week with PlaceSense, Mr. Taylor, and several Planning Board members. Ms. LeBlanc reiterated the work Enfield has recently done around places to live as part of their Master Plan and community vision. She said she felt the recommendations in the Master Plan's Housing Chapter were very thorough.

Ms. LeBlanc asked members what information they were still looking for that needed to be addressed. Chair Fracht explained that the mission is a ground-up rewrite of the outdated Zoning Ordinance, including housing information. There will need to be community input on housing, commercial uses, what should be allowed in what zoning districts and where the community wants them to be located, density, site plan regulations, etc.

Ms. LeBlanc said that if they want zoning regulations to be accepted and adopted by the community, it will be necessary to clearly understand the needs and issues in Enfield and the priorities to meet those needs.

Mr. Kiley asked when Ms. LeBlanc would look to begin the public input sessions. Ms. LeBlanc asked if anything was being voted on at Town Meeting that might impact the project. Mr. Kiley said that he did not believe any major changes would be on the ballot.

Mr. Jennings said that he was concerned Ms. LeBlanc was thrown into a project with little direction. Ms. LeBlanc said she and PlaceSense had yet to have a chance to discuss the project deeply, but they have a meeting next week. Mr. Jennings clarified that he expected several meetings with stakeholders of the different zones, and board members agreed. Mr. Jennings was concerned that Ms. Saxton had not yet discussed this with Ms. LeBlanc.

Ms. LeBlanc said that they could facilitate small group sessions by neighborhood if the board wished to go this way. She suggested taking the next few months to determine what they want to address with each group, how many groups to have, etc. Community sessions could begin after the Town Meeting, ideally. Mr. Kiley said that Town Meeting may also be a good time to announce the upcoming community feedback sessions as long as the planning is well underway. An ideal time for the sessions is April and May 2024.

Chair Fracht clarified that they would look for the public involvement phase to be about 2-2.5 months long. Board members and Ms. LeBlanc agreed. Chair Fracht asked if Ms. LeBlanc has sufficient time for an intensive community engagement campaign from mid-March through May 2024. Ms. LeBlanc said that she could accommodate these community sessions at that time.

Chair Fracht asked for additional questions or comments for Ms. LeBlanc. There were none.

The next step is for Ms. LeBlanc and PlaceSense to meet and discuss the specifics of the arrangement, timelines, responsibilities, etc.

Ms. Saxton (PlaceSense) has asked if the board can meet on November 15 (instead of November 8) to discuss their audit of the current regulations. Most board members agreed they were able to attend this meeting.

Chair Fracht also suggested that the board have a second meeting on November 29.

All board members agreed they would move the November meetings to November 15 and 29.

Mr. Rich said that he felt the arrangement with Ms. Saxton was not going well thus far with communication and missed deadlines. Mr. Jennings suggested the board consider working with the less-experienced Upper Valley Planning Commission alongside Ms. LeBlanc. Chair Fracht said that he understood that Ms. LeBlanc, as the facilitator, would have her content driven by PlaceSense. If the project switches from PlaceSense to the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC), his concern is whether they are experienced enough to develop content for a good community discussion and to write a good set of zoning regulations. Chair Fracht agreed it was worth discussing.

Mr. Gotthardt suggested that they ask Mr. Miller for feedback on the UVLSRPC.

Mr. Rich suggested that Chair Fracht question the deadline and communication issues with Ms. Saxton. Mr. Vermeer suggested putting together a formal letter.

Mr. Taylor volunteered to write a memo/report for the board based on his experience to audit the ordinance if needed. Board members discussed whether this may be helpful.

Chair Fracht suggested sending an email to Ms. Saxton outlining their concerns, signed by the planning board, and outlining the need for a conversation by [date to be determined]. This would provide her time to make a rational decision. Chair Fracht suggested setting up a Teams special meeting with as many members as possible between this and the next meeting. Board members agreed to ask that she send a draft of the audit before November 8 and then that she attend the Teams meeting on November 15.

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165 **B. 10,000 ft View Ideas for Zoning – Districts and Their Uses**

166 Chair Fracht introduced the idea of doing a “who/what/when/why/how” approach to zoning:

167 -what activities do we want

168 -where do we want to have them

169 -how is it implemented

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171 Members discussed what districts they want to have in Enfield:

172 -Map overlay to show the municipal sewer system needed (Mr. Jim Taylor will add a map he has
173 available for this).

174 -Dense Residential Areas

175 -Eastman District (Eastman HOA focus group, follow Eastman HOA regulations)

176 -Shaker Village District (Multiple Shaker HOA focus group)

177 -HOA’s throughout town as overlay districts (Lake View, Star Drive/Butman Rd/ Colby
178 Dr, Birch Ln)

179 -Lakes: all on one or separate districts?

180 -Mascoma Lake

181 -Crystal Lake

182 -Spectacle Pond

183 -Enfield Center Village (Rt 4A from Shaker Hill Rd to Bog Rd)

184 -Village (Follow municipal sewer? Or keep Route 4 district? Commercial overlay?)

185 -Downtown (Rt 4 Canaan line, through McConnell/Wescott, to the lake district and entire
186 upper NW corner).187 -Rural district (everything else. Remove minimum lot size, but require cluster
188 development?)

189 -Do not want in a residential area – apply to ordinance.

190 -Commercial Areas

191 -Industrial Areas

192 -Commercial/Industrial – specify areas where they don’t want industrial activity

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195 **X. OLD BUSINESS:**196 **A. Rules of Procedure Discussion**

197 Not discussed.

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199 **XI. NEXT MEETING:** November 15, 2023

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201 **XII. ADJOURNMENT:**202 *Ms. Jones MOVED to adjourn the meeting at 8:58.*203 *Seconded by Mr. Kiley*204 ** The Vote on the MOTION was approved (6-0).*