

1                                   **TOWN OF EXETER**  
2                                   **PLANNING BOARD**  
3                                   **NOWAK MEETING ROOM**  
4                                   **10 FRONT STREET**  
5                                   **JANUARY 11, 2024**  
6                                   **APPROVED MINUTES**  
7                                   **7:00 PM**

8   **I. PRELIMINARIES:**  
9

10 **BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Vice-Chair Aaron Brown, Gwen  
11 English, Pete Cameron, Clerk (remotely), Jennifer Martel (remotely), John Grueter, and Nancy Belanger  
12 Select Board Representative (remotely)  
13

14 **STAFF PRESENT:** Town Planner Dave Sharples  
15

16 **II. CALL TO ORDER:** Chair Plumer called the meeting to order at 7:00 PM and introduced the  
17 members.  
18

19 **III. OLD BUSINESS**  
20

21 **APPROVAL OF MINUTES**  
22

23 November 16, 2023, December 7, 2023 and December 28, 2023  
24

25 *Mr. Grueter motioned to table approval of the November 16, 2023, December 7, 2023 and December*  
26 *28, 2023 minutes. Vice-Chair Brown seconded the motion. A vote was taken, all were in favor, the*  
27 *motion passed 7-0-0.*  
28

29 **IV. NEW BUSINESS: PUBLIC HEARINGS**

30 Public hearing on the proposed zoning amendment(s) for 2024 Town Meeting warrant. ***Copies of the***  
31 ***full text of the proposed amendments are available in the Planning Office.***  
32

33 1. Amendment No. 1-24: Amend Article 4, District Regulations, Section 4.2, Schedule 1: Permitted Uses  
34 – Notes of the Exeter Zoning Ordinance regarding Residential Conversions and Accessory Dwelling Units.  
35

36 Chair Plumer opened the first public hearing at 7:10 PM.  
37

38 Mr. Sharples indicated the goal for the Town to grow within its capacity and consider transportation,  
39 natural resources, stormwater, drainage, water, and sewer. Mr. Sharples noted that after a long time  
40 without a DPW Director, Steve Cronin has just started in that position.  
41

42 Mr. Sharples presented the Schedule I Notes concerning the criteria set forth in Article 5, Section 5.2  
43 Special Exception for Conversions. He noted that language that has been struck through is being  
44 removed and language in red is being added.

45  
46 Ms. English asked why (c) and (d) were there to begin with. Mr. Sharples indicated he did not know why  
47 (c) and (d) were there.

48  
49 Mr. Sharples noted conversions allow up to four single-family units.

50  
51 Vice-Chair Brown questioned whether there should be a formula and Chair Plumer questioned whether  
52 there could be a waiver. Mr. Sharples noted five units would trigger a variance. Vice-Chair Brown noted  
53 five units is commercial where four are residential.

54  
55 Mr. Sharples explained that currently 30% of the minimum lot size per unit is required for the district so  
56 one example would be a lot size of 100,000 SF @ 30,000 SF for three units requires 90,000 SF.

57  
58 Vice-Chair Brown questioned how it would apply to an open space development. Mr. Sharples indicated  
59 the same rules would apply, however some HOAs would not allow it in their documents.

60  
61 Mr. Sharples noted that (a) off-street parking would be kept in the criteria and he recommended  
62 keeping the minimum lot size of 30% in (b). Vice-Chair Brown stated that he did not understand why (b)  
63 could not be 25%. Chair Plumer agreed.

64  
65 Mr. Grueter questioned whether a builder could go in and get four units, if (c) the requirement that the  
66 residence exists for a minimum of ten years) were removed completely and questioned whether it could  
67 be changed to one year.

68  
69 Mr. Sharples noted that a conversion is allowed by special exception with a public hearing before the  
70 ZBA, (that requirement is being removed) but abutters are notified, and the conversion must meet the  
71 criteria for conversions. He noted one unit must be owner occupied. Vice-Chair Brown questioned the  
72 enforcement mechanism which Mr. Sharples noted was complaint driven and there were mechanisms  
73 for enforcement such as large daily fines. He noted the HAC recommended one unit be owner occupied.  
74 Mr. Sharples noted that an addition of 400 SF would require Planning Board approval.

75  
76 Mr. Sharples noted that one to two units is a single-family with ADU whereas three to four units is a  
77 conversion. He noted that need for septic and potable water was discussed. Water needed to be  
78 available in the event of PFAS or other contamination and given the nitrogen administrative order  
79 municipal sewer is preferred. Ms. English requested that Mr. Sharples keep her informed about the  
80 PFAS. Mr. Sharples noted that the State is working on a voluntary ordinance for municipalities to adopt.

81  
82 Mr. Sharples noted that the requirement for the ZBA to have a public hearing for the special exception  
83 request for an ADU is removed and unnecessary. He noted that the language requiring conformance  
84 with dimensional requirements was removed, however the non-conformity can't be increased. He  
85 noted that the access through side or rear was removed.

86  
87 Mr. Sharples noted that ADUs are not allowed in manufactured housing. Vice-Chair Brown indicated if it  
88 were allowed in the zone, then the ADU should be appropriate.

89

90 Mr. Sharples noted that ADUs were limited to 900 SF but cannot be restricted to less than 750 SF. This  
91 would be changed to limit size to less than one half of the finished floor. One unit will remain owner-  
92 occupied and off-street parking required four spaces and he was not sure why so this will change to  
93 coincide with off-street parking schedules. He noted that ADUs cannot be converted to a condominium  
94 and must have adequate septic and water and requires an occupancy permit. He noted the special  
95 exception language was removed.

96

97 Mr. Sharples reviewed the four changes proposed to the draft presented tonight:

98

99 1. 30% to 25%

100 2. 10 years to 1 year

101 3. Manufactured housing if allowed by zoning district

102 4. Struck Special Exception language

103

104 Mr. Sharples read out loud a letter received from the Workforce Housing Coalition of the Greater  
105 Seacoast in support of the proposed zoning amendments for ADUs and Conversions noting the housing  
106 supply shortage and the value of removing the requirement for discretionary hearings for ADUs which  
107 many find intimidating. Mr. Taylor applauded the work done by the Housing Advisory Committee and  
108 Planning Board.

109

110 ***Vice-Chair Brown motioned to move the existing language to the second public hearing on January 25,***  
111 ***2024. Ms. English seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

112

113 Chair Plumer closed the first public hearing at 8:09 PM.

114

115 2. Amendment No 2-24: Amend Article 6.19 Mixed Use Neighborhood District of the Exeter Zoning  
116 Ordinance by expanding the provision to apply to the C-2, Highway Commercial District and amending  
117 some of the existing language.

118

119 Chair Plumer opened the second public hearing at 8:09 PM.

120

121 Mr. Sharples noted Nate Kelly of Horsely Whidden was present remotely. Mr. Sharples  
122 explained that the goal of the amendment is to expand MUND in the C-2 zoning district which is  
123 located on Portsmouth Avenue and a portion by Industrial Drive.

124

125 Mr. Sharples noted that the requirements are the commercial use be on the ground floor but  
126 amendments would allow residential use behind the commercial use. The Board discussed the  
127 height requirements in different districts with C-2, 35' and C3, 50' however height could be 50'  
128 by special exception in the other commercial district. Vice-Chair Brown noted that 50' is less  
129 restrictive where 35' only gets you another floor. Ms. English expressed concerns with what is  
130 around it and Mr. Cameron expressed concerns with a canyon effect. Mr. Sharples noted that  
131 none of the special exception criteria talks about height, but it cannot negatively impact other

132 properties. Mr. Kelly did not think there would be a real risk with a big right of way and a lot of  
133 space in Exeter.

134

135 ***Vice-Chair Brown motioned to change B4 from 35' to 50' in the C-2 District (plus four stories).***  
136 ***Mr. Grueter seconded the motion. A vote was taken, Ms. English was opposed. The motion***  
137 ***passed 6-1-0.***

138

139 Mr. Sharples reviewed the MUND setbacks from 0' to 25' which he noted could be extended  
140 without going to the ZBA. He noted that the number of affordable units were rounded up and  
141 he would like to see similar sized units. He noted that if the units meet Historic District  
142 regulations which are stringent, they should be allowed however there is no HDC in the C-2  
143 district. He noted the ground floor in the MUND is 11' minimum in the event there is a  
144 conversion back to commercial from residential the height will be available. Another change is  
145 the requirement for siding changed to "high quality manufactured siding." Ms. English asked if  
146 cement fiber is considered manufactured siding and Mr. Sharples indicated it was.

147

148 Mr. Sharples noted there was one change made by the Board to the draft presented:

149

150 1. change 35' to 50' in C2.

151

152 Chair Plumer closed the public hearing at 8:43 PM.

153

154 ***Vice-Chair Brown motioned to move the proposed language to the second public hearing on***  
155 ***January 25, 2024. Mr. Grueter seconded the motion. A vote was taken, all were in favor, the***  
156 ***motion passed 7-0-0.***

157

## 158 **V. OTHER BUSINESS**

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- 160 • Master Plan Discussion
- 161
- 162 • Field Modifications
- 163
- 164 • Bond and/or Letter of Credit Reductions and Release
- 165

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## 166 **VII. TOWN PLANNER'S ITEMS**

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## 167 **VIII. CHAIRPERSON'S ITEMS**

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## 168 **IX. PB REPRESENTATIVE'S REPORT ON "OTHER COMMITTEE ACTIVITY"**

169

170 **X. ADJOURN**

171 ***Vice-Chair Brown motioned to adjourn the meeting at 8:46 PM. Ms. Belanger seconded the***  
172 ***motion. A vote was taken, all were in favor, the motion passed unanimously.***

173 Respectfully submitted.

174 Daniel Hoijer,  
175 Recording Secretary

176 Via Exeter TV