

Nottingham Planning Board

June 23, 2021

Approved July 14, 2021

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

Board Members Absent: None

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

Call to order and Roll Call: 7: 00pm

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

Public Meeting

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

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

Election of Officers:

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

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

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

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

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

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

Nottingham Planning Board

June 23, 2021

Approved July 14, 2021

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

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

Planning Goals:

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

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

The Board brainstormed the following items:

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

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

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

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

Nottingham Planning Board

June 23, 2021

Approved July 14, 2021

Acceptance of By-Laws

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

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

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

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

Other Business

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

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

Staff/Board Member Updates

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

Adjournment

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

Adjourn at: 8:05pm

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