

Nottingham Planning Board

June 23, 2021

Approved July 14, 2021

1 **Planning Board Members Present:** Dirk Grotenhuis, Chair; Eduard Viel, Vice-Chair; Susan Mooney,
2 Secretary; Gary Anderson, SRPC Rep; Ian MacKinnon; Charlene Andersen; Tiler Eaton, BOS Rep
3 Robert "Buzz" Davies, Alternate

4 **Board Members Absent:** None

5 **Others Present:** Jennifer Czysz, SRPC Planner; Mark Davie, SRPC Intern

6
7 **Call to order and Roll Call:** 7: 00pm

8
9 **Alternates Seated and Voting:** Mr. Davies participating, non-voting

10
11 **Public Meeting**

12 Mr. Grotenhuis called the meeting to order at 7:00 PM and outlined the evening's agenda. As this is the
13 Board's annual meeting there will be no business discussed. Additionally, the Board is back to meeting in
14 person as the Governor's Emergency Order allowing for remote meetings has expired. At this time, the
15 Town does not have the capability to host hybrid public meetings with an option to participate remotely.
16 The Selectboard is looking at technology investments to be able to do so. Having a virtual meeting
17 helped public access. The Board will continue to upload meeting recordings to the Town's YouTube
18 channel. The Town has a vacant employment position for Planning and Zoning Secretary/Land Use
19 Clerk, the Board encourages anyone interested to reach out to the Town Administrator, Chris Sterndale.
20 In the interim to the Town filling this position, Mr. Grotenhuis and Mr. Viel will be asking for assistance
21 with various tasks administratively. Strafford Regional Planning Commission (SRPC) will be working
22 more closely with applicants. Ms. Czysz of Strafford Regional Planning Commission is assisting with
23 minutes tonight, and there may be a potential candidate to do minutes in the future. Mr. Grotenhuis will
24 finalize some prior draft minutes and circulate.

25
26 **Roll call of members:** Mr. Grotenhuis confirmed that all newly elected members have been sworn in.

27
28 **Election of Officers:**

29 Mr. Grotenhuis and Mr. Viel noted they enjoy their current positions and are happy to continue as such,
30 however, happy to consider if someone else is interested.

31
32 Mr. Viel MOVED to nominate Mr. Grotenhuis as Chair, seconded by Mr. Eaton. Mr. Grotenhuis
33 accepted the nomination. Voice vote all in favor, the motion PASSED 7-0-0.

34
35 Ms. Mooney MOVED to nominate Mr. Viel as Vice Chair, seconded by Mr. Grotenhuis. Mr. Viel
36 accepted the nomination. Voice vote all in favor, the motion PASSED 7-0-0.

37
38 Mr. Grotenhuis MOVED to nominate Ms. Mooney as Secretary, seconded by Mr. MacKinnon. Ms.
39 Mooney accepted the nomination. Voice vote all in favor, the motion PASSED 7-0-0.

40
41 Mr. Eaton MOVED to nominate Mr. Anderson as CIP representative, seconded by Ms. Mooney. Mr.
42 Anderson accepted the nomination. Voice vote all in favor, the motion PASSED.

43
44 Mr. Anderson noted that his schedule precluded regular attendance at Friday morning SRPC meetings.
45 Mr. Grotenhuis and Ms. Czysz described the role of the SRPC representative.

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46 Mr. Grotenhuis MOVED to nominate Ms. Andersen and Mr. Anderson as SRPC representatives,
47 seconded by Mr. MacKinnon. Both accepted the nomination. Voice vote all in favor, the motion
48 PASSED 7-0-0.

49 Additional discussion was had by the Board regarding SRPC and it was noted that Nottingham is not a
50 full voting member as the Town. The Board will look into possibly becoming a dues paying member in
51 the future and explore the additional benefits membership provides. Mr. Eaton indicated intent to discuss
52 the issue at the next Selectboard meeting.

53

54 **Planning Goals:**

55 The Board held a brainstorming session to identify potential work items for the upcoming year. Mr.
56 Grotenhuis asked Ms. Czysz to identify items from the former staff planner. Items included:

- 57 • Update project application and checklist
- 58 • Develop a minor site plan application
- 59 • Revive the Transportation and Master Plan committees
- 60 • Review and revise home occupation regulations to clarify licenses that need to be shown as part
61 of the application and what constitutes a minor or major home occupation
- 62 • Revise the frontage requirements for curves and corner lots to determine how to calculate the
63 length (example use straight line instead of the arc length)

64

65 The Board brainstormed the following items:

- 66 • Building Heights
- 67 • Draft driveway/new road setbacks from property lines for new houses/developments
- 68 • Tiny houses
- 69 • Short term rentals
- 70 • ADUs – detached versus attached
- 71 • Fences – setbacks
- 72 • Steep slopes
- 73 • Master Plan action items
- 74 • Start thinking about Master Plan update
- 75 • Recommit to items from the Transportation Subcommittee – there are some items remaining
- 76 • Scenic Roads - part of what the transportation subcommittee is working on, medallions that can
77 be attached onto street signs to denote Scenic Roads, a good way to promote and conduct
78 outreach
- 79 • Updates to the Master Plan, there is a need to reconvene the Master Plan subcommittee

80

81 The Board agreed that they also need to speak to the Building Inspector Dale Sylvia about his priority
82 amendments.

83

84 Mr. Viel asked Ms. Czysz to email Town Administrator Sterndale the benefits of being a SRPC member.
85 He also asked if SRPC has the ability to assist with conducting charettes or other Master Plan public input
86 sessions. Ms. Czysz said yes, that is possible.

87

88 Mr. Grotenhuis noted that we are starting this conversation late in the year due to the delayed Town
89 elections and will need to truly prioritize the list.

90

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92 **Acceptance of By-Laws**

93 Mr. Viel identified three potential changes to the By-Laws: the section outlining the annual meeting does
94 not allow for any other business to be conducted, hybrid virtual-in-person meetings are not currently
95 enabled by the Board's By-Laws, and Ms. Mooney has some edits she has prepared. Mr. Viel noted the
96 changes did not need to occur tonight. Board members decided to put the amendments discussion on the
97 July 28th agenda.

98

99 Ms. Andersen noted that Ms. Arendarczyk had sent a few other items that should also be considered
100 including Article V Section 2 edit with full RSA (pg 391) language. Mr. Viel suggested cleaning up the
101 "adopted" dates.

102

103 Mr. Davies noted the section on the Planning Board Clerk does not specify who fulfills the clerk's role
104 when there is no clerk. Ms. Andersen suggested "or other duly authorized employee of the town." Mr.
105 Grotenhuis suggested that it be the Town Clerk as the official person who can sign on behalf of the town.
106 Mr. Viel noted that some of the tasks automatically fall to the Town Administrator to delegate. Ms.
107 Mooney also noted that section VI doesn't specify who the clerk is.

108

109 Board members will each conduct a review and send their draft amendments to Ms. Czysz by July 21st to
110 compile and bring a draft to the July 28th meeting.

111

112 **Other Business**

113 Mr. MacKinnon asked if we need to set a schedule to update the Master Plan. Others noted that the last
114 Master Plan update was 2015 and isn't too out of date. Mr. Grotenhuis suggested the Board identify a
115 plan to bundle priority sections to start working on.

116

117 Mr. Grotenhuis suggested it would be good to get back to having one meeting a month dedicated to
118 hearings and applications and hold the other for a Board work session. The current challenge is the
119 number of applications.

120

121 **Staff/Board Member Updates**

122 Mr. MacKinnon recommended that Zoom Webinar works well for virtual meetings for other towns but
123 requires a dedicated person to manage it. Mr. Anderson noted that SRPC recently amended the 4 (four)
124 year Transportation Improvement Program. Mr. MacKinnon asked Mr. Eaton if the Selectboard had
125 determined how federal CARES Act funds can be used by the town. Mr. Eaton noted this is still being
126 determined. Ms. Czysz noted the SRPC was hosting a webinar on June 24th about "Pipelines to Project
127 Funding."

128

129 **Adjournment**

130 Mr. Viel MOVED to adjourn, seconded by Mr. MacKinnon. All in favor.

131

132 **Adjourn at: 8:05pm**

133

134 For the Nottingham Planning Board ~ Jennifer Czysz, SRPC Planner; Eduard Viel, Vice-Chair