



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709
www.exeternh.gov

LEGAL NOTICE EXETER PLANNING BOARD AGENDA

The Exeter Planning Board will meet on Thursday, February 8, 2024 at 7:00 P.M. in the Nowak Room of the Town Office Building located at 10 Front Street, Exeter, New Hampshire, to consider the following:

APPROVAL OF MINUTES: January 25, 2024

NEW BUSINESS: PUBLIC HEARINGS

The application of 81 Front Street LLC for a multi-family site plan review for the proposed conversion of the existing single-family residence at 81 Front Street into six (6) residential condominium units along with associated parking and site improvements. The subject property is located in the R-2, Single Family Residential zoning district. Tax Map Parcel # 72-195. PB Case #24-1.

OTHER BUSINESS

- Review acquisition of land at 4 Hampton Road & 8 Hampton Road, Tax Map Parcels #69-4 and #69-6, in accordance with NH RSA 41:14-a.
- Master Plan Discussion
- Land Use Regulations Review
- Field Modifications
- Bond and/or Letter of Credit Reductions and Releases

EXETER PLANNING BOARD

Langdon J. Plumer, Chairman

*Posted 01/26/24: Exeter Town Office and Town of Exeter website
Revised 02/05/24*

1 **TOWN OF EXETER**
2 **PLANNING BOARD**
3 **NOWAK MEETING ROOM**
4 **10 FRONT STREET**
5 **JANUARY 25, 2024**
6 **DRAFT MINUTES**
7 **7:00 PM**

8 **I. PRELIMINARIES:**
9

10 **BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Gwen English, Pete Cameron,
11 Clerk, Jennifer Martel (@7:20 PM), and Nancy Belanger Select Board Representative
12

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

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

18 **III. OLD BUSINESS**
19

20 **APPROVAL OF MINUTES**
21

22 November 16, 2023
23

24 Ms. Belanger recommended edits.
25

26 *Ms. Belanger motioned to approve the November 16, 2023 meeting minutes, as amended. Mr.*
27 *Cameron seconded the motion. A vote was taken, all were in favor, the motion passed 4-0-0.*
28

29 December 7, 2023
30

31 Ms. Belanger and Ms. English recommended edits.
32

33 *Ms. Belanger motioned to approve the December 7, 2023 meeting minutes, as amended. Ms. English*
34 *seconded the motion. A vote was taken, all were in favor, the motion passed 4-0-0.*
35

36 December 28, 2023
37

38 Ms. Cameron recommended an edit.
39

40 *Ms. Belanger motioned to approve the December 28, 2023 meeting minutes, as amended. Ms. English*
41 *seconded the motion. A vote was taken, all were in favor, the motion passed 4-0-0.*
42

43 January 11, 2024

44

45 Mr. Cameron recommended an edit.

46

47 **Mr. Cameron motioned to approve the January 11, 2024 meeting minutes, as amended. Ms. Belanger**
48 **seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

49

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

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

53

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

56

57 Chair Plumer opened the first public hearing at 7:26 PM.

58

59 Mr. Sharples reviewed the four changes made by the Board at the last meeting.

60

- 61 1. change of minimum lot size from 30% to 25%
- 62 2. 10 years ownership replaced with one year
- 63 3. Manufactured housing unless located in a zoning district that allows manufactured housing.
- 64 4. Struck Special Exception requirement for ADUs.

65

66 Chair Plumer recommended spelling out twenty-five percent.

67

68 Chair Plumer opened the hearing to comments from the public at 7:30 PM and being none closed the
69 hearing to public comment.

70

71 **Ms. Belanger motioned to move the zoning amendment forward to amend Article 4 District**
72 **Regulations, Section 4.2 Schedule I Notes of the Exeter Zoning Ordinance regarding residential**
73 **conversions and accessory dwelling units to the March 20, 2024 Warrant with the recommendation for**
74 **adoption. Mr. Cameron seconded the motion. A vote was taken, all were in favor, the motion passed**
75 **5-0-0.**

76

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

80

81 Chair Plumer opened the second public hearing at 7:31 PM.

82

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

84

- 85 1. to change 35' to 50' in C2.

86

87 Chair Plumer opened the hearing to the public for comments at 7:34 PM and being none closed
88 the hearing to public comments.

89
90 **Ms. Belanger motioned to forward the zoning amendment to amend Article 6.19 Mixed Used**
91 **Neighborhood District of the Exeter Zoning Ordinance by expanding the provision to apply to**
92 **the C-2 Highway Commercial District and amending some existing language, to the March 20,**
93 **2024 Warrant with a recommendation for adoption. Ms. English seconded the motion.**

94
95 Mr. Cameron asked for clarification on 50' or four stories and whether the structure could be
96 more than 50' to be four stories in height. Mr. Sharples recommended putting four stories in
97 parentheses as the intent is not to be "or."

98
99 **A vote was taken, Ms. English was opposed. The motion passed 4-1-0.**

100
101 **V. OTHER BUSINESS**

102
103 Mr. Cameron reported that Riverwoods will be coming in for site plan, and will merge their three lots
104 known as Ridge, Boulders and Woods into a single lot so the healthcare facility will be considered "on
105 site." He noted Ridge and Boulders were contiguous but Woods was not so they acquired neighboring
106 property.

107
108 Mr. Cameron noted there was an article in the Exeter newspaper a week ago Friday concerning the
109 traffic study. Mr. Sharples noted it won't be before the Planning Board but he has provided updates and
110 it will be presented to the Select Board on February 12th. He noted there were 400 survey responses
111 received and will be plenty of time for more input. Ms. Belanger noted the presentation is available on
112 Exeter TV and there were two presentations at Town Hall with question-and-answer period. Ms. Martel
113 asked if the consultants talked about funding sources and Mr. Sharples noted they have not as part of
114 the study itself but may in their final report.

- 115
- 116 • Master Plan Discussion
117 Mr. Sharples noted he was updating his analysis and will share it with the Board when it
118 is complete.
 - 119
 - 120 • Field Modifications
121 Mr. Sharples noted the new bank on Meeting Place needed to move some underground
122 structure, likely drainage, over because of ledge.
 - 123
 - 124 • Bond and/or Letter of Credit Reductions and Release
125 Mr. Sharples thanked Barb McEvoy for working on finding more balances to
126 return from UEI and Site Plan which were a couple of hundred dollars each.

127

128 **VII. TOWN PLANNER’S ITEMS**

129 **VIII. CHAIRPERSON’S ITEMS**

130 Chair Plumer expressed concern that the public did not attend the CIP in August or the public hearing to
131 amend the zoning ordinance, which are very important and where major decisions are heard and
132 explained.

133 Chair Plumer noted the next meeting is on February 8, 2024.

134 **IX. PB REPRESENTATIVE’S REPORT ON “OTHER COMMITTEE ACTIVITY”**

135 **X. ADJOURN**

136 *Ms. Belanger motioned to adjourn the meeting at 8:00 PM. Mr. Cameron seconded the*
137 *motion. A vote was taken, all were in favor, the motion passed unanimously.*

138 Respectfully submitted.

139 Daniel Hoijer,
140 Recording Secretary
141 Via Exeter TV



TOWN OF EXETER

Planning and Building Department

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

www.exeternh.gov

Date: February 2, 2024
To: Planning Board
From: Dave Sharples, Town Planner
Re: 81 Front Street LLC PB Case #24-1

The Applicant is seeking a multi-family site plan review for the redevelopment of the existing single-family structure located at 81 Front Street. The Applicant is proposing to convert the existing structure into six (6) residential condominiums along with associated parking and site improvements. The subject property is located in the R-2, Single Family Residential zoning district and is identified as Tax Map Parcel #72-195.

Attached please find an application, plans and supporting documents, dated 1/5/24, 1/18/24 and 2/1/24, for your review.

A Technical Review Committee meeting was held on 01/18/24 and a copy of the TRC comment letter is enclosed with the materials. There was no UEI review required for this application. We did receive an updated plan and response to the TRC comment letter and are still in the process of reviewing that information and I will provide an update at the meeting.

The Applicant has obtained a variance approval from Zoning Board of Adjustment for the proposed "multi-family" use in the R-2 zoning district for this project. A copy of the decision letter and minutes from the November 21, 2023 meeting are enclosed with the supporting documents. A site walk was conducted by the ZBA members (and public) prior to their meeting.

The Applicant is not requesting any waivers in conjunction with the application.

I will be prepared with suggested conditions of approval at the meeting in the event the board decides to act on the request.

Planning Board Motions:

Multi-Family Site Plan Motion: I move that the request of 81 Front Street LLC (PB Case #24-1) for Multi-Family Site Plan approval be APPROVED / APPROVED WITH THE FOLLOWING CONDITIONS / TABLED / DENIED.

Thank You.

Enclosures



TOWN OF EXETER, NH

APPLICATION FOR SITE PLAN REVIEW

OFFICE USE ONLY

THIS IS AN APPLICATION FOR:

- COMMERCIAL SITE PLAN REVIEW
- INDUSTRIAL SITE PLAN REVIEW
- MULTI-FAMILY SITE PLAN REVIEW
- MINOR SITE PLAN REVIEW
- INSTITUTIONAL/NON-PROFIT SPR

APPLICATION #

DATE RECEIVED

APPLICATION FEE

PLAN REVIEW FEE

ABUTTERS FEE

LEGAL NOTICE FEE

TOTAL FEES

INSPECTION FEE

INSPECTION COST

REFUND (IF ANY)

1. NAME OF LEGAL OWNER OF RECORD: 81 Front Street LLC
TELEPHONE: (603) 778-9999
ADDRESS: 41 Industrial Drive #20 Exeter, NH 03833
2. NAME OF APPLICANT: Hampshire Development Corp.
ADDRESS: 41 Industrial Drive #20 Exeter, NH 03833
TELEPHONE: 603 778-9999
3. RELATIONSHIP OF APPLICANT TO PROPERTY IF OTHER THAN OWNER: _____
Owner/General Contractor
(Written permission from Owner is required, please attach.)
4. DESCRIPTION OF PROPERTY: Existing 16,000 SF estate
ADDRESS: 81 Front Street Exeter, NH 03833
TAX MAP: 72 PARCEL #: 195 ZONING DISTRICT: R-2
AREA OF ENTIRE TRACT: 1.8 Acres PORTION BEING DEVELOPED: <5%



5. ESTIMATED TOTAL SITE DEVELOPMENT COST \$ \$200,000

6. EXPLANATION OF PROPOSAL: Conversion of existing structure to multi family as approved by the ZBA. Compartmentalization of existing estate into 6 residential units.

7. ARE MUNICIPAL SERVICES AVAILABLE? (YES/NO) YES - already on site

If yes, Water and Sewer Superintendent must grant written approval for connection.
If no, septic system must comply with W.S.P.C.C. requirements.

8. LIST ALL MAPS, PLANS AND OTHER ACCOMPANYING MATERIAL SUBMITTED WITH THIS APPLICATION:

<u>ITEM:</u>	<u>NUMBER OF COPIES</u>
A. <u>1987 Property Survey</u>	
B. <u>Existing Conditions Plan</u>	
C. <u>Proposed Demo & Addition Plan</u>	
D. <u>Parking Plan</u>	
E. <u>Proposed Unit Plan</u>	
F. _____	

9. ANY DEED RESTRICTIONS AND COVENANTS THAT APPLY OR ARE CONTEMPLATED (YES/NO) NO IF YES, ATTACH COPY.

10. NAME AND PROFESSION OF PERSON DESIGNING PLAN:

NAME: Millenium Engineering

ADDRESS: 13 Hampton Road Exeter, NH 03833

PROFESSION: Civil Engineer/Surveyor TELEPHONE: (603) 778-0528

11. LIST ALL IMPROVEMENTS AND UTILITIES TO BE INSTALLED:

Expansion of footprint as shown on attached plans (~1100 SF)



12. HAVE ANY SPECIAL EXCEPTIONS OR VARIANCES BEEN GRANTED BY THE ZONING BOARD OF ADJUSTMENT TO THIS PROPERTY PREVIOUSLY?

IF YES, DESCRIBE BELOW. (Please check with the Planning Department Office to verify)

YES; Variance granted by ZBA 11/21/23. Letter of approval attached.

13. WILL THE PROPOSED PROJECT INVOLVE DEMOLITION OF ANY EXISTING BUILDINGS OR APPURTENANCES? IF YES, DESCRIBE BELOW.

(Please note that any proposed demolition may require review by the Exeter Heritage Commission in accordance with Article 5, Section 5.3.5 of the Exeter Zoning Ordinance).

YES; Demolition of existing connector - see attached plan.

14. WILL THE PROPOSED PROJECT REQUIRE A “NOTICE OF INTENT TO EXCAVATE” (State of NH Form PA-38)? IF YES, DESCRIBE BELOW.

N/A

NOTICE: I CERTIFY THAT THIS APPLICATION AND THE ACCOMPANYING PLANS AND SUPPORTING INFORMATION HAVE BEEN PREPARED IN CONFORMANCE WITH ALL APPLICABLE REGULATIONS; INCLUDING BUT NOT LIMITED TO THE “SITE PLAN REVIEW AND SUBDIVISION REGULATIONS” AND THE ZONING ORDINANCE. FURTHERMORE, IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 15.2 OF THE “SITE PLAN REVIEW AND SUBDIVISION REGULATIONS”, I AGREE TO PAY ALL COSTS ASSOCIATED WITH THE REVIEW OF THIS APPLICATION.

DATE 12/22/23 OWNER’S SIGNATURE  

ACCORDING TO RSA 676.4.I (c), THE PLANNING BOARD MUST DETERMINE WHETHER THE APPLICATION IS COMPLETE WITHIN 30 DAYS OF SUBMISSION. THE PLANNING BOARD MUST ACT TO APPROVE, CONDITIONALLY APPROVE, OR DENY AN APPLICATION WITHIN SIXTY FIVE (65) DAYS OF ITS ACCEPTANCE BY THE BOARD AS A COMPLETE APPLICATION. A SEPARATE FORM ALLOWING AN EXTENSION OR WAIVER TO THIS REQUIREMENT MAY BE SUBMITTED BY THE APPLICANT.



ABUTTERS: PLEASE LIST ALL PERSONS WHOSE PROPERTY IS LOCATED IN NEW HAMPSHIRE AND ADJOINS OR IS DIRECTLY ACROSS THE STREET OR STREAM FROM THE LAND UNDER CONSIDERATION BY THE BOARD. THIS LIST SHALL BE COMPILED FROM THE EXETER TAX ASSESSOR'S RECORDS.

TAX MAP 72-196
NAME Mark J. Russ
ADDRESS 79 Front Street Exeter, NH
03833

TAXMAP _____
NAME _____
ADDRESS _____

TAX MAP 73-293
NAME Exeter School District
ADDRESS 25-27 Lincoln Street Exeter,
NH 03833

TAX MAP _____
NAME _____
ADDRESS _____

TAX MAP 73-302
NAME Yanru Chen
ADDRESS 87 Front Street Exeter, NH
03833

TAXMAP _____
NAME _____
ADDRESS _____

TAX MAP 72-191
NAME Will H. Weete
ADDRESS 78 Front Street Exeter, NH
03833

TAX MAP _____
NAME _____
ADDRESS _____

TAX MAP 72-192
NAME Stephen Baum & Brenda Baker
ADDRESS 80 Front Street Exeter, NH
03833

TAX MAP _____
NAME _____
ADDRESS _____

TAX MAP 72-193
NAME Jennifer Young Revocable Trust
ADDRESS 84 Front Street Exeter, NH
03833

TAX MAP _____
NAME _____
ADDRESS _____

TAX MAP 72-194
NAME Phillips Exeter Academy
ADDRESS 86 Front Street Exeter, NH
03833

TAX MAP _____
NAME _____
ADDRESS _____

TAX MAP 73-1
NAME Attn: Leo Fictea - Hay Creek Exeter
ADDRESS 90 Front Street Exeter, NH 03833

TAX MAP _____
NAME _____
ADDRESS _____

TAX MAP _____
NAME _____
ADDRESS _____

TAX MAP _____
NAME _____
ADDRESS _____

Please attach additional sheets, if needed

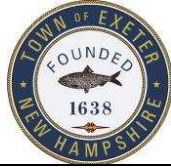


SITE PLAN REQUIREMENTS

7.4 Existing Site Conditions Plan

Submission of this plan will not be applicable in all cases. The applicability of such a plan will be considered by the TRC during its review process as outlined in Section 6.5 Technical Review Committee (TRC) of these regulations. The purpose of this plan is to provide general information on the site, its existing conditions, and to provide the base data from which the site plan or subdivision will be designed. The plan shall show the following:

APPLICANT	TRC	REQUIRED EXHIBITS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.1 Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.2 Location of the site under consideration, together with the current names and addresses of owners of record, of abutting properties and their existing land use.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.3 Title, date, north arrow, scale, and Planning Board Case Number.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.4 Tax map reference for the site under consideration, together with those of abutting properties.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.5 Zoning (including overlay) district references.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.6 A vicinity sketch or aerial photo showing the location of the land/site in relation to the surrounding public street system and other pertinent location features within a distance of 2,000-feet, or larger area if deemed necessary by the Town Planner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.7 Natural features including watercourses and water bodies, tree lines, significant trees (20-inches or greater in diameter at breast height) and other significant vegetative cover, topographic features, and any other environmental features that are important to the site design process.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.8 Man-made features such as, but not limited to, existing roads, structures, and stone walls. The plan shall also indicate which features are to be retained and which are to be removed or altered.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.9 Existing contours at intervals not to exceed 2-feet with spot elevations provided when the grade is less than 5%. All datum provided shall reference the latest applicable US Coast and Geodetic Survey datum and should be noted on the plan.
<input type="checkbox"/> N/A	<input type="checkbox"/>	7.4.10 A High Intensity Soil Survey (HISS) of the entire site, or appropriate portion thereof. Such soil surveys shall be prepared by a certified soil scientist in accordance with the standards established by the Rockingham County Conservation District. Any cover letters or explanatory data provided by the certified soil scientist shall also be submitted.



<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.11 State and Federally designated wetlands, setback information, total wetlands proposed to be filled, other pertinent information and the following wetlands note: "The landowner is responsible for complying with all applicable local, state, and federal wetlands regulations, including any permitting and setback requirements required under these regulations."
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.12 Surveyed property lines including angles and bearings, distances, monument locations, and size of the entire parcel. A professional land surveyor licensed in New Hampshire must attest to said plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.13 The lines of existing abutting streets and driveway locations within 200-feet of the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.14 The location, elevation, and layout of existing catch basins and other surface drainage features.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.15 The shape, size, height, location, and use of all existing structures on the site and approximate location of structures within 200-feet of the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.16 The size and location of all existing public and private utilities, including off-site utilities to which connection is planned.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.17 The location of all existing easements, rights-of-way, and other encumbrances.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.18 All floodplain information, including the contours of the 100-year flood elevation, based upon the Flood Insurance Rate Map for Exeter, as prepared by the Federal Emergency Management Agency, dated May 17, 1982.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.19 All other features which would fully explain the existing conditions of the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4.20 Name of the site plan or subdivision.

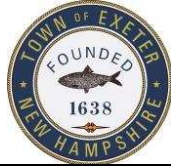
No proposed to changes to site except removal of "connector" & minor additions as shown in attached Exhibits



7.5 Proposed Site Conditions Plan (Pertains to Site Plans Only)

The purpose of this plan is to illustrate and fully explain the proposed changes taking place within the site. The proposed site conditions plan shall depict the following:

APPLICANT	TRC	REQUIRED EXHIBITS
<input type="checkbox"/>	<input type="checkbox"/>	7.5.1 Proposed grades and topographic contours at intervals not to exceed 2-feet with spot elevations where grade is less than 5%. All datum provided shall reference the latest applicable US Coast and Geodetic Survey datum and should be noted on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.2 The location and layout of proposed drainage systems and structures including elevations for catch basins.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.3 The shape, size, height, and location of all proposed structures, including expansion of existing structures on the site and first floor elevation(s). Building elevation(s) and a rendering of the proposed structure(s).
<input type="checkbox"/>	<input type="checkbox"/>	7.5.4 High Intensity Soil Survey (HISS) information for the site, including the total area of wetlands proposed to be filled.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.5 State and Federally designated wetlands, setback information, total wetlands proposed to be filled, other pertinent information and the following wetlands note: "The landowner is responsible for complying with all applicable local, state, and federal wetlands regulations, including any permitting and setback requirements required under these regulations."
<input type="checkbox"/>	<input type="checkbox"/>	7.5.6 Location and timing patterns of proposed traffic control devices.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.7 The location, width, curbing and paving of all existing and proposed streets, street rights-of-way, easements, alleys, driveways, sidewalks and other public ways. The plan shall indicate the direction of travel for one-way streets. See Section 9.14 – Roadways, Access Points, and Fire Lanes for further guidance.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.8 The location, size and layout of off-street parking, including loading zones. The plan shall indicate the calculations used to determine the number of parking spaces required and provided. See Section 9.13 – Parking Areas for further guidance.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.9 The size and location of all proposed public and private utilities, including but not limited to: water lines, sewage disposal facilities, gas lines, power lines, telephone lines, cable lines, fire alarm connection, and other utilities.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.10 The location, type, and size of all proposed landscaping, screening, green space, and open space areas.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.11 The location and type of all site lighting, including the cone(s) of illumination to a measurement of 0.5-foot-candle.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.12 The location, size, and exterior design of all proposed signs to be located on the site.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.13 The type and location of all solid waste disposal facilities and accompanying screening.



<input type="checkbox"/>	<input type="checkbox"/>	7.5.14 Location of proposed on-site snow storage.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.15 Location and description of all existing and proposed easement(s) and/or right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.16 A note indicating that: "All water, sewer, road (including parking lot), and drainage work shall be constructed in accordance with Section 9.5 Grading, Drainage, and Erosion & Sediment Control and the Standard Specifications for Construction of Public Utilities in Exeter, New Hampshire". See Section 9.14 Roadways, Access Points, and Fire Lanes and Section 9.13 Parking Areas for exceptions.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.17 Signature block for Board approval

OTHER PLAN REQUIREMENTS (See Section indicated)

- 7.7 Construction plan
- 7.8 Utilities plan
- 7.9 Grading, drainage and erosion & sediment control plan
- 7.10 Landscape plan
- 7.11 Drainage Improvements and Storm Water Management Plan
- 7.12 Natural Resources Plan
- 7.13 Yield Plan

**ATTN: Exeter Planning
Department**

**RE: January 2024 Meeting – TRC
& Planning Board
81 Front Street
Exeter, NH 03833**

**81 Front Street LLC
41 Industrial Drive #20
Exeter, NH 03833**

**CONTACT:
Shayne Forsley
Hampshire Development Corp.
Shayne.forsley@hdcgc.net
603.997.2519**

HAMPSHIRE DEVELOPMENT CORPORATION

General Contractor

December 22, 2023

Town of Exeter
Planning Department
10 Front Street
Exeter, NH 03833

RE: 81 Front Street Multi-Unit Conversion

Dear Commissioners,

We have been granted approval by the Zoning Board of Adjustment on November 21, 2023 to convert the existing single family home, to multi-family; a six (6) unit conversion. Our plan is to convert the almost 16,000 square feet of finished space into more manageable multi-family housing units while preserving its architectural and historic integrity.

The property is formally known as the Otis House with the original home and outbuildings largely intact and a brief history of the home pre 1980 is attached. Since 1987 it has undergone numerous significant renovations and multiple additions that have doubled its size and left it in good condition overall despite being unused for a number of years.

New construction would be limited to the addition of 2 minor infill additions as further illustrated. The additions would be constructed in the same architecture, would be invisible from any off site perspective and do not affect any of the pre 1987 structures.

We hope that you will through our preliminary meeting provide your feedback and help us return this landmark property to an appropriate productive use. We look forward to further discussions.

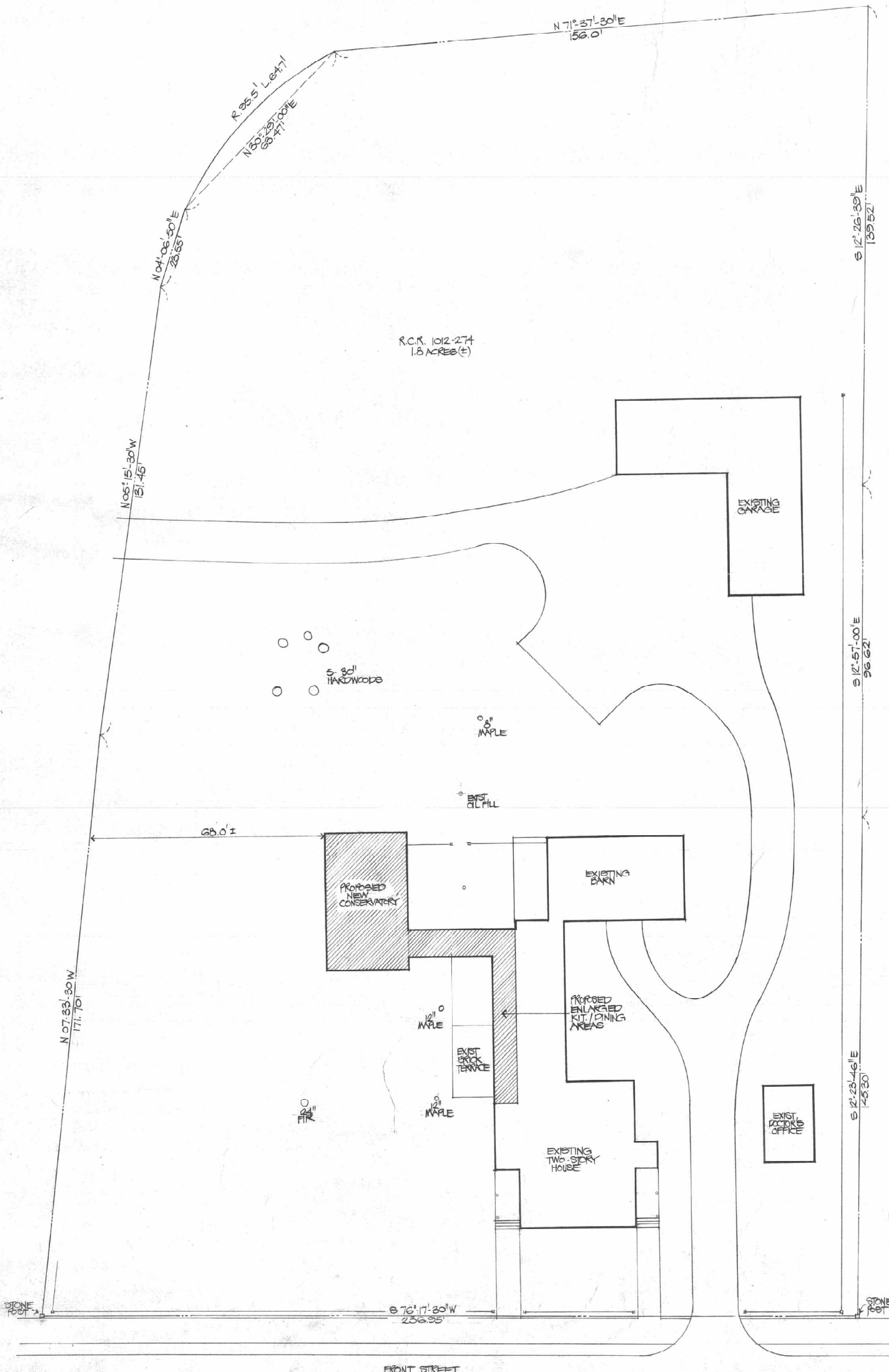
Attached to this letter are the following documents.

- 1987 Survey of the Property with proposed buildings from previous ownership
- Site Plan with existing structures overlaid.
- Proposed areas of demolition and additions

Warm Regards,

Steven Wilson

**ITEM A: Original Property
Survey 1987**



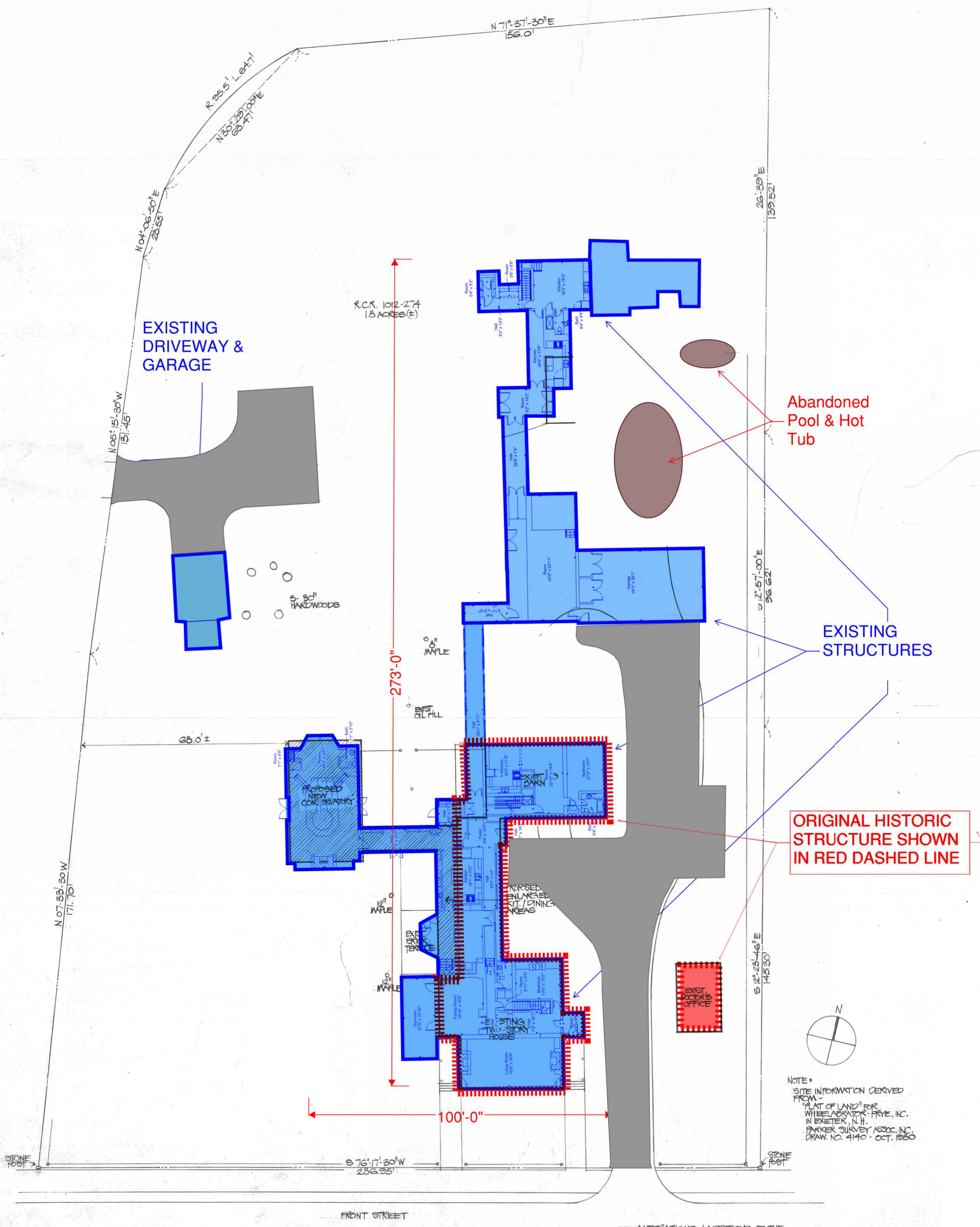
NOTE:
SITE INFORMATION DERIVED FROM -
"PLAT OF LAND" FOR
WHEELABRATOR - FRYE, INC.
IN EXETER, N.H.
PARKER SURVEY ASSOC. INC.
DRAW. NO. 4140 - OCT. 1980

FRONT STREET

SITE PLAN
1/6" = 1'-0"

ALTERATIONS & ADDITIONS TO THE
OTIS HOUSE
81 FRONT STREET
EXETER, NEW HAMPSHIRE
ROBERT FLEISCHAUER/ARCHITECT 11-10-87

**ITEM B: Existing Conditions
(Overlaid - Survey 1987)**



**ORIGINAL HISTORIC
STRUCTURE SHOWN
IN RED DASHED LINE**

**Abandoned
Pool & Hot
Tub**

**EXISTING
DRIVEWAY &
GARAGE**

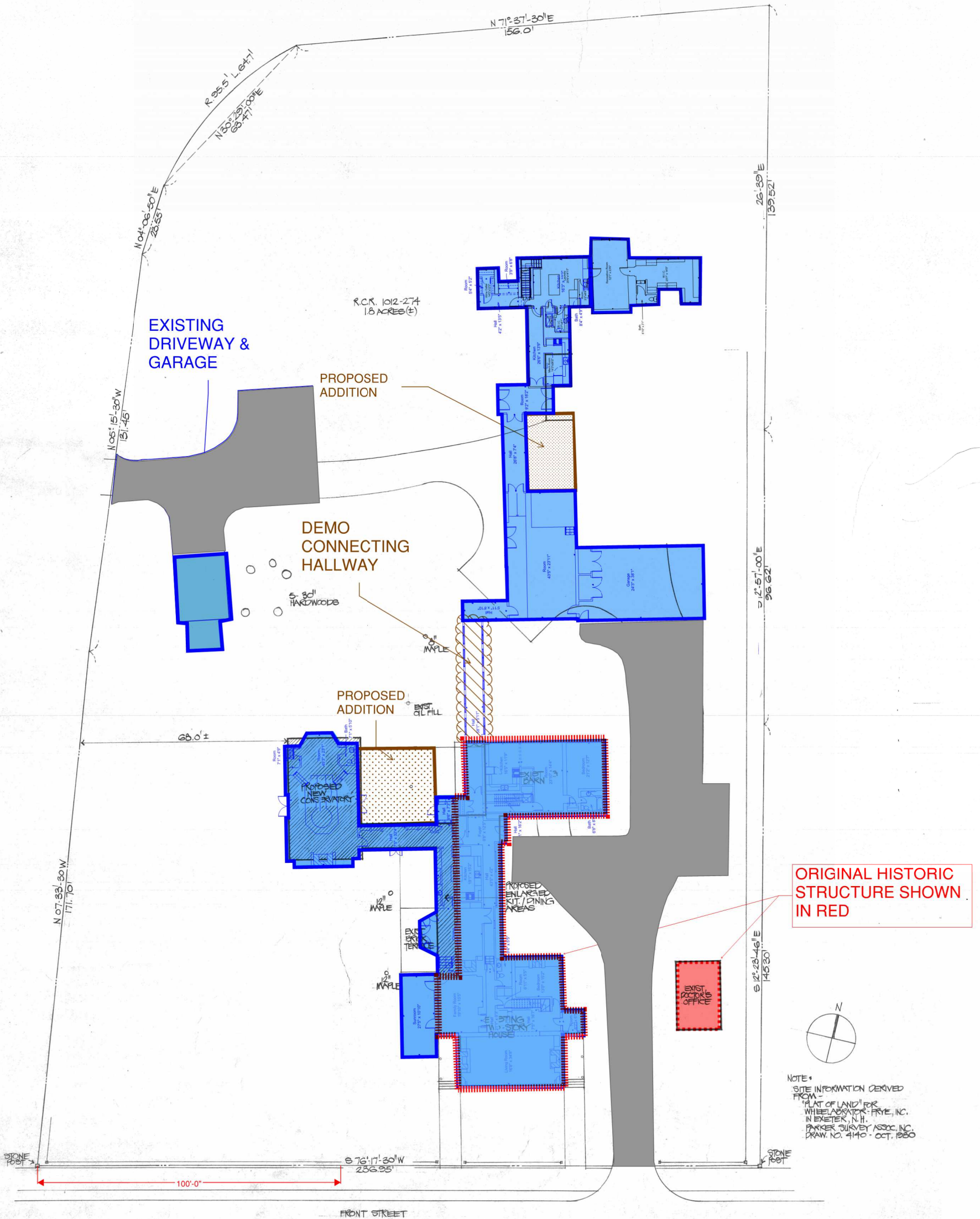
**EXISTING
STRUCTURES**

NOTE:
SITE INFORMATION DERIVED
FROM -
"PLAT OF LAND" FOR
WHEELABRATOR-FRYE, INC.
IN EXETER, N.H.
PARKER SURVEY ASSOC. INC.
DRAW. NO. 4140 - OCT. 1980

SITE PLAN
1/6" = 1'-0"

ALTERATIONS & ADDITIONS TO THE
OTIS HOUSE
81 FRONT STREET
EXETER, NEW HAMPSHIRE
ROBERT FLEISCHAUER/ARCHITECT 11-10-87

ITEM C: Proposed Demo & Addition Plan



ORIGINAL HISTORIC STRUCTURE SHOWN IN RED

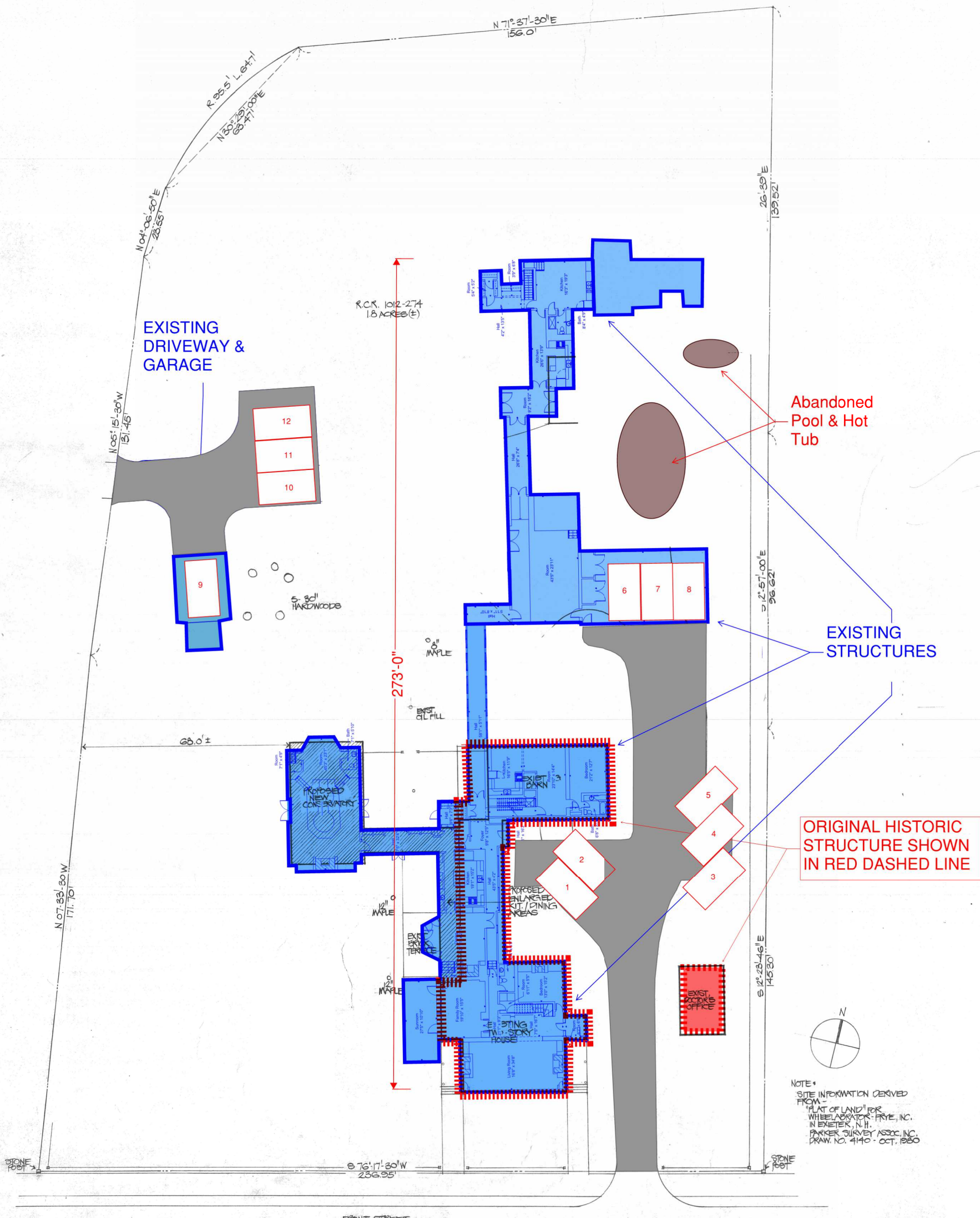
NOTE:
 SITE INFORMATION DERIVED FROM -
 "PLAT OF LAND" FOR WHEELABRATOR-FRYE, INC. IN EXETER, N.H. PARKER SURVEY ASSOC. INC. DRAW. NO. 4140 - OCT. 1980



SITE PLAN
 1/6" = 1'-0"

ALTERATIONS & ADDITIONS TO THE OTIS HOUSE
 81 FRONT STREET
 EXETER, NEW HAMPSHIRE
 ROBERT FLEISCHAUER/ARCHITECT 11-10-87

ITEM D: Existing Conditions / Parking Plan (Overlaid - Survey 1987)



EXISTING DRIVEWAY & GARAGE

Abandoned Pool & Hot Tub

EXISTING STRUCTURES

ORIGINAL HISTORIC STRUCTURE SHOWN IN RED DASHED LINE

NOTE:
SITE INFORMATION DERIVED FROM -
"PLAT OF LAND" FOR WHEELABRATOR-FRYE, INC. IN EXETER, N.H. PARKER SURVEY ASSOC. INC. DRAW. NO. 4140 - OCT. 1980

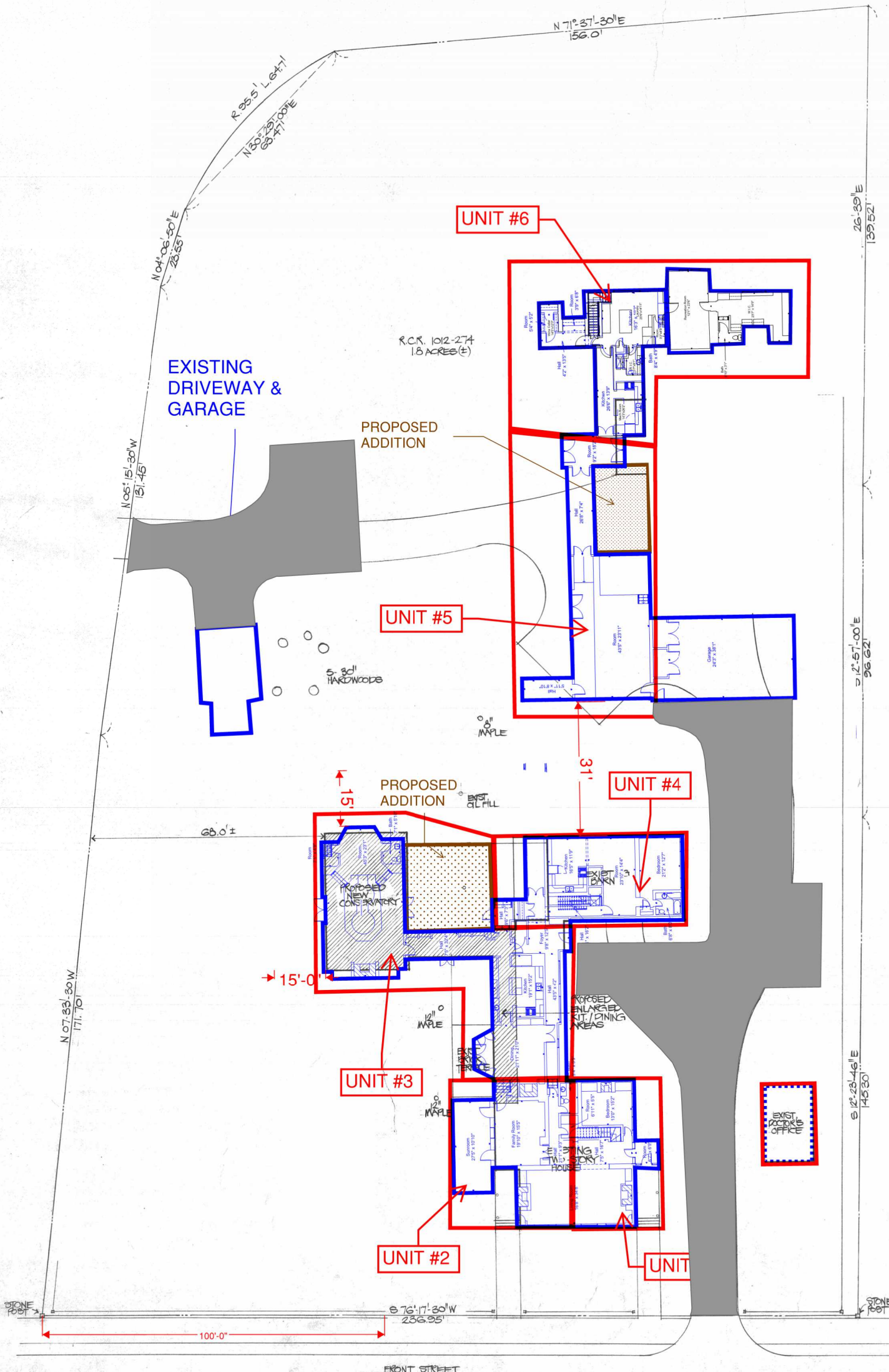
R.C.R. 1012-274
1.8 ACRES (±)

273'-0"

SITE PLAN
1/6" = 1'-0"

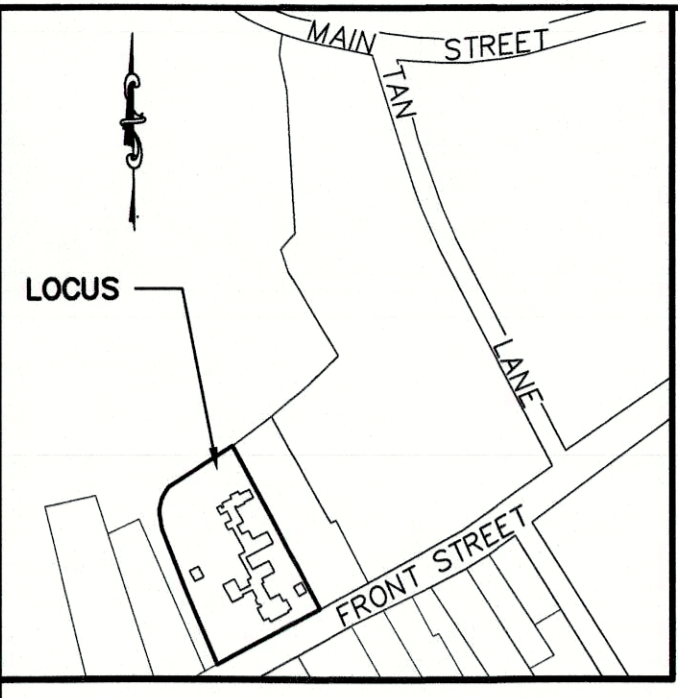
ALTERATIONS & ADDITIONS TO THE OTIS HOUSE
81 FRONT STREET
EXETER, NEW HAMPSHIRE
ROBERT FLEISCHAUER/ARCHITECT 11-10-87

ITEM E: Proposed Unit Plan



SITE PLAN
1/6" = 1'-0"

ALTERATIONS & ADDITIONS TO THE
OTIS HOUSE
81 FRONT STREET
EXETER, NEW HAMPSHIRE
ROBERT FLEISCHAUER/ARCHITECT 11-10-87



- NOTES:**
- 1) THIS PLAN DOES NOT SHOW ANY UNRECORDED OR UNWRITTEN EASEMENTS WHICH MAY EXIST. A REASONABLE AND DILIGENT ATTEMPT HAS BEEN MADE TO OBSERVE ANY APPARENT VISIBLE USES OF THE LAND; HOWEVER, THIS DOES NOT CONSTITUTE A GUARANTEE THAT NO SUCH EASEMENTS EXIST.
 - 2) THIS PARCEL DOES NOT LIE WITHIN A FLOOD ZONE. SEE F.I.R.M. COMMUNITY PANEL 33015CO 0402 E. EFFECTIVE DATE: MAY 17, 2005.
 - 3) ELEVATIONS ARE BASED ON AN ASSUMED DATUM.

73
293
N/F
EXETER SCHOOL DISTRICT
30 LINDEN STREET
EXETER, NH 03833
BK. 1121 PG. 0355

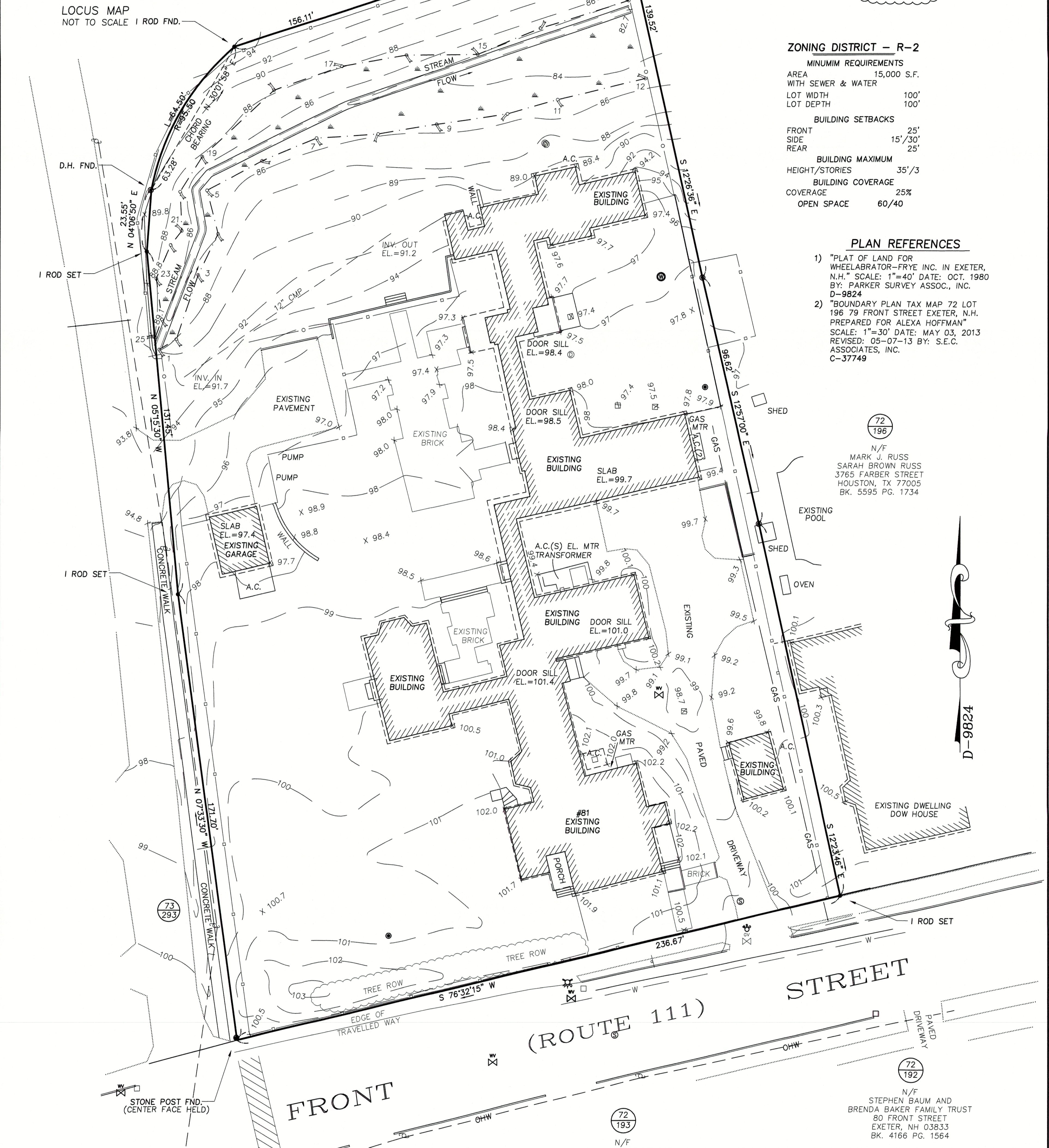
RECORD OWNER
72
195
81 FRONT STREET LLC
41 INDUSTRIAL DRIVE UNIT 21
EXETER, NH 03833
BK. 6503 PG. 0418
80,739 S.F.
1.85 ACRES

ZONING DISTRICT - R-2
MINIMUM REQUIREMENTS
AREA 15,000 S.F.
WITH SEWER & WATER
LOT WIDTH 100'
LOT DEPTH 100'
BUILDING SETBACKS
FRONT 25'
SIDE 15'/30'
REAR 25'
BUILDING MAXIMUM
HEIGHT/STORIES 35'/3
BUILDING COVERAGE
COVERAGE 25%
OPEN SPACE 60/40

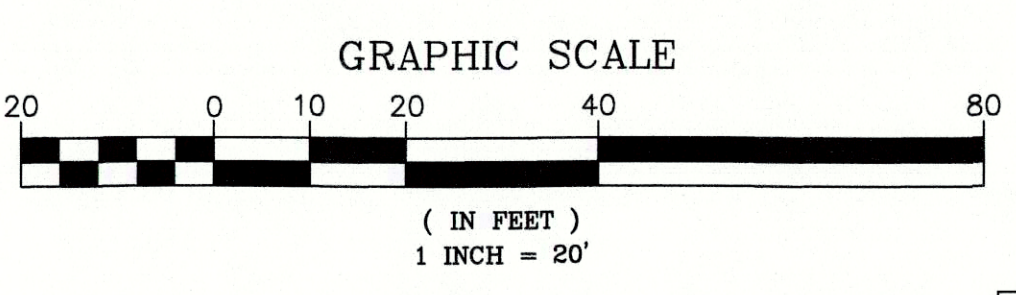
- PLAN REFERENCES**
- 1) "PLAT OF LAND FOR WHEELABRATOR-FRYE INC. IN EXETER, N.H." SCALE: 1"=40' DATE: OCT. 1980 BY: PARKER SURVEY ASSOC., INC. D-9824
 - 2) "BOUNDARY PLAN TAX MAP 72 LOT 196 79 FRONT STREET EXETER, N.H. PREPARED FOR ALEXA HOFFMAN" SCALE: 1"=30' DATE: MAY 03, 2013 REVISED: 05-07-13 BY: S.E.C. ASSOCIATES, INC. C-37749

72
196
N/F
MARK J. RUSS
SARAH BROWN RUSS
3765 FARBER STREET
HOUSTON, TX 77005
BK. 5595 PG. 1734

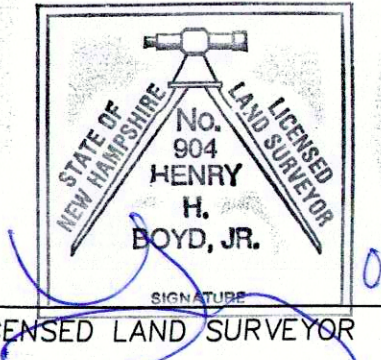
72
192
N/F
STEPHEN BAUM AND
BRENDA BAKER FAMILY TRUST
80 FRONT STREET
EXETER, NH 03833
BK. 4166 PG. 1564



- LEGEND**
- I.P. IRON PIPE
 - I ROD IRON ROD
 - FND. FOUND
 - 0/00 ASSESSORS MAP AND PARCEL
 - HYDRANT
 - WATER SHUT OFF
 - SS- APPROXIMATE SEWER SERVICE
 - WS- APPROXIMATE WATER SERVICE
 - GAS- APPROXIMATE GAS SERVICE
 - UTILITY POLE
 - OHV- OVER HEAD WIRE
 - CATCH BASIN
 - S.M.H. SEWER MAN HOLE



I CERTIFY:
THAT THIS ACTUAL SURVEY WAS MADE ON THE GROUND BETWEEN MARCH 2022 AND JANUARY 2024.
THAT THIS SURVEY CONFORMS TO THE REQUIREMENTS FOR ACCURACY FOR N.H. URBAN SURVEY.



LICENSED LAND SURVEYOR DATE 01-18-2024

NO.	DATE	DESCRIPTION	BY

PLAT OF LAND
IN
EXETER, NH

SHOWING
EXISTING SITE CONDITIONS
AT 81 FRONT STREET
(ASSESSORS MAP 72 LOT 195)

RECORD OWNERS
81 FRONT STREET LLC
41 INDUSTRIAL DRIVE UNIT 21 EXETER, NH 03833
(ASSESSORS MAP 72 LOT 195)

MILLENNIUM ENGINEERING INC.
ENGINEERS AND LAND SURVEYORS
P.O. BOX 745 13 HAMPTON ROAD EXETER, NH 03833
PHONE: (603) 778-0528 FAX: (603) 772-0689

SCALE: 1"=20' CALC. BY: R.S.G. PROJECT: E233129
DATE: JAN. 18, 2024 CHKD. BY: H.H.B.

TOWN OF EXETER

Planning and Building Department

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

www.exeternh.gov

Date: January 23, 2024 **(revised 1/24/24)**

To: Steven Wilson, Hampshire Development Corporation
Shayne Forsley, Hampshire Development Corporation

From: Dave Sharples, Town Planner

Re: Site Plan Review TRC Comments
PB Case #24-1 81 Front Street, LLC
Tax Map Parcel #72-195

The following comments are provided as a follow-up for technical review of the site plans and supporting documents submitted on January 5, 2024 for the above-captioned project. The TRC meeting was held on January 18, 2024 and materials were reviewed by Town departments.

TOWN PLANNER COMMENTS

- Are there any known environmental hazards onsite? Have any environmental studies been completed and, if so, please provide copies;
- Monumentation shall be set in accordance with Section 9.25;
- Please show all existing and proposed water and sewer service connections and provide details;
- Provide details that the proposed parking stalls 1-8 meet the minimum requirements of Section 19.13.1 through 9.13.7; and,
- Access to four of the proposed parking stalls and the garage rely on traveling over Seminary Lane. The existing conditions plan does not show any right of access over this land nor can we find anything that supports a conclusion that Seminary Lane is a public road. Please provide evidence that you have the right to utilize this land for access.

PUBLIC WORKS COMMENTS

No comments received

FIRE DEPARTMENT COMMENTS

Ensure that access to the property supports fire apparatus. Spec sheet was provided to the Applicant at the meeting.

NATURAL RESOURCE PLANNER COMMENTS

No review necessary – no issues to be addressed.

In order to be heard at the February 8, 2024 Planning Board meeting, please submit any revised plans along with a letter responding to these comments (and other review comments, if applicable) **no later than Thursday, February 1, 2024**, but sooner if possible, to allow staff adequate time to review the revisions and responses prior to the planning board hearing.

HAMPSHIRE
DEVELOPMENT
CORPORATION

General Contractor

January 30, 2024

Town of Exeter
Planning Department
10 Front Street
Exeter, NH 03833

RE: 81 Front Street PB Case #24-1

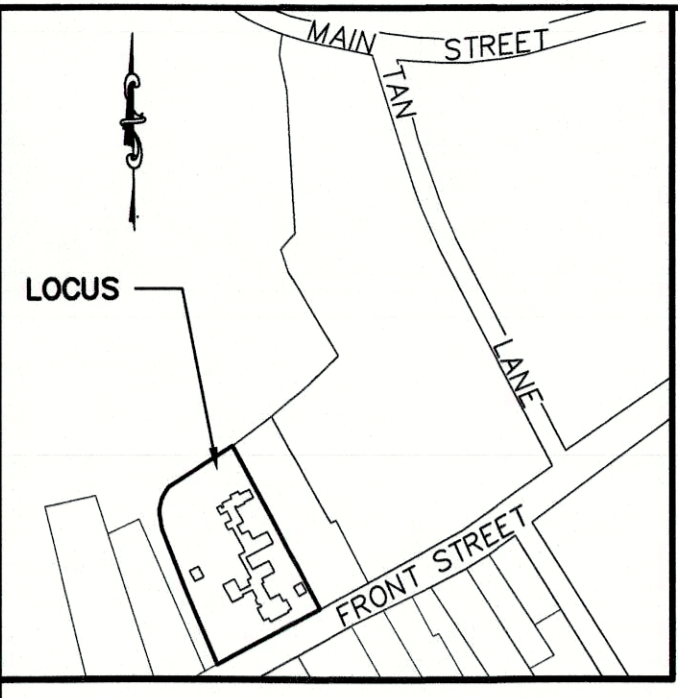
Dear Planning Staff,

The following comments are in response to the Planning & Building Department letter in respect to the January 18, 2024 TRC meeting for the property located at 81 Front Street.

- There are no known environmental hazards onsite.
- Monumentation will be set by in accordance with the ordinance.
- Water & sewer services exist; 2” domestic water & 4” sewer.
- Proposed parking layout attached.
- In the event that access is not granted, we have the ability to continue a driveway from the existing pavement off Front Street through the “connector” that is being removed, getting vehicles to parking at the rear of the lot.
- Appropriate access will be provided to support the Fire Department’s equipment for life safety.

Sincerely,

Shayne Forsley
General Manager



- NOTES:**
- 1) THIS PLAN DOES NOT SHOW ANY UNRECORDED OR UNWRITTEN EASEMENTS WHICH MAY EXIST. A REASONABLE AND DILIGENT ATTEMPT HAS BEEN MADE TO OBSERVE ANY APPARENT VISIBLE USES OF THE LAND; HOWEVER, THIS DOES NOT CONSTITUTE A GUARANTEE THAT NO SUCH EASEMENTS EXIST.
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N/F
EXETER SCHOOL DISTRICT
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EXETER, NH 03833
BK. 1121 PG. 0355

RECORD OWNER

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81 FRONT STREET LLC
41 INDUSTRIAL DRIVE UNIT 21
EXETER, NH 03833
BK. 6503 PG. 0418
80,739 S.F.
1.85 ACRES

ZONING DISTRICT - R-2

MINIMUM REQUIREMENTS

AREA WITH SEWER & WATER 15,000 S.F.
LOT WIDTH 100'
LOT DEPTH 100'

BUILDING SETBACKS

FRONT 25'
SIDE 15'/30'
REAR 25'

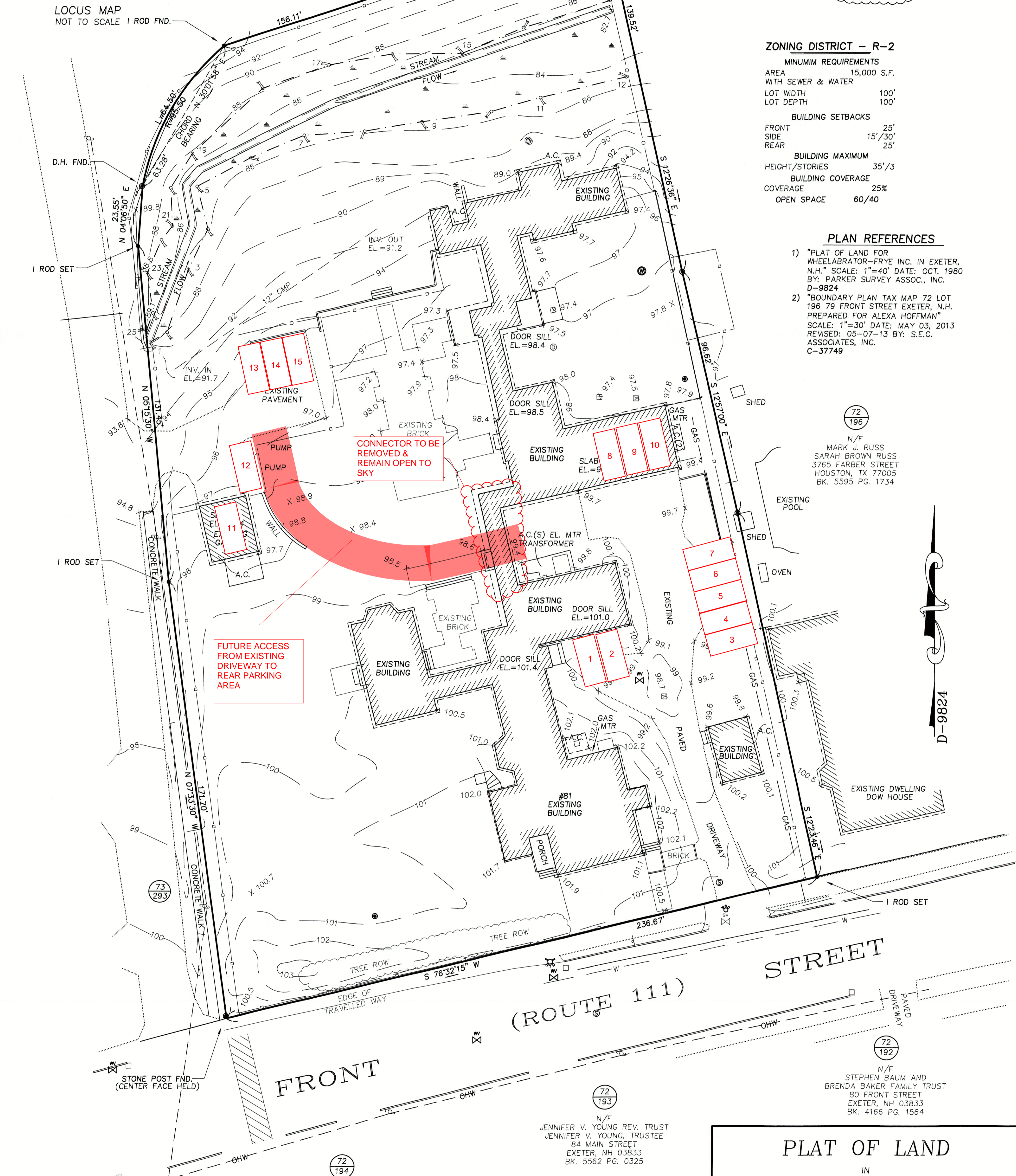
BUILDING MAXIMUM

HEIGHT/STORIES 35'/3
BUILDING COVERAGE 25%
OPEN SPACE 60/40

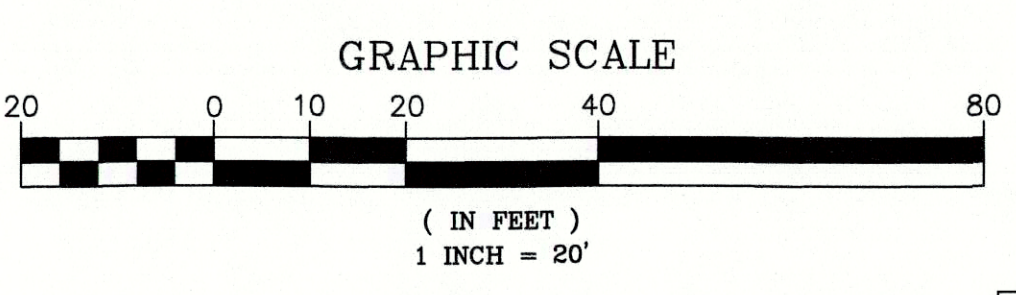
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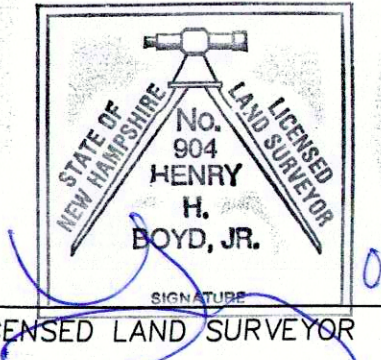
72
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N/F
STEPHEN BAUM AND
BRENDA BAKER FAMILY TRUST
80 FRONT STREET
EXETER, NH 03833
BK. 4166 PG. 1564



- LEGEND**
- I.P. IRON PIPE
 - I ROD IRON ROD
 - FND. FOUND
 - 0/00 ASSESSORS MAP AND PARCEL
 - HYDRANT
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LICENSED LAND SURVEYOR DATE 01-18-2024

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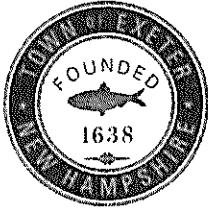
PLAT OF LAND
IN
EXETER, NH

SHOWING
EXISTING SITE CONDITIONS
AT 81 FRONT STREET
(ASSESSORS MAP 72 LOT 195)

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TOWN OF EXETER, NEW HAMPSHIRE

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www.exeternh.gov

November 27, 2023

Sharon Cuddy Somers, Esquire
Donahue, Tucker & Cinadella, PLLC
16 Acadia Lane
P.O. Box 630
Exeter, New Hampshire 03833

Re: Zoning Board of Adjustment Case #23-14 – Variance Request
81 Front Street, Exeter, N. H.
Tax Map Parcel #72-195

Dear Attorney Somers:

This letter will serve as official confirmation that the Zoning Board of Adjustment, at its November 21st, 2023 meeting, voted to approve the above-captioned application for a variance from Article 4, Section 4.2 Schedule I and Section 4.3, Schedule II to permit multi-family use of the property located at 81 Front Street (in the R-2, Single Family Residential zoning district), as presented. This approval was granted subject to the following conditions:

- If the residential units are to become rental units, one of the units shall be owner-occupied; and
- The Applicant shall obtain site plan approval from the Planning Board.

Please be advised that in accordance with Article 12, Section 12.4 of the Town of Exeter Zoning Ordinance entitled “Limits of Approval” that all approvals granted by the Board of Adjustment shall only be valid for a period of three (3) years from the date such approval was granted; therefore, should substantial completion of the improvements, modifications, alterations or changes in the property not occur in this period of time, this approval will expire.

If you should have any questions, please do not hesitate to contact the Building Department office at (603) 773-6112.

Sincerely,

Robert V. Prior
Chairman
Exeter Zoning Board of Adjustment

cc: ✓ Steven Wilson, Manager, 81 Front Street LLC, Applicant
Douglas Eastman, Building Inspector/Code Enforcement Officer
Janet Whitten, Town Assessor

RVP: bsm

Town of Exeter
Zoning Board of Adjustment
November 21, 2023, 7 PM
Town Offices Nowak Room
Final Minutes

I. **Preliminaries**

Members Present: Chair Robert Prior, Vice-Chair Esther Olson-Murphy, Clerk Theresa Page, Kevin Baum, Laura Davies, and Martha Pennell - Alternate
Town Code Enforcement Officer Doug Eastman was also present.

Members Absent: Joanne Petito - Alternate, Laura Montagno - Alternate

Call to Order: Chair Robert Prior called the meeting to order at 7 PM.

I. **New Business**

- A. The application of 81 Front Street, LLC for a variance from Article 4, Section 4.2 Schedule I and Section 4.3, Schedule II to permit multi-family use in the R-2 zoning district where only single-family and duplex structures are permitted. The subject property is located at 81 Front Street, in the R-2, Single-family Residential zoning district. Tax Map Parcel #72-195. ZBA Case #23-14. (This application was previously scheduled to be heard at the October 17th, 2023 meeting and was continued to November 21, 2023 meeting at the Applicant's request. Modifications have been made to the application to reduce the number of units requested).

Attorney Sharon Somers of DTC, owners Steve and Karen Wilson, and Shayne Forsley, the General Manager of Hampshire Development Corporation, were present to discuss the application.

Attorney Somers said that the applicant is seeking to convert an existing structure to six residential units. The Board had a sitewalk there this afternoon. The property itself is 1.8 acres. The building was constructed in 1823 with a number of contiguous parts added later. The property is in the R2 zone, and the front portion is in the Historic District. It has approximately 16,000 square feet of finished living space. We would like to create something that makes more sense in the current era. We believe we qualify for a special exception for 4 units or 2 as a duplex, but even that would be too large. We would like a variance to obtain 6 units, which will be more appropriate and more functional. There are going to be no exterior changes to the portion of the building facing Front Street. Multi-family is defined as three or more units. Since we could have 4 units with a special exception, the notion seen in many of the objection letters that we can't pursue a multi-family is inaccurate. In some correspondence, the legal standard for the variance criteria are misstated. According to NH Case Law, the Malachy Case, the Harborside Case, and the Chester Case determine what is critical to

45 the public interest standard. It doesn't have anything to do with whether the
46 public gains, it has to do with whether the essential character of the
47 neighborhood will be changed if the project goes forward. Also, the jurisdiction of
48 this board relative to traffic issues is simply to determine whether there is
49 adequate parking on site. Any other traffic issues will be dealt with by the
50 Planning Board.

51 Mr. Forsyth gave a presentation on the project. The original house is in
52 the historic district. The detached "doctor's office" building is where Dr. Otis
53 operated a business. Down the driveway, there's a three car garage and carriage
54 house. The carriage house has been converted to living quarters. The garage is
55 a modern addition. Beyond the garage there's a large inground pool and a hot
56 tub which have been neglected and abandoned, which we intend to backfill and
57 replace with vegetation and a patio. There's a former spa house and mens' and
58 womens' locker rooms, which could be converted to living quarters. There's a
59 large side yard with a fence parallel to Seminary Way. The connector is a 30 foot
60 long, 6-foot-wide climate controlled enclosure that connects the front of the
61 house to the rear, which would be removed. There's a curb cut on seminary way;
62 the driveway has plenty of room for parking. There's a three-season porch next to
63 the inground pool, which will be redeveloped into fully functioning interior space.
64 Regarding parking, the driveway off Seminary Way would support 4 spaces and
65 there are an additional 8 off Front Street.

66 Mr. Prior asked if there are no changes to the impervious surface, and Mr.
67 Forsyth said that's correct. Ms. Davies asked if there would be additional paving
68 for spaces 1 - 5. Mr. Forsyth said he's only showing this for illustrative purposes;
69 if we need any more paving or onsite work, we would have a full analysis done
70 by an engineer, and that would go through the Planning Board. Ms. Davies said it
71 appears to be minimal anyway.

72 Ms. Davies asked if Seminary Way is public or private. Attorney Somers
73 said it's been owned by the Exeter School District since 1948. The subject
74 property and the property across the street have historically used Seminary Way
75 as a driveway. Ms. Pennell said she thinks it belongs to the Exeter School Board.
76 Do they know anything about this? The town is taking on the responsibility of
77 plowing it up to the gate. Attorney Somers said the property is shown on the
78 deed and tax maps as owned by the School District. The town will plow that
79 driveway as is customary with school property. Nothing about the school
80 operation will change as part of this proposal. The school would have received
81 an abutter notice. When it comes to Planning Board site review, they would be
82 consulted. The area that we propose to use for access and egress to Seminary
83 Way has been used in the same way for many years. Mr. Baum said it was
84 historically used this way, but is there no easement or right of way? Attorney
85 Somers said her impression is that there's an implied easement, based upon the
86 historical use of the property.

87 Attorney Somers asked Mr. Forsyth to speak about the data on the
88 neighboring properties. Mr. Forsyth said they looked at a 500x700 foot area

89 around 81 Front Street with 30 properties. Of these, 13 are single-family homes,
90 7 multi-family, and 10 commercial/institutional properties. 81 Front Street is a 1.8
91 acre lot. The average acreage within the sample area was just under $\frac{3}{4}$ of an
92 acre for single-family homes; 0.463 acres for multi-family; and just over $\frac{3}{4}$ of an
93 acre for commercial properties. In this small sample area, there's a variety of
94 uses, including the Academy, multi-family, rental properties, churches, the Exeter
95 Inn, and funeral homes. Ms. Olson-Murphy asked if 81 Front Street is included in
96 the average for the single-family properties, and Mr. Forsyth said it was
97 comparative. Mr. Prior said that means it was excluded.

98 Attorney Somers went through the variance criteria. 1) The variance will
99 not be contrary to the public interest; and 2) The spirit of the ordinance will be
100 observed; she thinks the basic objective of precluding multi-family in the R2 zone
101 is to prevent overcrowding. To determine whether that basic objective will be
102 unduly violated, the Board should look at whether the essential character of the
103 locality will be affected. We would argue that there is no specific character to this
104 locality. While there are single-family homes, there are a number of other uses,
105 such as a church, a funeral home, a school, and student housing. What we
106 propose will transform the interior. The exterior, particularly the side that faces
107 Front Street, will not be altered. The proposed use does not pose a threat to
108 public health, safety, or welfare. The use will continue to be residential. Public
109 safety will be increased because we're removing the corridor between the
110 original house and the rear of the property, which could increase emergency
111 access. There will be a number of exterior renovations to bring this into code,
112 such as fire walls. There is no definition in the ordinance of "neighborhood" or
113 "locality," but the Webster's Dictionary defines neighborhood as "a section lived
114 in by neighbors and usually having distinguishing characteristics," but we would
115 argue that this does not have distinguishing characteristics, it's a mix of things. 3)
116 The value of surrounding properties will not be diminished; yes, the lack of
117 change to the exterior of the building indicates that it will not constitute a
118 diminution of value. The improvements to landscaping may actually enhance the
119 value. The multi-family use up to 4 units is allowed via special exception and
120 there are other multi-family in the area. What we're proposing is only an
121 incremental increase to 6. There was an appraisal done which she will address
122 later. 4) Substantial justice is done; yes, there is no gain to the public if the
123 variance is denied. We could apply for a special exception for 4 units. Even if this
124 were to be denied, it's not something that would foreclose our ability to pursue a
125 multi-family on this property. If it were denied, the applicant would suffer as a
126 result. This is a huge property of 16,000 square feet. Prior to the client's
127 purchase of this property, it was on the market for over three years. A single
128 family willing to buy this is not readily available. The size of units compatible with
129 the Exeter market is more along the lines of 6 than 4, so there would be a loss to
130 this applicant if the proposal were denied. 5) Literal enforcement of zoning
131 ordinance will result in an unnecessary hardship; yes, there are special
132 conditions to the property in that it has 1.8 acres, which is larger than the abutting

133 residential lots, and larger even than the Exeter Inn. The structure on the lot is
134 one building with contiguous portions at 16,000 square feet, with 4 kitchens, 15
135 bathrooms, 6 bedrooms, and 23 rooms. The ruling of Harborside allows for the
136 Board to take into account the size of a property when considering special
137 conditions. There is no fair and substantial relationship between the general
138 public purpose of the ordinance and the application of the ordinance to the
139 property. We believe that the purpose of not allowing this number of units by right
140 or special exception is to prevent overcrowding. With 6 units, we meet the
141 density requirements. The massive size of the structure and the lot, and the
142 absence of any change to the streetscape, will prevent any sense of
143 overcrowding. All changes will be on the interior of the building. The proposed
144 use is a reasonable one. This is a 1.8 acre building with a massive number of
145 rooms and square footage. It's ready-made for a use of something other than
146 single-family.

147 Mr. Prior asked if the applicant had gone before the HDC. Attorney
148 Somers said Mr. Wilson attended the HDC on a consultation basis and advised
149 them he would not be making any changes to the Front Street portion of the
150 property. They won't be exercising jurisdiction over this. Only a portion of the
151 property lies within the Historic District.

152 Ms. Page said if this was converted as a special exception and it were a
153 rental unit, it would need to be owner-occupied. Is the intention with 6 that it will
154 be owner-occupied? Mr. Wilson said it will be owner-occupied. His daughter and
155 her family will live there and own the rear two units. In order to accomplish that, it
156 would need to be condominiumized. Ms. Davies asked if all 6 units would be
157 condos, and Mr. Wilson said yes, they'll have a common insurance and
158 maintenance program. Ms. Page asked if the units that his daughter wouldn't
159 own would be rented out or sold. Mr. Wilson said the other units would be
160 individually owned.

161 Mr. Baum asked if the calculations have been done and the building
162 would otherwise meet the special exception conditions of open space, lot size,
163 etc. Attorney Somers said that is correct. Mr. Baum said that would be for 4 units,
164 have they done a similar calculation for the 6? Mr. Wilson said the conversion
165 would require a minimum of 4,500 square feet per dwelling unit, and we would be
166 providing almost 10,000 square feet per unit. The property has 236 feet of
167 frontage on Front Street where 100 is required, so it could support a subdivision
168 of two lots, each with four unit conversions.

169 Mr. Baum said there will be no exterior changes on Front Street. Will the
170 other exterior changes be just to get rid of that connecting structure? Mr. Wilson
171 said we'll be taking out an area of 30 x 6 feet or 180 square feet and closing in an
172 area of about 20 x 12 feet to close the pool off, which widens the connector by 12
173 feet, so adding about 240 square feet. You won't see the change from Front
174 Street or anywhere off the property. The ordinance for conversion would allow up
175 to 400 square feet of the net addition and this would only be 60 square feet.
176 There will be consistent architecture, consistent landscaping, and shared utilities.

177 Ms. Olson-Murphy asked the composition of the six units. Mr. Wilson said
178 one unit will be a three-bedroom unit, in the servants' quarters/former carriage
179 house. Four would be two-bedroom units and one would probably be a one-
180 bedroom unit. Allowing six units keeps the size of them down and avoids having
181 four- or five-bedroom units. Mr. Prior asked if there would be two units in the
182 modern addition in the back and four in the front, and Mr. Wilson said yes. The
183 carriage house would be as it exists. The two units out front would be
184 symmetrical. The fourth unit would occupy the indoor pool house. The pool would
185 be eliminated and that's where the minor addition would take place.

186 Ms. Page asked what the intention is for the small doctor's office. Mr.
187 Wilson said he had originally applied for eight units because he read the
188 ordinance and found that if he wanted to use that as an ADU, it would count as a
189 unit. Now, after listening to the density question and the abutters, we re-
190 evaluated that. We're going to forego the use of that building unless someone
191 who lives there comes to the town and ask to use it as an office. Mr. Prior asked
192 if it would be associated with the association, rather than one of the units. Mr.
193 Wilson said yes, it would be a limited common area for rental.

194 Ms. Davies asked about the density. Attorney Somers said it meets the
195 density for six units. When we applied for eight units, we would have needed two
196 variances, one for density and one for use. With six, we only need a variance for
197 the use. Ms. Davies said density for the R2 district is one house, so what density
198 are they talking about? Mr. Wilson said if you have a conversion of four units, it
199 would require 4,500 square feet per unit, so in this case 6 x 4,500 would be
200 27,000 square feet. We have 75,000 square feet. In the R2 zone, either 12,000
201 or 15,000 square feet would support a single-family home. We meet the 12,000
202 square foot requirement. In our district, it's 15,000, so we're 3,000 square feet
203 shy or less for density for single-family houses. For density of a conversion, we
204 have 5x as much property as would be required. Ms. Davies said you're talking
205 about density under the conversion provision, and Mr. Wilson said correct.

206 Mr. Prior asked for public comment.

207 Bob Casassa spoke representing the abutters Mark and Sarah Ross at
208 79 Front Street, which is immediately to the right of the property. The property is
209 zoned for single-family use and has been used as a single-family residence for
210 decades or centuries. All upgrades to the property were to promote that single-
211 family use. The applicant argues that this property has been so improved that it is
212 no longer functional as a single-family home and requires a variance. The
213 applicant is attempting to leverage the single-family improvements into a
214 rationale on why you must abandon single-family use. It would go from one unit
215 to six. There wouldn't be changes to the exterior, but there would be a lot more
216 people in the interior who would come out. There would likely be two cars per
217 unit, so 12 cars adding traffic to that area. One of the purposes of the ordinance
218 is to not have congestion or undue intensity of population. This application runs
219 counter to the purpose of the ordinance. The applicant must establish that the
220 variance will not be contrary to the public interest, but the applicant has not met

221 that burden. The increase in density and traffic will be contrary to the public
222 interest. The proposed condominiums are not a permitted use. It will alter the
223 essential single-family character of this area. Based on the number of letters the
224 Board received and the number of people here tonight, these people absolutely
225 believe they're in a neighborhood and that there's an essential character of
226 where they live. Regarding substantial justice, there's no loss to the applicant. It's
227 an amazing house. If you were to end up with that as a single-family house,
228 that's an amazing property. It's the applicant's burden to establish that the value
229 of surrounding properties will not be affected. He has submitted two letters from a
230 realtor and an appraiser to the effect that putting a six unit condo will diminish the
231 value of 79 Front Street. It's up to the applicant to establish the special conditions
232 of hardship for the property, but this property can be used in a reasonable
233 manner or there may be a pathway to reasonable conversion consistent with the
234 ordinance. If this variance is granted, other property owners in the area could
235 come in and say "my house is too big, I want to turn it into a number of units." He
236 asked the Board to deny the applicant's request.

237 Sarah James of 70 Court Street said her block is similar to the area that
238 surrounds 81 Front Street. Most of the buildings are single-family. There are
239 three lots that have been divided into multiple units, and that significantly altered
240 the character of the neighborhood. The residents turn over much more frequently
241 than those in single-family homes and the residents don't interact with the
242 neighbors or neighborhood activities. This area of Front Street is a pocket of
243 lovely homes where the neighbors know each other and work together to add
244 strength to our town. She fears that subdividing a property in the middle of this
245 neighborhood will permanently alter its character in a way that is not beneficial
246 and is permanent.

247 Peter Vorking of 12 Grove Street said the reason there's so many people
248 here is that we are a neighborhood. He saw no letters in support of this proposal,
249 all of the letters opposed it. We have block parties. We are a neighborhood of
250 single-family homes. On the hardship issue, it reminds him of the story of the boy
251 who killed his parents and asked for mercy because he was an orphan. The
252 individual who bought it knew there had to be multiple exceptions made in order
253 for this to be converted. This has been a moving target; first it was eight units,
254 then six units, then they would condo-ize it, it's hard to know what's being asked
255 for. It was Michael Dingman's right to buy the property and do what he wanted
256 with it. This is an over-the-top property, but he was within his right to do what he
257 did. Two wrongs don't make a right. This is not allowed by the zoning regulations;
258 if the zoning regulations are wrong, change them, but don't make all these
259 exceptions. Mr. Prior said we are being asked for six units, there's no confusion
260 on that factor.

261 Paul Young of 84 Front Street, across the street from the property, said
262 this is an R2 Zone. There's a Master Plan of the town that allows for more density
263 in some areas and less density in others. This should be a planning and
264 subdivision questions. It doesn't seem like a variance for this is appropriate. Mr.

265 Prior said under State law, variances are allowed and they are the province of
266 the Zoning Board of Adjustment.

267 Barry Pastor of 100 Front Street said there was discussion about an
268 owner-occupied residence for rental properties. One property next door to him
269 was made into condos but they ended up being rented out and no owner lived in
270 the property. How do we know that the developer is not going to rent them out?

271 Attorney Somers said that someone would like to speak in support of the
272 project. Mr. Prior said although the letters we received were mostly negative,
273 there were a few in support, contrary to a claim made earlier.

274 Erica Wilson of 81 Front Street, who is Steve Wilson's daughter, said
275 she's currently occupying 1,700 square feet of the property now. She, her
276 husband, and their two young sons enjoy calling 81 Front Street home. Dr. Otis
277 purchased the property in 1894 and rented it out to academy families for years
278 before settling down there. Like him, she's an instructor at Tufts medical, and
279 she's the third local physician living in this property. She was dismayed to read
280 the letters that said that opening this house to multiple residents would damage
281 the quality of the neighborhood in some way. She values the historic character of
282 the neighborhood and the quiet and walkability. She hopes to carve out a space
283 here to raise her young family. Foot and vehicle traffic in the area of 81 Front
284 Street is a fact sometimes. Essex Inn, Epoch Restaurant, Phillips Academy, St.
285 Michael's Church, and Lincoln Street School are all in the area. Six additional
286 families would not be a noticeable increase in traffic in this busy corridor. Without
287 the outward appearance or green space diminishing, she's unsure how the
288 presence of families would alter the "genteel" nature of the neighborhood, unless
289 they feel that the people moving into these smaller and more affordable units are
290 themselves unfit for the neighborhood. Regarding safety and security, there was
291 a scenario proposed by several letters which was influenced by a neighbor who
292 distributed flyers to solicit letters to the Board, that 81 Front Street would become
293 a "party palace" for students from the Academy. Her husband is a former law
294 enforcement officer specializing in drug recognition and enforcement, and she
295 and her husband would be invested in ensuring that illegal and disruptive
296 activities are not carried out on this property. It seems more likely that a single-
297 family home paid for by distant parents would be a concern in this area. There
298 was concern that traffic in the back driveway would affect the safety of the
299 entrance to Lincoln Street School used by parents for drop off, but there's no
300 reason that her family using that driveway would affect safety there. Safety
301 hazards from the greenery and structure were present when we purchased the
302 property. One room was left unsecured and open to the elements. The deep
303 inground pool was half filled with rainwater, which was a drowning risk and bred
304 mosquitos. Regarding ensuring substantial justice, her practice is treating mental
305 health in this community, and justice is allowing more people to benefit from
306 public spaces. We shouldn't strive for a situation in town where four kitchens and
307 13 bathrooms are allotted to one or two households. We should turn obscenely
308 huge homes into multiple units. Exclusionist attitudes are reflected in some

309 letters. With the guidance of the HDC and in the hands of a reputable developer,
310 this project would allow more individuals and families to be contributing members
311 of this wonderful local community. The public interest in the need for housing
312 should supersede the individualist interest expressed. The town's population has
313 doubled in the past 50 years. Long-term visions for a sustainable community
314 should focus on turning oversized and underutilized single-family houses into
315 multi-family ones, while maintaining the architectural heritage and beauty of the
316 area. Regarding hardship, she invites the Board to consider the collective
317 hardship of housing shortages. Large houses sit empty on the market when they
318 could house several families. One of the letters mentioned a project at 69 Main
319 Street, but that wasn't a Steve Wilson project; for an example of a Steve Wilson
320 project, they should look to the renovation of the historic Army/Navy Building in
321 Downtown Portsmouth. This renovation included the painstaking preservation of
322 original wood window sashes and glass panes. It earned NH Homes 2018 award
323 for excellence. He also did the conversion of 81 High Street to 15 apartment units
324 and the restoration of the Woolworth's Building on Wall Street which preserved
325 the historic facade. The characterization of the developer as an absentee
326 landlord focused on profit extraction at the price of architectural beauty is not
327 accurate. A couple of the letters came from properties that are not currently being
328 maintained. The property at 87 Front Street has had six foot tall weeds in it for a
329 year. We need to focus on the fact that people need housing. More people
330 should be able to be a part of this wonderful neighborhood.

331 Walter Payne of 1 Pine Street said the political views just expressed are
332 not relevant here. When Attorney Somers said the optimal size is six units, she
333 was referring to maximizing revenue. Are you allowed to buy a property and then
334 tell the Zoning Board that if you can't maximize revenue, they're causing a loss?
335 You bought the property knowing those encumbrances were on it. Zoning is
336 supposed to prevent people from maximizing the value of their property, by for
337 example putting a cement factory with it. Mr. Prior said there are many other
338 reasons for zoning than that.

339 Josh Segal of 36 Pine Street said we've seen a lot of changes in the
340 community over 35 years. Similar stuff that has been brought before the Zoning
341 Board has been denied. There's no denying that this is a community. No one is
342 against Erica or having new people in the community. This community has been
343 very welcoming to new people. This is about changing a single-family to multi-
344 family for profit. The buyers knew when they bought the property that it would
345 need to go through some type of variance, so it's a risk-reward situation. We
346 don't want to reward this type of risk-taking. It's creeping incrementalism that will
347 change the feeling of this town. It's not about NIMBY, it's about the community
348 making these changes over time. He'd like to see that stopped.

349 Attorney Somers said she would like it noted that there was a letter from a
350 local realtor and two other letters of support for the project that were submitted.
351 There was a lot of talk about this creating a precedent, but each property needs
352 to be viewed on its own merits. There was lots of talk about neighborhood, but

353 there is no monolithic character to the properties out there right now. This is not a
354 series of single-family dwellings where what we are proposing to do would stick
355 out like a sore thumb. Regarding the diminution in value, there really wasn't
356 much to that letter from the realtor, other than that they thought there might be
357 some diminution. The letter from Peter Stanhope acknowledges that this area
358 contains a mix of commercial and residential uses; he notes that there is a
359 *possible* risk based on the fact that there will be change. He says that this will
360 cause a nuisance in the additional traffic, noise, guests, parking, and
361 construction. He assumes the potential for 12 people. He is forgetting that if this
362 were to remain a single-family house, she doesn't know who would live in that,
363 but likely a very wealthy person who would not be living there by themselves, but
364 might have extended family, servants, a trainer, etc, all of whom would have
365 vehicles. His comments are about possibilities of risk, and she doesn't think they
366 carry a lot of weight. She believes that the applicant has met the burden for this
367 and the other criteria.

368 Mr. Baum said the condo approach isn't part of the application. Generally
369 this meets the special exception criteria and could be a conversion, but that must
370 be owner-occupied if a rental. If it would be a condo, that may alleviate some of
371 the concerns about non-owner occupancy and transient use of the property. Is
372 the applicant interested in making that a formal condition of the approval?
373 Attorney Somers said she would characterize this as a representation of how we
374 intend to proceed with the proposal. Mr. Wilson said this property is owned by the
375 Wilson Realty Trust which includes his daughter. If we had to rent the units
376 because they were not saleable or decided to rent the units, we would comply
377 with the zoning and have an owner-occupied unit. There's an economic analysis
378 that has to be done. With 6 units and 2 purchased by his daughter, it would have
379 to be a condominium, since you can't have both rentals and purchased units. Mr.
380 Baum said this variance will run with the land past his ownership. Mr. Wilson said
381 if we have to rent the units, there would be an owner-occupied component. Mr.
382 Baum said that requirement wouldn't apply, so we could choose to have it be a
383 condition of the approval. Mr. Wilson said you have my commitment to that.

384 Mr. Prior closed the public session and the Board entered deliberations.
385 [20 minutes of this meeting were not captured.]

386 Mr. Baum went through the variance criteria: 4) The values of surrounding
387 properties are not diminished; expert testimony on this question is not conclusive
388 but can't be ignored. We have two conflicting realtor letters and the Stanhope
389 letter. We question some of the assertions that were in it. He [Mr. Baum] was not
390 able to attend the sitewalk, but from what he's heard we've got a historic building
391 that has fallen into some disrepair. It's going to be restored and brought up to
392 code, which will improve the value of this property, and would typically raise the
393 value of surrounding properties as well. Does changing the use of this property,
394 or changing it from four units to six, affect the property values? He's not
395 convinced that it will. Ms. Davies said there's a professional opinion stated here.
396 She thinks she would have landed in a different place than him, but she doesn't

397 want to negate his opinion entirely. Ms. Page said the burden on the applicant is
398 to show that it's more likely than not that property values won't be diminished.
399 Giving the opinion that there's a possibility isn't saying that's necessarily going to
400 happen, and it's based on the idea that there would be a "nuisance," which may
401 not be the case. Mr. Baum said there's nothing in the report that indicated what
402 that nuisance would be, other than a preference to remain a single-family home.
403 5) Literal enforcement of zoning ordinance will result in an undue hardship; first,
404 we have to find that there are special conditions that distinguish it from other
405 properties, which given the lot's size, which we should consider under case law,
406 this house clearly has special conditions. Ms. Davies said simply the
407 maintenance for a single-family home would require someone extremely wealthy.
408 Regarding "there is no fair and substantial relationship between the public
409 purpose of the ordinance and the specific application", the question is what is the
410 purpose of the single-family requirement. He's swayed by the applicant in that
411 the general purpose is to avoid congestion or over-dense lots, and that's not
412 really a factor here. No density relief is needed. This lot can support this number
413 of units without being offensive to the ordinance. This is not something that is
414 going to be big and out of scope, because they're essentially using the existing
415 building. It's not going to crowd out or shade surrounding buildings. Ms. Davies
416 said the location is in-town, mixed-use, not just a cul-de-sac in a corner of town.
417 The changes won't be that noticeable because the building isn't really changing.
418 The use is changing, but there could be that many people living in this home as a
419 single-family. The last aspect is that the use is reasonable. Given generally if the
420 underlying use is permitted it's considered reasonable, and it is permitted. It's a
421 residential use and will remain a residential use.
422

423 Mr. Baum made a motion to approve the application of 81 Front Street, LLC for a
424 variance from Article 4, Section 4.2 Schedule I (Section 4.3, Schedule II is no longer
425 being requested because that's dimensional only) to permit multi-family residential use,
426 specifically 6 multi-family residential units, on the condition that should the units become
427 rental units, one of the units will remain owner-occupied. Ms. Olson-Murphy seconded.
428 Mr. Eastman asked that a site plan be included as a condition.

429
430 Mr. Baum made an amendment to his motion to include that the variance is subject to
431 site plan review by the Planning Board. Ms. Davies seconded the amendment. Ms.
432 Page, Ms. Davies, Mr. Baum, Mr. Prior, and Ms. Olson-Murphy voted aye and the
433 motion was amended.

434
435 Ms. Page, Ms. Davies, Mr. Baum, Mr. Prior, and Ms. Olson-Murphy voted aye on the
436 amended motion and the application was approved 5-0.

437
438
439



TOWN OF EXETER

Planning and Building Department

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www.exeternh.gov

Date: February 2, 2024
To: Russell Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Master Plan Analysis Update

I'm writing this memorandum in response to your request to update my 2021 Master Plan Analysis. When completing the update, I followed the same format as I did in 2021. I examined each of the Action items within the Master Plan and decided the item's status. I used three categories to define the status of each task. I chose that the item was either completed, being worked on, or work has not begun. While "completed" and "being worked on" are two different determinations, they can be viewed as being essentially the same for the sake of this analysis. Many of the action items are something that Exeter should continue to do so they may never be completed.

I provide a summary of my findings below. I have also attached my in-depth look at each action item by describing the status of the task and what has been done to accomplish it. I also have modified the attached Action Agenda for an at-a-glance look at each item's status. The numbers in my analysis correspond to the numbers in the Action Agenda.

Summary

- There is a total of sixty-seven (67) specific action items in the Master Plan.
- Sixty-six (66) of them are either completed (23) or being worked on (43).
- One (1) item has not begun.

Based upon my analysis, significant progress has been made with all but one task either completed or being worked on. The only item that remains is to conduct a Complete Streets Policy which is in the CIP for funding in 2025. I believe this is a testament to the dedication of Exeter's engaged residents, business owners, town staff, and elected and appointed officials. I believe it is time to start considering an update to the Master Plan. In anticipation of this, I put an update to the Master Plan in last year's CIP for funding in 2028. There may be a need to start the process sooner based upon what has been accomplished since 2018 and that is a discussion I would welcome when we review the CIP later this year.

Thank you.

enc (2)

Master Plan Action Agenda Analysis January 2024

SUPPORT: Standing behind and helping the people who live, work and visit Exeter is essential to maintaining our quality of life. People of all ages and backgrounds should have access to basic goods and services, sound infrastructure, a safe place to live, and chances to gather with friends and family.

1. This item has been completed. The town partnered with the PRC in 2022 to conduct an age-friendly survey. The survey data provided the town with the unmet needs of our seniors in the community: Transportation and Informational resources. 1) The lack of transportation in the community for seniors is a major problem for our seniors; there is only one taxi company and limited bus transportation. The taxi prices have made it unaffordable for those on limited income 2) The need for more informational resources resulted in Exeter Parks and Recreation creating the Exeter Senior Resources guide. The simple fact is that the community seniors had no place to go to find all the valuable resources that our area agencies offered. The seniors did not want a digital copy; they enjoyed a printed copy they could keep. The department has distributed those at various locations around town. Lastly, the data and the Senior Council work have helped the town be accepted into the AARP Age-Friendly community network. This will open up the grant opportunities through AARP.
2. This item has been completed. While a 6-year CIP plan has not been formally developed, the Recreation Department has been utilizing the existing CIP to identify and prioritize projects. Through this process, Exeter Parks and Recreation has been chipping away at recreation facilities, trying to prioritize the community's needs by mainly focusing on safety, accessibility, and general maintenance. The Department will be looking into doing a supplemental recreation master plan with a third party that will help guide facility and program needs once 10 Hampton Rd is renovated. The needs assessment was completed in 2015, and a new master plan will help the department move forward. The lack of an accessible indoor facility has slowed the growth of recreation programming.
3. This item has been completed. The Recreation department has evaluated recreational needs as part of the 2019 Recreation Facility plan. The Conservation Commission (CC) and the Conservation & Sustainability Planner (CSP) collaborate with Parks and Recreation to offer joint programming including Exploring Exeter hiking series and the winter hiking series.
4. This item has been completed. The town engaged Disability Access Consultants to develop an ADA evaluation and Transition Plan for the town. Town staff has been implementing the recommendations as budget and staff time allows. An ADA Capital reserve Fund has been established and has been funding annually
5. This item is being worked on. The voters approved a warrant article in March 2021 for \$1 million to develop groundwater sources in the town. Several sites were

evaluated and one site is now in the development stage. A letter of intent (LOI) has been developed and is being reviewed by the parties for signature. Test pumping will begin after the LOI is executed.

6. This item has been completed. The Planning Board adopted new stormwater regulations that require treatment of runoff that prioritizes green infrastructure. We are one of the few towns in New Hampshire that requires minimum pollutant removal efficiencies for stormwater infrastructure.
7. This item is being worked on. The CSP works with DPW to continue the annual rain barrel program now using repurposed barrels from the water treatment facility and offering them for free with a donation to St. Vincent de Paul. Each barrel includes a water quality friendly lawn care magnet from the Healthy Lawns Clean Water (HLCW) effort. Magnets are also provided at the Town Clerk window each spring. In 2024 we are initiating a new Healthy Lawns Clean Water pledge program where participants receive a free yard sign promoting the program. CSP worked with a consultant to revise the HLCW website. The CSP annually provides a 2 day lecture/lab project for the Cooperative Middle students on stormwater pollution, buffers and water quality sampling techniques. All of these items are included as compliance efforts for our MS4 and Nitrogen Control permits.
8. This item is being worked on. The Town Manager, in coordination with several departments and organizations, continues to support community events. Long standing celebrations such as the Christmas Parade, Powderkeg, and the UFO Festival continued to be supported by the Town. More recent events that have been added since the Master Plan Update in 2018 include the Lit Fest, Tune and Fork Tuesdays, the Annual Alewife Festival and the Police Department National Night Out.
9. This item has been completed. While the Town did not partner with the SAU 16 on this. The Joint Strategic Plan was for the years 2017-2022.
10. This item is being worked on. While the town had several meetings after adoption of the Master Plan where “wrap around” services were provided, it was put on hold during the pandemic. We have started having meetings again and have provided some wrap around services but it has not been consistent across departments.

PREPARE: Municipalities across the country are beginning to focus on the concept of ‘resiliency,’ which speaks to a community’s ability to recover from disasters or adapt to new stressors. Rising temperatures, cybersecurity, emergency response, and flooding are examples of increased challenges for which Exeter must prepare.

- 1a. This item has been completed. The town engaged CPSM in 2020 to conduct a Fire Staffing and Deployment Analysis. The voters approved a warrant article in March 2021 for \$100,000 to work with a consultant and the Town hired an architectural firm to conduct an analysis. The analysis included a Spatial Needs Assessment for both the Fire

and Police departments and an analysis of several site options and configurations that included concept site and building designs.

1b. This item has been completed. Town staff worked with various boards and committees (Facilities Committee, Budget Recommendations Committee, and the Select Board) over the past couple of years on how to address the needs of the Public Safety departments. The preferred option selected from prior studies and analysis was to construct a new Police Station and Fire Substation on town-owned property at 6 Continental Dr. The proposal will be presented to the voters on the 2024 Town Warrant with a recommendation for approval by the Select Board.

2a. This item is being worked on. Town staff collaborated with UNH and the Conservation Commission (CC) to present a virtual training event for board members and staff to expand understanding of the resources available on climate related impacts and recommendations. This event was well attended and offered suggestions for incorporating regional plans in project planning and analysis. Future steps could include expanding the audience for this information.

2b. This item is being worked on. The CC does consider sea level and groundwater rise projections in project review, evaluates applications/conservation opportunities based on recommendations from the Coastal Conservation Plan update for Water Quality (among other resources), and considers salt marsh migration barriers in development review.

2c. This item has been completed. Town staff and subsequently the Planning Board evaluated our regulations in light of potential sea level rise, flood risks and other natural hazards. The Planning Board recommended changes to our floodplain ordinance to require 2' freeboard above base flood elevation, established an Advisory Sea Level Rise Risk Area and require that all new septic systems are located outside of the floodplain.

3a. This item is being worked on. The Department of Public Works (DPW) obtained a grant from NHDES to prepare an Asset Management Program (AMP) for the town's stormwater system, which was completed in 2020. This included an asset inventory, condition assessment, prioritizing critical infrastructure, and identifying long-term funding needs. The AMP is a tool that DPW uses to develop projects for the 6-year CIP. DPW is also evaluating watersheds in town for opportunities to improve stormwater quality as part of both the EPA MS4 (2017) permit and the EPA Great Bay Total Nitrogen Permit (2021) which will replace the EPA Administrative Order on Consent (AOC) for the Wastewater Treatment Plants NPDES Discharge Permit.

3b. This item is being worked on. The Planning Board develops the CIP annually based upon input from Department Heads. In addition, the Select Board, Budget Committee and Facilities Committee are all working on prioritization of public infrastructure.

Examples include the sewer siphon project, public safety complex, and the Public Works Garage. Also see the response to 3a above.

3c. This item is being worked on. DPW continues to incorporate “green infrastructure” in their town projects wherever feasible. DPW upgraded the culvert over Norris Brook to minimize flooding, and the Town Planner is overseeing a grant funded sidewalk project that connects existing sidewalks that is currently under construction to provide a more walkable community. Also see the response to 3a above.

STEWARD: So much of Exeter’s character is defined by the wealth of natural and cultural resources within its borders. Stewardship of these resources is critical to maintaining the Town’s sense of history, health, and identity.

1a. This item has been completed. The CC’s acquisition criteria include development potential. The majority of recent acquisitions has occurred through the development process.

1b. This item has been completed. The CC does include these criteria in their conservation priorities

2. This item is being worked on. The CC has a list of priority parcels, has reached out to landowners and has annually worked through the budget process to add additional funds to the conservation fund.

3. This item has been completed. The Town Planner now attends all Historic District Commission and Heritage Commission meetings and provides staff support. The Town may consider requesting a new position to the Town’s planning staff to take over these duties.

4a. This item is being worked on. The town identified Winter Street Cemetery as an important resource and applied for and received a grant to perform some rehabilitation work on the grave sites and markers. The town also funded tree removal in the cemetery and conducted an historical survey of the Park Street area through a Certified Local Government grant. The Town recently received a Certified Local Government Grant to conduct a survey of historic properties in the Pine St area.

4b. This item is being worked on. While a 10-year plan has not been completed, this item was discussed at the Heritage Commission. They have started to identify historic properties through several surveys funded by the Certified Local Government Program (CLG). The current CLG grant is surveying the Pine Street area.

4c. This item has been completed. This item discussed and due to the number of changes in the district, it was decided that an update would not be pursued.

5. This item is being worked on. The Town Planner redesigned the pocket park downtown and proposed an area for local artists to showcase their talents. This has not

been brought forward for funding but is on the list for funding through the Park Improvement fund.

6a. This item is being worked on. The town rehabilitated the cupola, added new bathrooms, and conducted an ADA evaluation on the building to identify deficiencies.

6b. This item is being worked on. The town established the Town Hall Revolving Fund in 2021. All fees from rentals of the space go directly into this fund to help offset improvements. The town also hired Arcove Consultants to conduct a Town Hall Needs Assessment. The Assessment included stakeholder interviews and created a comprehensive program for building improvements.

6c. This item has been completed. All recommendation in Trail Plan have been implemented with the exception of a trail endowment which is determined unnecessary at this point. The CC budget includes funds for trail supplies and labor is generously provided through the trail volunteers.

7. This item is being worked on. The town is fortunate to have a very strong network of volunteers in the two town forests and are working to expand volunteer stewardship for other properties.

8. This item is being worked on. The town continues to promote invasive removal with a core volunteer group. In 2021 we are participating in the state-wide Garlic Mustard challenge. The Conservation & Sustainability Planner provided educational workshop to DPW water/sewer staff in invasive species ID, what steps they can take to avoid spreading seeds or plant parts during maintenance activities on cross country sewer and water lines, and what species to avoid mowing.

9. This item has been completed. Timber management has a 25-year implementation. We are still working on invasive plant management within harvest areas. Given the risk for invasive expansion the CC is not currently planning on an expansion of harvest in the near future.

GROW:

1. This item is being worked on. The Housing Advisory Committee (HAC) has worked diligently to address regional housing needs. The HAC organized and hosted a regional housing summit with surrounding communities and discussed the need for a comprehensive approach to providing a variety of housing options in the region.

2. This item is being worked on. The town planner has done a GIS analysis on all available land in Exeter. The final component of putting all the data together and determining the buildout will be a collaborative effort between the Rockingham Planning Commission (RPC) and the town as budget and time allows.

3a. This item is being worked on. The HAC is also following several housing bills in the State Legislature that would provide options for towns to develop zoning that encourages new types of housing developments (i.e. cottage communities, tiny homes, etc.). The HAC has not yet made any recommendations as they are considering the options and what, if any, would be a good fit for the community.

3b. This item is being worked on. The HAC developed a Multi-Family Story Board in collaboration with the RPC. The Story Board identifies a variety of multi-family structures in Exeter that shows that this type of housing is prevalent in our community and is part of the character of the town. The HAC is also started working with several local businesses on the lack of affordable housing in the seacoast area. The HAC met with several business owners (Riverwoods, Exeter Hospital, Las Olas, Sig Sauer, Osram, and Cambridge Trust Bank) last month to discuss this important issue.

3c. This item is being worked on. The Planning Board proposed and the voters approved a zoning amendment in 2020 (Mixed Use Neighborhood Development) that provides incentives to construct affordable housing and commercial space in the downtown and Lincoln Street while requiring high quality urban design that is harmonious with the character of our vibrant commercial centers. Town staff, the Master Plan Oversight Committee (MPOC), the Planning Board and other town committees/boards are constantly reviewing town ordinances to determine potential amendments to achieve this action item. More recently, the Planning Board recommended expanding the MUND into the C2 Commercial Highway District and modified the language regarding residential conversions and Accessory Dwelling Units.

4a. This item has been completed. The Town Planner has worked with the Housing Advisory Committee and Planning Board to research incentives for infill development.

4b. This item has been completed. The Housing Advisory Committee (HAC) reviewed the provisions of the Zoning ordinance regarding residential conversions and accessory dwelling units. The HAC recommended changes to these provisions to incentive the creation of additional housing units where infrastructure already exists to support it, is compatible with the existing character of neighborhoods, and provides affordable housing options. The HAC recommendation was supported by the Planning Board and will be placed on the 2024 March Town Warrant for consideration. Also see response to 4a above.

5a. This item is being worked on. The Town Manager has completed an analysis of the cost and impacts of the existing tax exemption programs. While future costs and impacts have not been evaluated, a committee was established that will provide recommendations regarding these programs.

5b. This item is being worked on. The Select Board recently created the Tax Exemption Advisory Committee. The Committee will review all town exemption and credit

programs and provide recommendations to the Select Board regarding the adoption of new and/or amendments to existing programs.

6. This item is being worked on. The Town Energy Committee webpage is regularly updated with resources for home and business owners to make energy efficient improvements to their buildings. The Conservation & Sustainability Planner sought and received a Department of Energy grant for \$200,000 that will leverage up to an additional \$1.5 million in energy efficient upgrades for our resident-owned manufactured housing units.

7. This item is being worked on. The voters approved a proposal to relocate the CT Corporate Technology Park zoning district to coincide with existing uses and property lines. Potential future revisions will continue to be explored with town staff and the Planning Board.

8. This item has been completed. The Lincoln Street public areas were rehabilitated with new pedestrian amenities that included benches, crosswalks, shade trees and bump-outs.

9. This item is being worked on. The Planning Board put forth a zoning amendment that will expand the MUND on Portsmouth Avenue. Also see response 3c and 4a above. The reconstruction of Portsmouth Ave is in the adopted Capital Improvement Program (CIP). The Conservation and Sustainability Planner is on the COAST Board of Directors and continually evaluates bus service needs in Exeter. COAST made a change to an on-demand response model to better serve transit riders in Town.

10. This item has been completed. Staff worked with the TIF advisory Board to revise the Epping Road TIF to fund a corridor study and improvements within the Epping Rd corridor that was approved by the voters in March 2020. We have installed a new traffic light at Epping Rd/Continental Drive intersection and are starting construction on Epping Rd improvements from Cronin Rd to Continental Drive in the spring of 2024. Future improvements along the corridor are proposed in the study and will be examined through the Capital Improvement Program (CIP) in the coming years.

11. This item is being worked on. Also see response to Steward # 5. In addition to that response, the town funded a downtown improvement program where over 20 benches, a table, and bike racks were installed throughout the downtown area.

12. This item is being worked on. The Economic Development Director is constantly looking for opportunity to redevelop underutilized or under-developed parcels. Town staff continues to meet and identify these parcels. Town staff is also in conversations with several landowners in commercial areas about potential redevelopment of their properties.

13. This item is being worked on. The TIF has seen 3 iterations and infrastructure improvements have been made such as the construction of Ray Farmstead Road, extension of public water and sewer on Epping Rd, a new traffic signal at Continental Dr and Epping Rd, a corridor study of Epping Rd, and major improvements to Epping Rd from Cronin Road to Continental Drive. The Economic Development Director worked with several land owners that applied for and received tax relief to renovate downtown structures for residential and commercial use (Sea Dog, Ioka Theatre, VINO e VIVO, etc.)

CONNECT:

1a. This item is being worked on. The voters approved a warrant article in March 2023 to conduct the study. The Town selected Stantec to conduct a Parking, Traffic, and Pedestrian Flow Analysis in the downtown. The draft report has been completed along with several public outreach and engagement efforts that led to input from over 400 residents. The final report is due in February 2024 and will be presented to the Select Board.

1b. This item is being worked on. The Town Planner has been researching funding opportunities to implement the recommendations in the analysis. For example, Transportation Alternatives Program grant can partially fund pedestrian and bicycle improvements.

2a. This item is being worked on. Voters approved a warrant article and the Town engaged the Rockingham Planning Commission to develop the plan. A draft plan has been created and its recommendations have been vetted by the Master Plan Oversight Committee and Town planning staff. Several outreach efforts have resulted in input from hundreds of residents. A final plan is expected in early 2024 with a presentation to the public and recommendations incorporated into the CIP.

2b. This item is being worked on. Both Exeter town staff and the Rockingham Planning Commission are researching funding opportunities to implement the recommendations of the Bike & Pedestrian Master Plan. Several funding sources are available that include the Transportation Alternative Program and Safe Routes to School.

2c. This item is being worked on. The Scope of work of the Bike and Pedestrian Master Plan includes a section on examination of Exeter's land use regulations and to make recommendations to amend our regulations to promote bicycle and pedestrian friendly developments. It is anticipated that these recommendations will be vetted by the Planning Board in 2024 for inclusion into our land use regulations. The planning department secured a \$750,000 grant and constructed three sidewalk connections on Winter St, Epping Rd and Spring St. These connections filled in gaps in our pedestrian network and provided safer travel for pedestrians in these areas.

3. This work has not begun. However, the item is listed in the CIP for funding in 2025.
4. This item is being worked on. There was a push to incorporate a Riverwalk into the Library project to connect to the Great Bridge and String Bridge sidewalks but it was removed from the budget. However, the site was designed to allow it to be constructed at a later date. Town staff has also had conversations with property owners on the westerly side of the river about potential public access along the river.
5. This item is being worked on. An intersection improvement fund was established to examine intersections and this analysis is under way. Safety measures were also incorporated into the grant funded sidewalk project on Epping Rd that made improvements to the Brentwood Rd/Columbus Ave/Epping Rd intersection.
- 6a. This item has been completed. Through the Epping Rd TIF, the town has completed a corridor study of Epping Rd and the findings were presented to the Select Board at their 4/12/21 meeting. The study recommends any future improvements accommodate all modes of transportation.
- 6b. This item is being worked on. The Select Board prioritized the installation of a traffic signal on Epping Rd and have awarded a construction contract to construct the recommended improvements on the northern section of Epping Rd. Additional recommendations in the plan for the remainder of the corridor will be evaluated through the CIP process for prioritization.
7. This item is being worked on. Our Conservation & Sustainability Planner represents Exeter on the COAST Bus Board of Directors that evaluates transit options for Exeter residents. That said, the Town has not yet partnered with the Rockingham Planning Commission but will start that conversation in 2024.
8. This item is being worked on. There was considerable discussion on this before the pandemic. Staff and local residents examined other stations and discussed options for the Exeter Station. However, the pandemic significantly impacted ridership and these discussions were put on hold. Ridership has rebounded since the pandemic and staff has been exploring options for a comfort station. There was a private development proposed adjacent to the train station where the developer proposed a comfort station for the train but that development has not moved forward yet. Town staff intends to evaluate a project in 2024 for potential inclusion into the next CIP.

COMMUNICATE:

1. This item has been completed. The Select Board created the Communications Advisory Committee (CAC) in 2018 as a direct result of this action item. The Committee continues to meet and formulate and implement strategies for

communications across a variety of platforms such as social media and the town website. Through its evaluations, the CAC identified shortfalls and areas of improvement for Town communications and published several reports in 2021 and 2023 with recommendations. In 2022, the recommendations led to an overhaul of the Town's website, exeternh.gov, which was redesigned to be much more user-friendly. After listening to these recommendations, the Select Board and Town Manager's office appointed a Communications Coordinator in 2022 which was later reclassified as the Media Communications Coordinator in 2023. This new position oversees the town's government and public access channels and assists in overseeing and coordinator general communications for Town departments and committees. In 2024, the Town is proposing to create a new department and associated budget called Media and Communications to further address the recommendations of the CAC.

2. This item has been completed. The Town manager holds monthly department head meetings where staff updates other departments on their initiatives. Due to this, staff collaboration across departments has improved over the last several years. More recently, the Town Manager has created a leadership team as well as more frequent meetings to foster further and more directed staff collaboration.
3. This item is being worked on. The Economic Development Director engages in collaborative efforts with regional partners to attract businesses and developers on a daily basis. Collaborators include area economic development directors, regional chambers of commerce, SBDC, REDC and BEA. The Economic Development Director worked with the Media Communications Coordinator to establish an email newsletter system to target Exeter and Rockingham County businesses with important information regarding COVID-19 relief available during the pandemic. This email newsletter is currently still in use to communicate with businesses about available resources, networking opportunities and trainings. The Economic Development Director also worked with regional partners (Seacoast Economic Development Stakeholders) to develop and distribute "[The Employer Tool Kit](#)" as a resource for local businesses to attract and retain workers in the area. Exeter TV has been actively engaged with the Exeter Historical Society to help film and recording programming about Exeter to highlight its unique historical characteristics and offerings. They worked together in 2018 to digitize film reels and make content available to the public, preserving history.
4. This item is being worked on. This task is broad but staff and our citizen volunteers continue to organize a variety of forums as described in several items above.
5. This item is being worked on. This is consistent with the charge of the Communications Advisory Committee described above. One recent initiative to highlight is the consolidation of email newsletter communications and establishment of a biweekly email newsletter with Town updates and news. This was started in the

middle of 2023 and will hopefully see other departments expanding the use of regular email newsletters.

6. This item has been completed. Every RFQ or RFP that has been issued lately always includes a public engagement process. The most recent one is for the Public Safety Complex analysis RFQ and this includes this language. Another example is the ADA study that has a strong public outreach component.

Exeter Master Plan Action Agenda: **AT-A-GLANCE PROGRESS REPORT 2/2/24**

Adopted February 22, 2018

SUPPORT

SUPPORT Action		Town Lead	Town Support	Timeframe
1	<p>Evaluate the needs of seniors today and in the future. Determine if existing programs and services in the community and around the region (public, private, and non-profit) are meeting/will meet those needs. Consider needs around housing, lifelong learning, recreation, social interaction and stimulation, and health and wellness, among other issues.</p> <ul style="list-style-type: none"> • Use public engagement techniques (workshops, surveys, etc.) to understand senior needs and preferences. • Coordinate and survey St. Vincent DePaul and others that provide senior services to Exeter residents. • Based on outcomes, develop recommendations to address unmet needs. 	Human Services Dept, Parks & Rec Dept, Town Manager	Town Planner	Short Term COMPLETE
2	<p>Based on public input, prioritize existing recreational facilities in need of improvements that address safety, access, and general maintenance. Estimate costs and develop a six-year schedule that can be incorporated into the Capital Improvement Program (CIP). Build off of the University of New Hampshire (UNH) Needs Assessment and Planning Report (2014-2015).</p>	Parks & Rec Dept, Town Manager	Selectboard	Short Term COMPLETE
3	<p>Identify new facilities or programming, using the findings of the UNH Needs Assessment and Planning Report (2014-2015) as a starting point. Estimate costs and feasibility of providing these new facilities/activities.</p>	Parks & Rec Dept, Town Manager, Natural Resource Planner	Conservation Commission, Selectboard	Mid Term COMPLETE
4	<p>Prioritize public facilities and spaces (including recreational sites) where ADA improvements are needed or could be improved. Estimate costs and develop a 6-year schedule that can be incorporated into the CIP.</p>	Dept of Public Works, Municipal Departments, Library, Town Planner, Town Manager	Selectboard	Short Term COMPLETE

SUPPORT Action		Town Lead	Town Support	Timeframe
5	Continue to evaluate water supply alternatives that can supplement the existing public water system. Determine the feasibility of implementing the preferred alternative(s).	Dept of Public Works	Selectboard, Water/ Sewer Advisory Committee	Ongoing/Long Term IN PROCESS
6	Evaluate local stormwater management regulatory requirements for private development and determine if requirements of federal mandates are being met. Identify revisions and new policies/standards. Prioritize green infrastructure where feasible.	Dept of Public Works, Town Planner	Selectboard,	Ongoing/Short Term COMPLETE
7	Develop a public awareness campaign to educate residents and businesses about water quality and state and federal mandates that require the Town to improve and monitor it. Include such topics as: what the mandates require the Town to do (new programs, infrastructure projects, etc.), the impact of lower water quality on the quality of life in Exeter, and how residents and businesses can contribute to improving water quality.	Dept of Public Works, Natural Resource Planner	Conservation Commission, River Advisory Committee	Short Term IN PROCESS
8	Sponsor and support events that bring residents and businesses together and celebrate the local community.	Town Manager	All Departments	Ongoing IN PROCESS
9	Continue to support quality public education opportunities through the endorsement of the SAU16 Joint Board Strategic Plan. Identify specific strategies in the Strategic Plan where other municipal departments can provide support and incorporate these in department work plans.	Town Manager	All Departments	Ongoing COMPLETE
10	Continue to provide “wrap around” support for critical public meetings like on-site child care, refreshments, recordings, and/or printed summaries.	Town Manager	All Departments	Ongoing IN PROCESS

PREPARE

PREPARE Action		Town Lead	Town Support	Timeframe
1a	Resolve outstanding issues with public safety department facilities through a comprehensive public safety services evaluation that includes recommendations.	Fire Dept, Police Dept, Town Manager	Selectboard	Short Term COMPLETE
1b	Based on findings of services evaluation, move with top priority recommendations. Identify grants to support final design and construction as well as staffing.	Fire Dept, Police Dept, Town Manager	Selectboard	Mid Term COMPLETE

PREPARE Action		Town Lead	Town Support	Timeframe
2a	Based on most recent data available, inventory properties most vulnerable to sea level rise, storm surge, and other natural hazards. Where possible, estimate the time horizon for impacts. Develop outreach methods to education private property owners about the risks and ways they can minimize impacts to their properties.	Town Planner, Natural Resource Planner	Conservation Commission, Planning Board, River Advisory Committee	Short Term IN PROCESS
2b	For areas identified most vulnerable to sea level rise, storm surge, and other natural hazards, evaluate town land use policies for these areas and consider alternatives to minimize risk in each area. These might include: <ul style="list-style-type: none"> • Acquiring property to minimize the impact of sea level rise, chronic flooding, marsh migration, etc. to public and private property. • Limit redevelopment after flood or storm damage. • Decisions where to extend (or not extend) infrastructure (roads, water, sewer, etc.) 	Town Planner, Natural Resource Planner	Conservation Commission, Planning Board, River Advisory Committee	Mid Term IN PROCESS
2c	Based on findings of the land use policies evaluation, implement new land use policies and regulations to reduce risks from sea level rise, storm surge, and other natural hazards.	Town Planner, Natural Resource Planner	Selectboard, Planning Board, Conservation Commission	Mid Term COMPLETE
3a	Conduct a Drainage Asset Management and Condition Assessment to identify where infrastructure is undersized and unable to accommodate new development, increases in storm events, or rising sea levels. Use the development of this plan as an opportunity to educate residents about vulnerabilities and the need for funding to support upgrades and meet permitting requirements.	Dept of Public Works	Town Planner	Short Term IN PROCESS
3b	Prioritize improvements for public infrastructure. <ul style="list-style-type: none"> • Evaluate upgrades as well as adaptation and mitigation strategies. • Estimate costs and develop a 6-year schedule of improvements to be included in the CIP. • Identify grants and other funding sources to augment local funding. 	Dept of Public Works, Town Manager, Town Planner	Selectboard, Planning Board	Mid Term IN PROCESS

PREPARE Action		Town Lead	Town Support	Timeframe
3c	<p>Implement adaptation strategies for public infrastructure. Examples could include, but would not be limited to:</p> <ul style="list-style-type: none"> • Flood water diversion improvements for streets that can be flooded in extreme events. • Replacement of culverts and stormwater conveyance structures with infrastructure sized for larger storm events. • Installation of “green infrastructure” strategies that can help reduce the volume of stormwater flows. • Ensuring energy redundancy (e.g., generators) for municipal facilities that are important to emergency response. 	Dept of Public Works, Town Planner	Selectboard, Planning Board	Long Term IN PROCESS

STEWARD

STEWARD Action		Town Lead	Town Support	Timeframe
1a	Identify properties that are less likely be developed based on regulatory requirements and determine whether this affects their prioritization level for acquisition.	Town Planner, Natural Resource Planner	Conservation Commission	Short Term COMPLETE
1b	Review criteria for acquiring land for conservation and consider adding criteria related to sea level rise, marsh migration, chronic flooding, storm surge, and other impacts of climate change and natural hazards.	Natural Resource Planner	Conservation Commission, River Advisory Committee, Selectboard	Mid Term COMPLETE
2	Based on revised criteria and assessment of natural resources already under regulatory protection, prioritize parcels of interest for conservation purposes. Consider available and future funding sources and other tools available to protect land. Develop a 10-year schedule for implementation.	Natural Resource Planner	Conservation Commission, Selectboard	Mid Term COMPLETE
3	Commit resources for a new staff person to support Historic District Commission and Heritage Commission, and move historic preservation actions forward.	Town Planner, Town Manager	Selectboard	Short Term COMPLETE

STEWARD Action		Town Lead	Town Support	Timeframe
4a	Inventory and prioritize historic resources (within and outside of historic districts) that need improvements.	To be determined	Historic District, Heritage Commission	Short Term IN PROCESS
4b	Estimate costs and develop a 10-year plan of historic resource improvement projects. Identify potential funding sources and partners to augment town resources.	To be determined	Historic District, Heritage Commission	Mid Term IN PROCESS
4c	Update Waterfront Commercial Historic District National Register survey.	To be determined	Historic District, Heritage Commission	Mid Term COMPLETE
5	Work with local arts organizations to promote art installations in public spaces. Prioritize locations that would provide the best opportunities. Identify ways to engage the community in public art.	Town Planner	Exeter Arts Committee	Short Term COMPLETE
6a	Prioritize improvements for the Town Hall. Collaborate with the work being done by the Exeter Chamber of Commerce to make the space more user-friendly. Estimate costs and develop a 10-year schedule of improvements.	Town Manager	Dept of Public Works, Economic Development Commission, Arts Committee, Selectboard	Short Term IN PROCESS
6b	Continue to work with the Chamber of Commerce to identify funding mechanisms to augment town resources for Town Hall improvements. Consider fundraising and grants to augment town resources.	Town Manager	Dept of Public Works, Economic Development Commission, Arts Committee, Selectboard	Mid Term IN PROCESS

STEWARD Action		Town Lead	Town Support	Timeframe
6c	<p>Review and update the Trail Maintenance Plan (2009).</p> <ul style="list-style-type: none"> Identify recommendations that have not been completed. Determine which recommendations are still relevant and which are not. Identify new recommendations as needed. Develop a 10-year schedule for maintenance, improvements, or future assessments. 	Natural Resource Planner	Conservation Commission	Short Term COMPLETE
7	Establish a "Friends" group of volunteers for individual town conservation properties to support and help with maintenance, including trail infrastructure, debris and litter, installations, etc.	Natural Resource Planner	Conservation Commission	Short Term IN PROCESS
8	Prioritize town conservation properties in need of invasive species management. Estimate costs and develop a 10-year schedule for management strategies.	Natural Resource Planner	Conservation Commission	Mid Term IN PROCESS
9	<p>Review and revise existing forest management plans (Henderson-Swasey (2011) and Oaklands (1993)) as needed to ensure they remain relevant to conservation land management goals.</p> <ul style="list-style-type: none"> Identify recommendations that have not been completed. Determine which recommendations are still relevant and which are not. Identify new recommendations as needed. Develop a 10-year schedule for maintenance, improvements, or future assessments. 	Natural Resource Planner	Conservation Commission	Short Term COMPLETE

GROW

GROW Action		Town Lead	Town Support	Timeframe
1	Continue to work with surrounding communities to address regional needs for workforce housing and provide more diverse housing options.	Town Planner	Housing Advisory Committee	Ongoing IN PROCESS
2	Assess future housing growth by conducting a buildout analysis under current zoning conditions. Determine if the outcome of housing types will meet projected future needs, as outlined in the HAC 2017 report.	Town Planner, Town Manager	Housing Advisory Committee, Planning Board	Short Term IN PROCESS

GROW Action		Town Lead	Town Support	Timeframe
3a	Investigate potential expansion of allowed housing types in Exeter (e.g., cottage communities, etc.) and present findings at an All Boards meeting.	Town Planner, Town Manager	Housing Advisory Committee, Planning Board	Short Term IN PROCESS
3b	Develop a public education campaign to raise the awareness of housing needs in Exeter and the different housing that can meet those needs. Include the local business community to understand housing needs of their employees.	Town Planner	Housing Advisory Committee	Short Term IN PROCESS
3c	Review zoning ordinances to identify recommended changes that will create a balance of housing types to meet projected future needs. This might include review of multi-family structures allowed in R-1 districts, density and other incentives in the Affordable Housing Ordinance, and residential lot size requirements in single family residential districts.	Town Planner	Housing Advisory Committee, Planning Board	Short Term to Mid Term IN PROCESS
4a	Research incentives for infill development in R-1 and R-2 zoning districts to encourage the creation of smaller, more affordable homes. Focus on approaches that ensure infill maintains the look and feel of the existing neighborhoods.	Town Planner	Planning Board, Housing Advisory Committee	Mid Term COMPLETE
4b	Move forward on the most feasible incentive(s) for infill housing by incorporating them into local regulations and/or policies. (this follows prior action)	Town Planner	Planning Board, Affordable Housing Committee, Selectboard	Mid Term COMPLETE
5a	Evaluate the Town's property tax exemption programs (elderly, alternative energy, RSA 79E, etc.) to determine their costs and project future impacts based on demographic changes and other trends.	Town Manager, Tax Assessor, Economic Development Director	Selectboard	Mid Term IN PROCESS
5b	Set up a schedule to periodically examine property tax exempt programs to ensure fairness and equitable distribution across residential property types.	Town Manager, Tax Assessor	Selectboard	Mid Term IN PROCESS
6	Develop a clearinghouse of low-interest loan and grant opportunities for Exeter residents to make improvements to older homes to address needed upgrades, energy efficiency, or environmental hazard reduction. Resources may be New Hampshire Housing, local non-profits, or use of Community Development Block Grants (CDBGs) to establish a municipal program.	To be determined	Housing Advisory Committee	Mid Term IN PROCESS

GROW Action		Town Lead	Town Support	Timeframe
7	Review the Zoning Map against the goals of this plan to determine if commercial district boundaries should be adjusted. Also review boundaries to see if lines should be altered to better coincide with parcel boundaries.	Town Planner, Economic Development Director, Town Manager	Planning Board, Economic Development Commission, Selectboard	Short Term IN PROCESS
8	Support the Lincoln Street Improvement Project with the development of a physical master plan for the Lincoln Street area as a village-scale Transit-Oriented Development (TOD). Evaluate land uses, building-to-street relationships, and features of the public realm. Assess multi-modal connections (walking, biking, bus/train) with Downtown and other neighborhoods. Be sure to incorporate both elementary schools and PEA. Consider other studies that may be concurrent under CONNECT.	Town Manager, Town Planner	Economic Development Committee, Planning Board, Selectboard	Short Term COMPLETE
9	Continue efforts to improve circulation and promote high quality development along Portsmouth Avenue. <ul style="list-style-type: none"> • Continue work on developing a form-based code for the corridor (started in 2012). • Continue support of the CIP project for reconstruction of the roadway to correct drainage, utility, traffic flow, signal, stormwater, sidewalk, and streetscape deficiencies. • Evaluate bus service and how it does or can impact redevelopment. • Incorporate the recommendations of the bike and pedestrian master plan developed under CONNECT. 	Town Planner, Economic Development Director, Dept of Public Works	Economic Development Committee, Planning Board	Mid Term IN PROCESS
10	Evaluate the use of tax increment financing (TIF) and other financial incentives in other commercial areas of town.	Economic Development Director	Economic Development Committee	Short Term COMPLETE
11	Continue to identify improvements to public spaces and the public realm in the Downtown to enhance its character. This may include public art, pedestrian amenities, or signage. Maintain consistency with bike and pedestrian linkages under CONNECT.	Town Planner		Ongoing IN PROCESS

GROW Action		Town Lead	Town Support	Timeframe
12	Inventory under-utilized and under-developed properties in commercial areas. Identify potential partners (both public and private) to assess the redevelopment opportunities of priority properties.	Economic Development Director, Town Planner	Economic Development Committee	Mid Term IN PROCESS
13	Continue to use economic development strategies already in place (79E, TIF district, etc.) to retain and grow existing businesses and attract new commercial development in all commercial corridors. Regularly evaluate their ability to meet stated goals and objectives.	Economic Development Director	Economic Development Committee	Ongoing IN PROCESS

CONNECT

CONNECT Action		Town Lead	Town Support	Timeframe
1a	Conduct traffic and parking studies for the Downtown and prioritize recommendations. Evaluate traffic flow and pedestrian movement to and through Downtown to understand final destinations and impacts on local businesses. Develop a parking management plan with a 6-year schedule for implementation.	Town Planner, Economic Development Director	Dept of Public Works, Economic Development Committee, Planning Board, Selectboard	Short Term IN PROCESS
1b	Research funding alternatives to augment the implementation of the parking management plan.	Town Planner, Economic Development Director	Planning Board, Selectboard	Mid Term IN PROCESS
2a	Prepare a town-wide Bike and Pedestrian Master Plan that looks at both walking and biking as modes of transportation beyond recreation. Identify improvements to existing amenities and areas where new amenities could be feasibly installed to promote walking and biking. Use the concurrent parking study (or parking management plan if already developed) for Downtown to inform the plan. Destinations/Routes to consider: <ul style="list-style-type: none"> All public schools 	Town Planner, Dept of Public Works	Planning Board	Short Term IN PROCESS

CONNECT Action	Town Lead	Town Support	Timeframe
<ul style="list-style-type: none"> • Epping Road to Downtown • Lincoln Street/Train Station to Downtown • Portsmouth Avenue to Downtown • All surrounding residential areas to Downtown • Open space and recreational resources <p>Prioritize improvements/new projects and develop a 10-year schedule for implementation.</p>			
2b	Town Planner, Dept of Public Works	Planning Board, Selectboard	Mid Term IN PROCESS
2c	Town Planner	Planning Board, Selectboard	Mid Term IN PROCESS
3	Town Planner, Dept of Public Works	Economic Development Commission, Selectboard	Short Term PLANNED FOR 2025
4	Town Planner, DPW, Town Manager	Selectboard, River Advisory Committee	Short Term IN PROCESS
5	Dept of Public Works, Town Planner, Town Manager	Planning Board, Selectboard	Short Term IN PROCESS
6a	Dept of Public Works, Town Planner, Economic Development	Planning Board, Selectboard	Short Term COMPLETE

CONNECT Action		Town Lead	Town Support	Timeframe
6b	Prioritize public improvements based on the Epping Road Access Management Plan and develop a 6-year schedule to be included in the CIP. Keep apprised of NHDOT funding (TIP) and other sources to augment CIP funding.	Dept of Public Works, Town Planner, Economic Development	Planning Board, Selectboard	Short Term IN PROCESS
7	Partner with the Rockingham Regional Planning Commission to study the feasibility of localized transit options (shuttles, trolleys, etc.) that connect destinations. Evaluate year-round and seasonal service. Consider possible routes, costs, and management of services.	Town Planner, Economic Development Director, Town Manager	Planning Board, Selectboard	Long Term IN PROCESS
8	Support and advocate for improvements to the Downeaster train station to include a heated/air conditioned waiting area, ticket kiosk, and public restrooms.	Town Planner, Town Manager	Selectboard	Long Term/ Ongoing IN PROCESS

COMMUNICATE

COMMUNICATE Action		Town Lead	Town Support	Timeframe
1	Establish a small committee charged with researching municipal information and management technologies for the Town. If deemed necessary by the committee, approve funding to hire one or more industry professionals that can help the Town select and launch a new information/ management/permitting platform.	Town Manager, Information Technology	Selectboard	Short Term COMPLETE
2	Develop a more frequent official, regular system of interdepartmental meetings to review current initiatives and workload in each department and potential efficiencies that could occur by combining efforts.	Town Manager	Selectboard	Short to Mid Term COMPLETE

COMMUNICATE Action		Town Lead	Town Support	Timeframe
3	Develop materials (paper and/or digital) for the Town to be used to attract businesses, residents, and visitors. Work with the Chamber of Commerce, HERON, Historical Society, PEA, and other community groups and organizations.	Economic Development Director	Economic Development Commission, Historic District, Heritage Commission, Arts Committee	Mid Term IN PROCESS
4	Continue to organize community forums to discuss issues important to Exeter. Ensure that events, especially large ones, provide options for food and child care.	TBD	Selectboard, All Boards, Town Departments	Short to Mid Term IN PROCESS
5	Evaluate the ways in which the Town communicates with the public and ensure that strategies maximize citizen engagement across multiple platforms. Determine the strategies that could be strengthened and move forward with ways for improvement.	TBD		Short to Mid Term IN PROCESS
6	Develop language to be included in municipal RFPs that requires the inclusion of diverse and effective public engagement processes as part of municipal planning, design, and construction processes.	Town Manager	All Departments issuing RFPs	Short Term COMPLETE