

Enfield Planning Board Minutes, November 15, 2023

Enfield Planning Board – Meeting Minutes

DEPT OF PUBLIC WORKS/MICROSOFT TEAMS

November 15, 2023

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

PLANNING BOARD MEMBERS ABSENT: Jim Bonner (Alternate and Videographer),

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

GUESTS: Catherine Patch-Parker (via Teams)

I. CALL MEETING TO ORDER:

Vice-Chair Kiley called the meeting to order at 6:30 p.m.

II. PUBLIC COMMENTS:

None.

III. HEARINGS

A. P23-10-01, Ruben Ramirez VLM

The individual was absent for this case.

IV. CONCEPTUALS

None.

V. SELECTBOARD REPORT: Erik Russell

The Tax Increment Finance (TIF) District Advisory Committee met. A new TIF District plan will likely be on the Town Meeting ballot this year.

The Whitney Hall renovation project will begin in early December. There have been some conceptual plan changes to accommodate the available budget.

The plan for the Public Safety facility is to break ground in spring 2024.

100% of the funds for the community nursing program have been raised, primarily via local donations, to cover the cost for the first year (about \$40k). There will be a one-year contract for this program.

VI. LEGISLATIVE REPORT: David Fracht

Chair Fracht attended the Upper Valley Bi-State Legislative Breakfast over a week ago. The Public Health Council of the Upper Valley sponsored this. There was a lot of discussion about the challenges the healthcare industry faces in the Upper Valley and throughout New England. Another key topic was the issue of available housing for all employment levels.

Vermont state legislators attended the same function. The state is giving homeowners grants in the \$50-60k range to create ADUs. Chair Fracht suggested that the town may want to consider tax stabilization or tax abatement as an incentive to make ADUs more accessible for homeowners. Vermont's housing program focuses on the rehabilitation and reuse of older structures.

VII. LAND USE ADMINISTRATOR REPORT: Rob Taylor

Mr. Taylor attended the Northern New England chapter of the American Planners Association event last week in southern New Hampshire. There were planners from Maine, New Hampshire, and Vermont (about 300 attendees). Mr. Taylor attended many sessions, with a primary focus on housing. As part of this event, Mr. Taylor visited Dover, NH, with their City Planner. They saw a new development, some workforce and affordable housing developments, and their tiny home development. Dover also has a program that allows the development of more units for a project with an offset of money to their conservation fund.

According to the building inspector's report, 150 building permits have been issued so far this year. There are fewer than at this same point last year. However, the revenue from this year's permits is much higher. There have been 23 new housing units and 7 housing units removed (with a net gain of 16 units so far for the year).

FEMA has contacted the town to adopt their new floodplain maps. This will not need to go to Town Meeting and only requires Selectboard approval.

VIII. REVIEW MEETING MINUTES: October 11, 2023 & October 25, 2023**A. October 11, 2023**

Mr. Rich MOVED to approve the October 11, 2023 Minutes presented in the October 25, 2023 agenda packet as presented.

Seconded by Mr. Jennings

**** The Vote on the MOTION was approved (5-0-2).***

Roll Call Vote:

Dan Kiley (Vice-Chair), Linda Jones, Erik Russell (Selectboard Representative), Tim Jennings (Secretary), Brad Rich **all voting Yea.**

None voted Nay.

David Fracht (Chair), Phil Vermeer **Abstained.**

B. October 25, 2023

Ms. Jones MOVED to approve the October 25, 2023 Minutes presented in the November 15, 2023 agenda packet as amended.

Seconded by Mr. Rich

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

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Phil Vermeer, Tim Jennings (Secretary), Brad Rich **all voting Yea.**

None voted Nay.

Erik Russell (Selectboard Representative) **Abstained.**

Amendments:

Line 44 – remove “ ‘1”

IX. NEW BUSINESS:

A. Parking Regulations

The board previously discussed amending the parking ordinance for Town Meeting 2024.

Mr. Jennings compiled all sections of the Zoning Ordinance that include references to parking.

Members agreed to review the regulations as they have been compiled to discuss at the next meeting.

X. CONTINUING BUSINESS

A. Zoning Ordinance Re-Write Project Update

Members were previously informed via email that the consultant, PlaceSense LLC, had decided to leave the project.

Since that update, Mr. Taylor put out the word that the town was looking for a consultant to help with this time-sensitive project. One option was to have a former director of the Upper Valley Lake Sunapee Planning Commission work alongside current planning members of that organization. The other possibility was to work with a consultant, Resilience Plannings & Design LLC, along with a separate consultant with zoning expertise. Resilience had been a finalist in the search for the Master Plan’s consultant. Chair Fracht, Mr. Taylor, and Mr. Rich had a very productive meeting via Zoom with Resilience and the zoning consultant this morning. Several members agreed that based on their interactions during the Master Plan consultant search, they were very impressed with Resilience. Resilience is also partnered with the CAI mapping company and has access to the town’s maps there. The consultants have lengthy

portfolios with similar work in many New Hampshire towns. The consultants are also interested in potential Mater Plan work and suggested coupling zoning and master planning work during community outreach opportunities.

Discussions are underway with Resilience and are anticipated to be put on the Selectboard agenda for Monday's meeting (November 20, 2023). They are already on the NH Housing Opportunity Program (HOP) Grant list's approved list. Mr. Taylor has a meeting tomorrow to provide an update on the HOP Grant progress and situation.

Members agreed with this plan of action. Mr. Russell said that having a clear schedule for the Master Plan alongside the Zoning Rewrite will be very important.

Chair Fracht MOVED to pass a resolution that the board wishes to hire Resilience Planning & Design LLC to do the Housing Opportunity Program (HOP) Grant Town of Enfield Zoning Re-Write and to work on the next five chapters of the town's Master Plan.

Seconded by Mr. Jennings

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

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Erik Russell (Selectboard Representative), Phil Vermeer, Tim Jennings (Secretary), Brad Rich **all voting Yea.**

None voted Nay.

None Abstained.

B. 10,000 ft View Ideas for Zoning Re-Write – Districts and Their Uses

Mr. Taylor shared a document of early thoughts on problems with the Zoning Ordinance.

Mr. Taylor shared that the City of Lebanon is now doing something called Pattern Zoning, thanks to a grant they received. They have identified areas with potential and hired engineers to put together an entire development based on the existing structures. The incentive is that a developer can come in and get a building permit. Mr. Jennings said that he felt the board was unlikely to obtain more resources and that the board should be cautious about any plans that could impact resources.

Mr. Jennings suggested considering an ordinance to clarify design requirements for ADUs and other small-space housing units that help keep the character of neighborhoods and not diminish neighboring property values. Ms. Jones suggested 'design guidelines' as a common term for this. Ms. Jones said that guidelines are not mandatory but help provide direction in many cases. Mr. Taylor shared that Plainfield has a regulation or detached ADUs that must complement the main structure's design.

There is a current trend in zoning and planning for a “light touch.” This generally focuses on utilizing existing structures, such as for ADUs, where it is not easy to tell when homes have an ADU. Members agreed the “light touch” zoning is a primary goal for the project.

Members agreed that public outreach for zoning regulations would be vital to determining certain requirements (for example, the 35’ maximum height requirement).

Members discussed different zoning density applications and how they relate to the “rural character” that many community members identified as important in the Master Plan. Mr. Gotthardt suggested members look into the Rural by Design: Planning for Town and Country (Arendt, Randall).

Members agreed it would be helpful to have community input from developers to determine how to build in zoning requirements that achieve rural character and are attractive for development.

C. Rules of Procedure Discussion

Members agreed that changes had concluded at the last meeting review of this document.

Mr. Taylor provided copies for members.

Members will review the final document and come prepared to sign off on it at the next meeting.

XI OLD BUSINESS:

None.

XII. NEXT MEETING: November 29, 2023

XIII. ADJOURNMENT:

Chair Fracht MOVED to adjourn the meeting at 8:20.

Seconded by Ms. Jones

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

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Erik Russell (Selectboard Representative), Phil Vermeer (Secretary), Tim Jennings, Brad Rich **all voting Yea.**

None voted Nay.

None Abstained.