

EXETER PLANNING BOARD

MINUTES

MAY 27, 2010

Chairwoman Kathy Corson called the meeting to order at 7:00 PM in the Nowak Room on the above date.

PRESENT: Chairwoman Kathy Corson, Vice Chairman Ken Knowles, Clerk Lang Plumer, Selectmen's Representative Bill Campbell, Members: Carol Sideris and Katherine Woolhouse, Alternate Member Gwen English, Town Planner Sylvia von Aulock and Deputy Code Enforcement Officer Barbara McEvoy.

Selectmen Campbell brought to the Board's attention that Mr. Plumer was now an alternate member of the Board and it was necessary to fill his 'regular' member seat. Acting Chairwoman Corson briefly reviewed the current list of alternate members; Ms. von Aulock noted that both Drs. Derby and Zwaan had previously expressed their desire to remain as alternates, therefore leaving Ms. English as the only other alternate eligible for being elevated to a 'regular' member should she choose to do so. Ms. English accepted. Selectmen Campbell noted that he would request that the appointment be placed on the Board of Selectmen's next agenda. It was noted that all board members in attendance would be voting.

Chairwoman Corson announced that the application of Tuck Realty Corp. (a/k/a Linden Commons subdivision), PB Case #2711, had been postponed until the Board's June 3rd meeting.

NEW BUSINESS: PUBLIC HEARINGS

"GREENHOUSE GAS EMISSIONS" GRANT PROPOSAL - Christine Szostak

A public hearing to present a grant proposal being submitted on behalf of the Town of Exeter to the New Hampshire Public Utilities Commission (PUC) to reduce Greenhouse Gas Emissions through a program targeting the affordable housing sector of Exeter. There are no matching funds required for this grant.

Ms. Christine Szostak, Planning & Building Department Secretary, addressed the Board and presented a grant proposal being submitted on behalf of the Town to the Public Utilities Commission in conjunction with the Greenhouse Gas Emissions Reduction Fund (GHGERF) for a requested \$1,650,000.00 in program funding. She indicated that the program focus was to reduce Greenhouse Gas Emissions by implementing a "back to basics" program for the replacement of three-hundred (300) 20 year old or older heating systems. She also noted that all of the fundamentals of the project would be handled in house with the exception of the actual installations. Ms. Szostak continued and reviewed the informational outline provided to the Board (attached below).

Board discussion ensued with some general questions about when the grant application was due and what the basis was for the requested fund amount and/or number of units proposed for replacement.

There being no further questions, Chairwoman Corson opened the hearing for public comment.

Mr. Don Woodward, a resident of the Exeter River Co-Operative Mobile Home Park, spoke in favor of the grant proposal. He noted that a visual example of 6,000 tons would be equal to sixty freight train cars being pulled by two engines.

Ms. Julie Gilman also spoke in support of the proposal, she extended 'kudos' to Ms. Szostak on her presentation and promoted the New England Carbon Challenge, noting that more information could be found on the town's website.

Ms. Lynn Booth approached the microphone and requested permission to address the Board, noting that she was a resident of Raymond, NH. She indicated that she was employed by the Community Loan Fund in Concord and worked specifically in the manufactured housing industry. She stressed the importance of the duct work for these heating systems being maintained properly. She also noted that she resided in a manufactured home and has had plenty of experience.

Mr. Campbell moved to support the grant proposal and to authorize Chairwoman Corson to execute a letter of support as requested; seconded by Mr. Plumer. VOTE: Unanimous.

THE EXETER 6,000 TON GREENHOUSE GAS EMISSIONS REDUCTION PROGRAM

1. General Grant Information:

- a) The Town of Exeter is submitting a grant proposal to the NH Public Utilities Commission, in conjunction with the Greenhouse Gas Emissions Reduction Fund and requesting **\$1,650,000.00** in program funding.
- b) This proposal falls within Category III of the Request for proposals. The Category description is as follows: "Programs that will improve energy efficiency and reduce GHG Emissions in the affordable housing sector".

2. Background:

- a) The program focus will be to reduce Greenhouse Gas Emissions by replacing three-hundred, twenty-year-old or older heating systems in Exeter mobile homes. Exeter has the third highest population of mobile homes in the State of New Hampshire with 1,018 total units. (783 are over twenty years old).
- b) The proposal had been developed using information gathered through the use of the NH Carbon Challenge, hours of general internet research and through numerous consultations with Town staff and state agency representatives.

3. Project Scope: The program will include two parts.

PART ONE will be a volunteer outreach program which includes three distinct parts:

- a) Educating homeowners about Greenhouse Gas Emissions and the NH Carbon Challenge and gathering data regarding homeowner eligibility for heating system replacement.
- b) Informing Exeter homeowners to contact their tax advisors regarding Federal Tax Incentives for energy efficiency retrofitting.
- c) Informing the unemployed in Exeter about possible new employment opportunities that may develop due to the recently passed Home Star Energy Retrofit Act.

PART TWO will be the actual heating system replacement portion of the program.

- a) A request for qualifications (RFQ) will be issued to obtain a list of qualified heating system installers who will then be contracted to complete a portion of the installations.
- b) A "lottery" (with addresses being pulled out of a hat, *for example*) will be held to determine which three-hundred, eligible Exeter mobile home households (must have twenty-year-old or older heating systems) will receive the new, Energy Star rated heating systems.
- c) Administration of the grant will be completed by Town of Exeter personnel.

4. Program Highlights:

- a) 6,000 TONS of Greenhouse Gas Emissions will be reduced in Exeter in ten years.
- b) Licensed heating system installation contractors will gain jobs. Local installers are encouraged to participate.
- c) Homeowners receiving the new heating systems could save approx. \$300.00 - \$500.00 per year for ten years. (Assuming Energy Star rated heat systems work at peak performance for 10 years).
- d) The Exeter community, as a whole, will benefit by reducing the strain on the local electrical grid. It will also benefit by helping to reduce harmful carbon dioxide emissions, whereas these emissions are a contributor to global warming and negative environmental consequences.
- e) The program could continue for a second year with additional heating systems being replaced.

The program could be adopted and/or revised for use within other NH towns to assist with the State of New Hampshire Greenhouse Gas Emissions Reduction commitment.

PUBLIC HEARING: MASTER PLAN CHAPTERS

A continued public hearing on the proposed updates of the following chapters of the Town's Master Plan: Historic & Cultural Resources, Transportation and Housing. Copies of the proposed documents are available at the Planning Department Office.

Chairwoman Corson indicated that this was the second public hearing on the proposed chapters; she noted that a third public hearing would be held to assure that the public had adequate time to comment. Ms. von Aulock acknowledged that there were some folks in the audience who wished to address the Historic & Cultural chapter; she suggested that the Board begin with that chapter.

Mr. Campbell inquired as to how much the Board wished to update the chapters seeing they had been in the works for a while, or if it made more sense to just get the document (as a whole) completed, and then start the process to update the entire document. Ms. von Aulock stated that extensive work had gone into the Transportation and Housing chapters with the assistance of the Rockingham Planning Commission (RPC). She indicated that she had not worked on the Historic & Cultural chapter, although it was her understanding that the Historic District Commission (HDC) and Heritage Commission (HC) were interested in reviewing the draft chapter. Chairwoman Corson also noted that funds for the next round of the Master Plan update were being proposed as part of the Capital Improvements Program (CIP) for this year.

Ms. von Aulock indicated that a summary of all the recommendations would be added to the document. She stated that the update of the Master Plan would continue regardless of whether it makes the CIP ratings or not. She suggested that the Historic & Cultural chapter could be sent out to the HDC and HD members for review with a request that any recommendations/changes, etc. be submitted to the Planning office by the end of June in order to be placed on the Board's July 8th agenda for public hearing.

Selectwoman/HDC Chair Julie Gilman addressed the Board and suggested that the Historic & Cultural chapter should recognize the adoption of the High Street Historic District in 2006, the adoption of the Demolition Review Ordinance (Article 5.3.5) in 2009, the establishment of the Heritage Commission in 2006 and the Town's recently acquired recognition as a Certified Local Government.

Board discussion ensued with the thought that the document (as a whole) and the Historic & Cultural Resources chapter did not need to be reviewed, but only updated to include those accomplishments made subsequent to the drafting of the chapter(s) and the inclusion of the summary of recommendations as Ms. von Aulock spoke of earlier. Chairwoman Corson indicated that the Housing and Transportation chapters were completed and ready for adoption. It was agreed that Ms. von Aulock would work with Ms. Gilman, Mr. Campbell and Ms. English to complete the updating of the remaining chapters, as necessary, and finalize the Historic & Cultural Resources chapter for further discussion at the Board's July 8th meeting.

Mr. Plumer moved to adopt the Housing and Transportation chapters, as presented (at the 5/13/10 PB meeting); Mr. Campbell seconded the motion. VOTE: Unanimous.

PUBLIC HEARING: SITE PLAN REVIEW & SUBDIVISION REGULATIONS

A public hearing on proposed amendments to the Board's Site Plan Review and Subdivision Regulations. Copies of the proposed revisions are available in the Planning Department office.

Ms. von Aulock referred the Board to the "Summary of Draft Site and Subdivision Regulation Changes" memo mailed out in their meeting packets. She indicated that although the list included numerous proposed changes being worked on, she was prepared to address three of those changes this evening, including Wetland Buffers (Sections 5.34 and 9.9), Streets (Section 9.17) and Definition of "Subdivision" (Section 5.33).

Section 9.17 – Streets

Ms. von Aulock provided a short introduction to the history initiating this change for the audience and viewers at home, noting that most recently the Board had reviewed several small subdivisions where the

developer had proposed a reduced road width. She noted that the proposed changes outlined in this section were the result of discussions involving the Public Works Department, Fire Department, Building Inspector Doug Eastman, PB Representative Ken Knowles and herself. She indicated that a new section was being proposed entitled 9.17.10 Roadway Parameters.

Mr. Knowles questioned why a 50' ROW was being required for all roads. Ms. von Aulock responded that it was a request of the DPW; she offered to discuss the issue again with them if the Board so wished.

After review by the Board, there were several minor revisions to the draft. It was noted that a second public hearing would be required prior to formal action being taken on the amendment.

Section 5.34 - Definition of Wetlands and Section 9.9. Wetlands

It was explained that the proposed changes to Section 9.9.2 were basically to make this section consistent with the new Wetland Conservation Overlay District (WCOD) regulations adopted in March 2010 (Section 9.1 of the Exeter Zoning Ordinance).

There was discussion relative to the proposed setback distances for the various categories for 'parking' and the consideration that the setback should also be applicable to roadways. It was suggested that reference to 'roadway' be added to either the column heading and read as follows: "Parking and/or Roadway Setback" or be addressed as note (2) following the proposed chart format.

Mr. Knowles also suggested that there should be proposed language to define the revegetation of disturbed areas for temporary impacts. It was agreed that he would provide some proposed language to Ms. von Aulock for review.

Ms. von Aulock continued and reviewed a new section, 9.9.3, entitled Wetland Waiver Guidelines.

Section 5.33 – Definition of "Subdivision"

Ms. von Aulock stated that the proposed change was to delete the reference to "condominium conveyance" in the definition. She explained that historically the Town has not conducted any site plan review of units being converted from rental/leased units to condominium ownership, unless it involved the subdivision of the property (land area dedicated to each unit). She noted that the Town does not receive any notification from the State Attorney General's office for such applications, although condominium documents and site plans are recorded at the Registry of Deeds. Ms. von Aulock indicated that she had consulted with Town Counsel regarding this issue and it had been recommended that the reference to "condominium conveyance" be removed from the definition to be consistent with our standard procedure.

There being no further discussion on the proposed changes, Acting Chairwoman Corson asked if there was any public testimony.

Ms. Julie Gilman addressed the Board and inquired about the proposed change to Section 5.33. She asked if this issue would be addressed in any other regulations, or at all. Ms. von Aulock explained that a change in the form of ownership of a property was not a concern, although a proposed change in the number of units in a building would be an issue addressed by the Zoning Board of Adjustment (ZBA). She indicated that a second public hearing could be scheduled for the proposed change to Section 5.33 for the June 3rd meeting, and the other changes could be addressed at the Board's June 17th or July 8th meeting.

Mr. Knowles inquired about possibly deleting the language in Section 9.5.1.4 relative to the requirement for "no grading within five feet (5') of any exterior property line" as the Board has justified waiving it in numerous cases. Ms. von Aulock noted that she uses the regulation quite frequently in negotiation with developers and would not recommend removing it. As an example, she recalled for the Board the steep slopes along the roadway of the Farmington Estates subdivision on Kingston Road.

OTHER BUSINESS

APPROVAL OF MINUTES: April 22 and May 13, 2010.

Mr. Campbell moved to approve the minutes of April 22, 2010, as presented; second by Mr. Plumer. VOTE: Unanimous. Ms. English abstained.

Mr. Knowles moved to approve the minutes of May 13, 2010, as presented; second by Mr. Plumer. VOTE: Unanimous. Ms. Sideris and Mr. Campbell abstained.

TOWN PLANNER ITEMS - None

REPORTS ON "OTHER COMMITTEE" ACTIVITY

Chairwoman Corson noted that the CIP subcommittee had met twice. She commented that some extra things were being introduced this year to enhance the process.

CHAIRMAN'S ITEMS

There being no further business before the Board, *Mr. Campbell moved to adjourn; second by Mr. Plumer. VOTE: Unanimous. The meeting was adjourned at 8:55 P.M.*

Respectfully submitted,

Barbara S. McEvoy
Deputy Code Enforcement Officer
Planning & Building Department

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