

**PLANNING BOARD  
RINDGE, NEW HAMPSHIRE  
MAY 25, 2004  
MINUTES**

**DATE: May 25, 2004  
6/21/2004**

**TYPE: Work Meeting**

**DATE APPROVED:**

**TIME:** 7:00-10:25 PM. Katie Duffy, Chair

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**CALL TO ORDER, at 7:00 PM – 9:00 PM**

**ROLL CALL:** Katie Duffy, Dave Tower, Cheves Walling, Paul O'Connor, James Hoard, Arthur Fiorelli, Jo Anne Carr, Robyn Payson sec

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The purpose of the meeting was to review Jo Anne Carr's work plan. To discuss progress of projects and prioritize future goals.

**INITIAL OFFICE ORGANIZATION-** Jo Anne Carr told the board that the first thing done was to organize the office and get permitting and databases in order by using PTWIN permitting software. All the files are re-organized and permitting is up to date. We have purchased a copy of the software, which is up on the server, inputting of the records will begin soon.

**TAX MAP DATABASE-** Jo Anne has begun working on G. I. S. software and developing a map database. She integrated the assessor's data from 1999. Jo Anne, showed examples of the new maps generated by the G.I.S. software. The Town Zoning Map that is going to be up on line, based on the 1999 data. The 2003 data should be available shortly. These maps are for planning purposes, they are not surveyed. There will be two audiences for these maps. Planning purposes and public consumption. The aim is to provide the public with easy to understand information. Jo Anne will be working with the consultant on this project. One of the pieces we have been asked for is to provide TF Moran with subdivision plans from 2003 and 2004 as part of the contract so we will be up to date. Robyn has made a list of the subdivisions so we will have it completely up to date when we have it. Information thru 2002 should be seen by June and we would like to see 2003 and 2004 by fall.

**IMPACT FEE PROJECT-** Bruce Mayberry signed and returned the contract. Robyn Payson will help gather information for the impact fee study, according to schedule it will be done by December.

**MASTER PLAN-** Updating The Master Plan will be a 2 year project. Some of the data gathering and work going out of the community facilities will go towards the Master Plan. Katie Duffy felt that the most important thing is a rewrite as a whole plan. A lot of people don't realize that there have been massive updates since the beginning of the master plan. A re-write is a high priority. Jo Anne Carr noted that The Master Plan could then be posted on the web.

**OPEN SPACE PIECE of COMMUNITY FACILITIES PROJECT**-Jo Anne Carr met with South West Regional Planning with Richard Mellor of the Conservation Commission and the Open Space sub committee. One component of the Open Space committee is a Build Out Analysis. Jo Anne will be working with SWRP to make sure the issues of Whole Town, Commercial and Residential will be covered. Katie Duffy asked who would be paying for the Build out Analysis. Arthur Fiorelli told the board that the Community Facilities Committee hired consultant Jeff Taylor to lead and coordinate the effort. The committee will decide on how funds will be acquired and from whom following their initial consultations. Jo Anne said that the Conservation Commission had agreed to take on a proportion of the Open Space and Build Out aspect of the project and it seemed appropriate that the Planning Board assume some of the cost of the Build out Analysis at next Town Meeting as it is going to be more than a one year process. Katie Duffy would like to see monthly reports of the committee's progress so as information is gathered some of it can be used in updating The Master Plan so efforts are not duplicated.

**WORKING WITH THE BUILDING DEPARTMENT**-Jo Anne will work with Rick Donovan to develop building codes and architectural standards for the town. Rick will take the lead on this project, and the Planning Board will set up the public hearings.

**FRANKLIN PIERCE COLLEGE**- Jo Anne will work with Franklin Pierce College to help them come up with a master plan for economic development.

#### **ON GOING GOALS AND PRIORITIES**

- ❖ Being more specific about landscaping buffers between properties that are between two zones.
- ❖ Architectural standards being more clear. (Katie Duffy said that Scott Aames had done extensive work regarding architectural standards and design criteria. The presentations are located at the town office or could be obtained by contacting Mr. Aames. Arthur Fiorelli said he had the telephone number if it was needed.)
- ❖ We need to be specific about lighting and develop lighting ordinances.
- ❖ Clarify definitions of Site Plan, Subdivision and Zoning as we change and add different elements.
- ❖ Bring drainage and storm water management up to speed with current best management practices. Jo Anne has very specific criteria for water quality standards that the board can use, current practices addressing the 6 month and 2 year storm. The town has been looking at the quantity of water in the 10 and 20 year storm flow, not the quality of water in that flow. Jo Anne wants to bring quality more in to it. This will make the standards of the Town of Rindge higher standard than the state currently require, but Jo Anne feels that as other states are following these practices is it fair to anticipate New Hampshire will not be far behind. She went on to discuss Well Head Protection, and pointed out that if the town holds its self to a higher standard the state will help with implementation and enforcement. It is important to put best management practices in place now with more larger setbacks and more conservative regulations to protect the water supply as growth continues. All regulations will have exceptions and condition included as to not stifle the contractor or business person but will at the same time protect the water supply.
- ❖ Consider change in use of expansion of use in design criteria. Expansion of septic system, for example retail to restaurant. Need to be more specific as to criteria

- ❖ Business language change for multi business. Reduce the number of subdivisions by allowing more than one building on one lot. Limit square footing on lot not business per lot. This will also help with traffic and help with node developing and avoid strip development.
- ❖ Need to clarify what scattered and premature is in our subdivision regulations.
- ❖ Need to set driveway access standard for commercial development. Are we asking for a driveway or a town road? The board has to determine.
- ❖ It was suggested that we exclude wetlands and steep slopes from regular subdivisions as we do from the PURD.
- ❖ Codify requirements for road base construction. Would like to take SWRP plates and add them to sub division regulations.
- ❖ Per Rick Donovan-asked to have added in the Subdivision Requirements that if there are 4 lots there needs to be a dry hydrant or a demonstration of fire prevention.

## ZONING

Zoning map is available on line

- ❖ Need to make sure we are referencing The Master Plan. It has been noticed we have not been.
- ❖ County Road Zoning change, is all residential. We need to look at all those lots and work with the neighborhood to see what they want. People who want to build a house need to immediately go to BOA because of zoning.
- ❖ Reconsider Village district to allow denser development if septic allows. Let village areas act like a village.
- ❖ Work on nodal development and use buffers and setbacks to protect aesthetics of town.
- ❖ Consider groundwater protection zone.
- ❖ No provision for affordable housing or In Law Apartments currently.
- ❖ Impact Fee Ordinance needs to be edited per Bruce Mayberry to be consistent with state regulations.
- ❖ Allow for septic system repair and replace to maximum feasible compliance in order to streamline the process.
- ❖ Clarify definition of non conforming lots and buildings, what constitutes a substantial change.
- ❖ Clarification of multi family, in-law apartment and student housing. Also number of acres and septic capacity. Dave Tower suggested contacting SWRP for info.
- ❖ Definition of home business.-As long as it doesn't effect neighborhood. Katie Duffy suggested a check list with criteria for citizens.
- ❖ Jo Anne would like to see an official wetlands map adopted
- ❖ Clarify Mobile Home Definition
- ❖ Separate Bed and Breakfasts and create a new section called Special Provisions. B&B can be allowed anywhere but 3 or more units may require additional fire protection.
- ❖ Might want to allow a more compact development based on septic capacity rather than acreage.
- ❖ Criteria for affordable housing and elderly housing.
- ❖ Clarification and size limitation of window signs.

## **THE WETLANDS ORDINANCE**

Jo Anne Carr spoke with Richard Mellor of the Conservation commission regarding the concern over the forest cutting and land conversion. He suggest we address it by referencing the state RSA by stating that forestry is only exempt if you are not converting the land. If you are then you are bound by the Town of Rindge's wetland ordinance. Dave Tower said that that what had been done in the past, the trees that should not be cut were replaced by the property owner. Jo Anne Carr asked the board to consider a set back from wetland from 50 feet to 100 feet with pre existing lots exempt. Jo Anne stated that current scientific water quality best practice was 100 feet. Katie Duffy felt this was an extreme step . As another approach Jo Anne suggested that the town keep the existing 50 foot setback and use another 50 feet as a discretionary zone.

### **Snow Storage**

We need to be more aware of where snow is left from plowing in order to protect the wetlands.

### **Shore Land Protection**

Shore Land Protection elements can go a long way in helping us in implementing the wet lands bylaw performance and criteria. Any special exceptions should be performance based and include criteria and guidelines and mitigation options. The BOA makes the decision regarding special exceptions.

### **Flood Plain Ordinance**

Flood plain ordinance is very good the only thing is doesn't require is compensatory flood storage if you do fill in a flood plane.

### **Driveway Access**

Driveway access-we don't have specifics for site distance, speed, road conditions etc.

### **Limiting Building Permits**

A concern raised by Dave Tower. Jo Anne Carr distributed a summary of building lots created and building lots created. Dave Tower said that his original concern was knowing the current school situation with 5 school bonds not being passed. Looking back over the last 10 years seeing the surge in growth, from a planning perspective it makes since for our town to take the average number of residential permits issues in the surrounding towns per year and arrive at a number of building permits to allow per year. Cheves Walling asked if the impact fee would give a sense of what the town could absorb. Although it would not solve the problem, it would provide information. Jo Anne handed out information about growth strategies from other towns for the board to study.

Katie Duffy closed the meeting by saying that this was a lot of information that warranted another work meeting. The board needed time to study the information and prioritize what the board wants to accomplish this year. The priority will be to discuss the building permit cap.

## **Motion to Adjourn James Hoard**

**2<sup>nd</sup> Cheves Walling**

**Meeting Adjourned 9:00pm**

**NEXT MEETING**

**Public Hearing**

**June 1, 2004**

Respectfully submitted,

Robyn Payson