

**TOWN OF EXETER  
PLANNING BOARD  
December 17, 2020  
VIRTUAL MEETING  
DRAFT MINUTES**

**Zoom ID: 8868835 1368**

**Phone: 1 646 558 8656**

**I. PRELIMINARIES:**

**BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Vice-Chair Brown (@7:17 PM), Pete Cameron, Clerk, Jennifer Martel, Molly Cowan, Select Board Representative, Nancy Belanger, Alternate, Robin Tyner, Alternate, Mark Dettore, Alternate and Pete Steckler, Alternate (@7:15 PM).

**STAFF PRESENT:** Town Planner Dave Sharples

**II. CALL TO ORDER:** Chair Plumer called the meeting to order at 7:03 PM and noted Alternates Nancy Belanger, Robin Tyner and Mark Dettore are active. Chair Plumer read out loud the meeting preamble which indicated that an emergency exists and the provisions of RSA 91-A:2 III (b) are being invoked. As federal, state and local officials have determined gatherings of ten or more people pose a substantial risk to the community and the meeting imperative to the continued operation of Town and government and services which are vital to public, health, safety and confidence. This meeting will be conducted without a quorum physically present in the same location and welcome members of the public accessing the meeting remotely.

**III. OLD BUSINESS**

**APPROVAL OF MINUTES**

December 3, 2020 – Tabled

*Mr. Cameron motioned to table approval of the December 3, 2020 meeting minutes. Ms. Belanger seconded the motion. A roll call vote was taken Cameron – aye, Cowan – aye, Tyner – aye, Belanger – aye, Martel – aye, Dettore – aye and Plumer – aye. The motion passed 7-0-0.*

**IV. NEW BUSINESS**

**PUBLIC HEARINGS**

1. The application of NH Industrial Properties, LLC for a minor subdivision of the existing 1.14-acre parcel located at 47 Hampton Road to create one new residential lot. The subject property is located in the R-2, Single Family Residential zoning district.

41 Tax Map Parcel #87-17

42 Case #20-17

43

44 Chair Plumer read the Public Hearing Notice out loud.

45

46 Vice-Chair Brown recused himself.

47

48 Mr. Sharples indicated the application was complete and ready for review.

49

50 **Mr. Cameron motioned to accept the application of NH Industrial Properties, LLC (PB Case #20-17) as**

51 **complete. Ms. Tyner seconded the motion. A roll call vote was taken Cameron – aye, Cowan – aye,**

52 **Tyner – aye, Belanger – aye, Martel – aye, Dettore – aye and Plumer – aye. The motion passed 7-0-0.**

53

54 Mr. Sharples indicated the applicant submitted a minor subdivision plan. There was no Technical  
55 Review Committee review, but it was reviewed by the Code Enforcement Officer Doug Eastman and  
56 found to be in compliance with the dimensional requirements outlined in the zoning regulations. DPW  
57 had no comments. ZBA granted a variance for the expansion of a non-conforming use to permit the  
58 operation of a mechanical business supplying field services for municipal water and waste water pumping  
59 systems at this location with work to be performed at the customer's location. The regulations require  
60 drainage analysis. The applicant submitted a waiver request seeking relief from the requirement to  
61 provide storm water analysis and design standards outlined in Section 9.3. A stone trench and  
62 perimeter will be installed. Mr. Sharples indicated Henry Boyd provided a letter relative to the waiver  
63 request.

64

65 Matt Steinel presented the plan for the proposed lot layout of .38 acres for a single-family residential  
66 structure. There would be concrete pads and a stone area on site with grading around dwelling and  
67 garage.

68

69 Ms. Tyner asked if there was anything used in the garage that would hurt the soil and Mr. Steinel  
70 indicated he was not sure, but it would be in the report.

71

72 Ms. Tyner asked if there was a soil test requirement and Mr. Steinel noted the contractors will report  
73 and clean up if unsuitable materials are found.

74

75 Mr. Steinel indicated the waiver would not be detrimental as a single-family residence which fits the  
76 neighborhood. The property is unique due to the combination of past disturbance and minimal  
77 proposed lot. The spirit is observed in that the intent is to prevent water issues to neighboring  
78 properties and no impervious surface is proposed. Mr. Sharples noted the request does not vary the  
79 zoning ordinance or Master Plan.

80

81 **Ms. Belanger moved that after reviewing the criteria for granting waivers that the request of NH**

82 **Industrial Properties, LLC (PB Case #20-17) for a waiver from the requirement to provide Stormwater**

83 **Analysis/Design Standards information be approved. Ms. Martel seconded the motion. A roll call**

84 **vote was taken Cameron – aye, Cowan – aye, Tyner – aye, Belanger – aye, Martel – aye, Dettore – aye**  
85 **and Plumer – aye. The motion passed 7-0-0.**

86

87 Mr. Sharples indicated there are two standard Conditions of Approval:

88

- 89 1. An electronic As-Built Plan of the entire property with details acceptable to the Town shall be provided  
90 prior to the issuance of a Certificate of Occupancy (C/O). This plan must be in a dwg or dxf file format  
91 and in NAD 1983 State Plane New Hampshire FIPS 2800 Feet coordinates;
- 92 2. All monumentation shall be set in accordance with Section 9.25 of the Site Plan Review and  
93 Subdivision Regulations prior to the issuance of a Certificate of Occupancy;

94

95 **Ms. Belanger moved that the request of N.H. Industrial Properties, LLC (PB Case #20-17) for Minor**  
96 **Subdivision approval be approved with the conditions stated by Town Planner Dave Sharples. Ms.**  
97 **Tyner seconded the motion. A roll call vote was taken Cameron – aye, Cowan – aye, Tyner – aye,**  
98 **Belanger – aye, Martel – aye, Dettore – aye and Plumer – aye. The motion passed 7-0-0.**

99

## 100 **V. OTHER BUSINESS**

101

102 Proposed update to Recreational and Public-School Impact Fees

103

104 Mr. Sharples reported that he hired Bruce Mayberry to examine the impact fees that haven't been  
105 updated since 2003. Mr. Mayberry will be looking at the ordinance and figuring out what the Town can  
106 be charging this year. The Planning Board will adopt the impact fees and the Select Board will accept  
107 them. The recommended endorsement of lowest amount option for impact fees.

108

109 Bruce Mayberry explained the current fees are based on 2003 methods. Components include  
110 proportionate demand, capital cost and adjustments. Options include NH DOE cost limits, Option A is  
111 the most conservative. The average increase is about 2.5% to 3.1% per year, compared to median price  
112 percentages, recommended fee slightly more updated. Public space can't be included in fees. The  
113 standard is \$ per thousand rather than facilities per thousand. B is to add CIP projects and C is to add  
114 notes \$4.5 million.

115

116 Mr. Steckler asked if Option A would become out of date quickly and if there is an option for 2030 if the  
117 Town doesn't update again for another ten years, looking at 2025 population and Mr. Mayberry  
118 indicated choosing capital value is the trickiest part. Mr. Sharples noted updates should be done every  
119 five years. Mr. Mayberry noted updates can be just a review or a running average without  
120 overestimating what the population might be or how much is spent.

121

122 Mr. Steckler asked if there is any way to build a % increase into this so that next time won't be such a  
123 major step up and Mr. Mayberry noted that could be done for Recreation impact fees but not sure that  
124 makes sense for School impact fees as enrollment changes.

125

126 Ms. Tyner asked who pays fees and Mr. Sharples explained by statute they need to be collected at time  
127 of purchase by the buyer but generally the developer pays for it. Mr. Mayberry clarified that the fee is  
128 assessed to the property not the person. Charging a percentage of the selling price would not fit the  
129 statute. For ADUs there is a recommendation to charge per square feet. Mr. Sharples noted waivers  
130 shouldn't be given unless it can be proven that their impact is lessened, even with affordable housing.  
131 Vice-Chair Brown suggesting adding to the CIP because it comes to the Board annually. Mr. Sharples  
132 indicated the Board could do that. This report can be used to make more capital investments and adopt  
133 a fee without doing another analysis.

134

135 Ms. Belanger asked if there was a timeframe for use of the impact fees and Mr. Sharples noted it is six  
136 years and at the end of those six years the payer can seek a return of the difference if he sees it was not  
137 spent. A lot goes to debt service for schools. Recreation is always doing projects. It can be reviewed  
138 sooner than every five years.

139

140 Ms. Belanger asked if a Recreation project is on the CIP whether they have to wait for it to pass at Town  
141 Meeting in March for it to happen and Mr. Mayberry noted major expenditures may be a good reason  
142 to review fees again. Ms. Belanger noted it sometimes takes several years for an item to pass.

143

144 Mr. Sharples recommended having a public hearing for the next meeting.

145

146 Ordinance – Impact Fees

147

148 Mr. Sharples asked Mr. Mayberry to go through the ordinance and suggest minor changes. The  
149 collection process was changed to be consistent with State law. Another change is to age-restricted  
150 units which is not a waiver anymore. Mr. Sharples noted age restriction impact fees need to go to the  
151 voters. The public hearing would be January 14, 2021 before 7 PM.

152

153 Site Plan Regulations Amendment

154

155 Mr. Sharples noted the flood zone maps were updated and need to be adopted. The Select Board can  
156 update the flood plane which is just changing dates on the maps in the regulations and staying with base  
157 flood elevation.

158

159 Ms. Belanger recommended a 6:30 start time.

160

161 **VI. TOWN PLANNER'S ITEMS**

162 **VII. CHAIRPERSON'S ITEMS**

163 **VIII. PB REPRESENTATIVE'S REPORT ON "OTHER COMMITTEE ACTIVITY"**

164 **IX. ADJOURN**

165 ***Vice-Chair Brown motioned to adjourn the meeting. Mr. Cameron seconded the motion. A roll call***  
166 ***vote was taken Cameron – aye, Cowan – aye, Tyner – aye, Belanger – aye, Martel – aye, Dettore – aye***  
167 ***and Plumer – aye. The motion passed 7-0-0.***

168

169 The meeting adjourned at 8:26 PM.

170

171 Respectfully submitted,

172 Daniel Hoijer,

173 Recording Secretary