

These minutes are subject to possible corrections/revision at a subsequent Exeter
Planning Board Meeting

Exeter Planning Board

Draft Minutes

September 11, 2014

1. Chairwoman Kelly Bergeron called the meeting to order at 7:03 pm in the Nowak Room of the Exeter Town Offices on the above date.
2. BOARD MEMBERS PRESENT: Katherine Woolhouse, Kelly Bergeron (Vice Chairperson), Don Clement (BOS Rep), Kathy Corson, Gwen English and Aaron Brown. STAFF PRESENT: Sylvia von Aulock (Town Planner), Russell Dean (Town Manager), Darren Winham (Economic Director) and Sarah McGraw (Recording Secretary).

3. OTHER BUSINESS: Ms. Bergeron moved case # 21202 to the top of the minutes.

*Mr. Clement motioned to open case # 21202 second by Ms. Woolhouse. **VOTE:** Unanimous*

Mr. Rob McGregor director of the proposed YMCA presented on the request for extension of the conditional approval (9/13/14 expiration).

*Ms. Corson moved to grant the extension for case # 21202, second by Ms. Woolhouse. **VOTE:** Unanimous*

Mr. Clement moved to open the second public hearing on the 2015 Capital Improvements Program (CIP) projects as presented by the Town Departments. Copies of the proposed documents are available at the Planning Department Office, second by Ms. Woolhouse.

Ms. von Aulock talked about the Kingston Road bike improvements. There are grant-matching funds of \$150,000. The project would go from Pickpocket Road to West Side Drive.

Mr. Clement noted a page was missing from the packet (D1). He said the next step was to send the CIP to the Board of Selectman.

Mr. Brown commented that other towns are working to improve the downtown area.

Mr. Clement said Bill Campbell had spoke on that topic at a previous meeting as well.

*Mr. Brown motioned to send the CIP Budget to the Board of Selectman, second by Ms. Woolhouse. Abstentions by Ms. Corson and Ms. English. **VOTE:** Unanimous*

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*Approval of Minutes: Ms. Woolhouse moved to approve the minutes from August 14, 2014, second by Mr. Clement. **VOTE: Unanimous***

*Ms. Corson motioned to approve the minutes from August 28, 2014, second by Ms. Woolhouse. **VOTE: Unanimous***

The minutes from June 5, June 26 and July 10, 2014 will be distributed at the next Planning Board meeting for approval.

TOWN PLANNER ITEMS: None

PLANNING BOARD REPRESENTATIVES REPORT ON " OTHER COMMITTEE" ACTIVITY:

Ms. Corson said they had the first meeting of the Economic Development Commission with Darren Winham the new director. There is a meet and greet on Tuesday September 30th, from 5-7 pm at the Old Town Hall. There are four committees: Downtown Revitalization, Master Plan Strategic Plan-Economic Development Chapter, Potential Town Project Town Input, and Economic Development Tools-State and Federal level.

Ms. Corson also talked about the Form Based Code Committee. There was talk about direction with the Planning Board, how to attract business, and looking at lots with less regulations. Mr. Clement asked who was on the committee. Ms. Corson gave a list of all members. Ms. Corson said they meet once sometimes two times per month. Mr. Clement suggested bringing the Committee to a higher level than a subcommittee. Ms. Corson said the Committee was discussing whether to continue or not and that the Committee was not created to totally change zoning.

Ms. English talked about the Rockingham Planning Commission meeting. They discussed the master plan and Ms. English asked if Exeter had a natural hazards section in the master plan. Ms. von Aulock said there are areas in the master plan that discuss natural hazards such as in conservation, preservation and talk about climate change.

Ms. Bergeron discussed the Heritage Commission. The Franklin Street area was completed and it was found some houses are not historical. There was talk about more public presentations and educational outreach. The Commission also discussed the dam removal project mitigation and Winter Street Cemetery. The cemetery needs maintenance and perhaps in the form of a favor to the Town. The cemetery could also be designated on the National and State historic registers.

Ms. Bergeron said the Planning Board was now entering a work session to discuss zoning, subdivision and site plan review regulations, but would remain public.

Mr. Clement asked to start with recommendations about site plan regulations. Ms. Bergeron clarified to describe any cumbersome processes to be changed or eliminated. Mr. Clement commented in regard to site plans to make them more conducive to businesses. Mr. Clement said for example the Epping Road Corridor regulations should be eliminated and started from scratch. He went on to say the architectural designs were too detailed. Mr. Clement would also like to see the TRC (Technical Review Committee) notes at Planning Board meetings. Ms. Corson said the architectural designs do not have much to them and are there to make sure buildings are not built as big nondescript structures.

Ms. English discussed signage regulations and dark sky friendly lighting. She said other towns have overlay districts for environmentally sensitive areas.

Mr. Clement said there was a natural resource inventory completed with maps to accompany the documents. Ms English noted the housing chapter and in the future making new buildings with environmentally friendly materials with an example to retrofit all buildings to make solar possible. Ms. English also commented to make prime wetlands buffers broadened. Mr. Clement commented that this would make it more difficult for development.

Mr. Knowles took over as chair at 8:05 pm.

Ms. Woolhouse noted the Board approves many waivers for the five-foot buffer on borders. Ms. Corson commented the buffer is there to alert property owners to the regulation and is important for the overall plan. Ms. Woolhouse asked how the Board could make pervious pavement easier to do for site plans. Mr. Knowles said they could revise the open space regulation to include pervious pavement as a way to creative incentives.

Ms. Corson suggested a point system for form -based code to encourage developers to make sustainable choices.

In the zoning section Ms. Corson said she would like to see the Conditional Use Permit streamlined. Mr. Knowles said in Massachusetts, there are levels of permits where there is a request for determination and ask if a CUP applies. Mr. Knowles said if applicants already have a site plan then they need to notify abutters two times.

Ms. English asked if it is too cumbersome for homeowners to develop a site plan. Mr. Knowles said it depends.

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Mr. Clement asked if there were instances other than in wetlands for a CUP. Mr. Knowles said no there was not. Mr. Clement said they should review the wetlands overlay district.

Mr. Brown sited an example of a town that transfers development rights, which can be helpful to commercial zones, leaving other parts of property in their natural state.

Mr. Knowles brought up the TRC peer review and anything that any department had commented on should be the seen by the Board.

Mr. Clement said the Board should deny an application until all requirements are met. He also said that all members should know the Planning Board handbook.

Ms. Bergeron said they should avoid a rushed process.

Ms. Corson said it was confusing to read TRC comments.

Other members of the board said seeing the TRC notes would be important in the decision making process.

Ms. von Aulock said there is not always hand written notes. Ms. Bergeron suggested scanning and email any notes taken. Ms. von Aulock also said that a TRC occurs before a case is opened, this allows for 90 days to start after the rough details are flushed. Ms. von Aulock agreed to forwarding notes.

PUBLIC COMMENT: None

Mr. Windham spoke about creating a document with comments from builders.

Mr. Dean said hearing from people with questions is a possible process and important to the success of processes.

Mr. Knowles said if the Town thinks that the regulations are too strict than the Board has the ability to work within the regulations to change the design.

*Ms. Bergeron moved to adjourn the meeting, second by Mr. Clement. **VOTE Unanimous***

The meeting was adjourned at 9: 32 pm

Respectfully Submitted,

Sarah McGraw