



MADBURY PLANNING BOARD

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DRAFT

OFFICIAL BUSINESS

Minutes of: December 7th, 2022

Meeting Convened: 7:03 pm

Members in Attendance:

Marcia Goodnow - Chair
Douglas Hoff - Vice Chair
Fritz Green -Ex Officio
Michael Card - Secretary
Thomas Burbank
Casey Jordan
Andrew Losee

Support Staff:

Elizabeth Durfee - Contract Planner
Daphne Chevalier - Recording Secretary

Meeting Attendees:

1. Seating of Alternates

There are currently no alternates to seat. Chair Goodnow asks the Board how they might encourage someone to join as an alternate.

2. Approval of Minutes

Motion by Vice Chair Hoff to accept the minutes for November 16th, 2022.

Seconded by Member Green. **Motion passes unanimously.**

3. Correspondence

No correspondences were entered into the minutes.

4. Planning Board Workshop

a. What is a Master Plan? Why is it important?: An overview of existing plan and a look at drafts from 2016 attempts at revision

Chair Goodnow reviews the packet of information provided to the Board, including the introduction page, table of contents, and executive summary, which includes the vision and policy goals for the Town of Madbury. The major initiatives listed in the current Master Plan were “toward the year 2010.” Chair Goodnow reports on the work that’s been done since 2003 and 2004. Ms. Durfee reports she did some data collection in 2018. Member Jordan says the sample size of the survey is very low. Chair Goodnow highlights some of the questions that were included in a previous survey.

Chair Goodnow reviews the draft revision of “The Vision for Madbury” section from 27 Oct., 2016. She shares the history for keeping the Water Resources Appendix as a separate appendix given the key role water plays in Madbury.

Vice Chair Hoff shares that the previous survey reported in the 2003 Master Plan was a paper and pencil survey. Creating a digital survey now might generate better results with a higher response rate. Member Jordan suggests he and his wife could put together a survey for the Board, as they are familiar with that process.

The Board discusses some of the changes to the Madbury since the last Master Plan was created. Of note is the number of people who may be working from home now post the pandemic.

Ms. Durfee states the future land use chapter usually bundles topics together. The Board can have smaller chapters as part of the Master Plan if they opt to do so. The most important elements to include are public input, vision, and land use. The rest is flexible given what the Board is interested in including.

b. A look at the Housing Opportunity Planning (HOP) grant and the Housing Academy

Chair Goodnow invites Ms. Durfee to review her “Draft Housing Grant” email with the Board. Ms. Durfee reports the State has a lot of money available for housing. The grant could be used to fund a Housing Master Plan chapter. Ms. Durfee put together a housing and demographics chapter proposal as part of the grant application. She states mapping and land use analysis for residential land potentially could also be funded under the Housing Grant. Ms. Durfee provides an overview of the Housing Academy attendance requirement. She explains the State is looking for residents who would be interested in attending a series of workshops to learn about housing and engagement tools. These participants do not have to be housing experts, just people who are willing to engage the community. Participation in the Housing Academy is a large time commitment. As part of the Grant application, Ms. Durfee laid out what she would typically include as part of the Master Plan chapters. She reviews Table 1. Project Schedule Milestones and explains the need for each category. Chair Goodnow asks if the Board is talking more about remodeling existing housing, as there isn’t a lot of property left in Madbury to develop multifamily housing units. Ms. Durfee says these are the types of issues the Board can explore as part of the process and that the current multifamily housing in Madbury is nonconforming. She says even having multifamily housing regulations in place would put Madbury in compliance with the State recommendations. Member Green says viewing Madbury through a regional housing needs lens would put Madbury in compliance, as towns like Dover will likely have enough of the needed housing without requiring Madbury to change. The Board discusses conservation subdivision cluster housing. Member Jordan thinks there may be more opportunities to develop in Madbury than one may think.

Ms. Durfee says, regarding the application, there is no financial contribution the town has to make to get the grant. There is a rolling deadline for the application from Aug 2022 to Jan 27th, 2023 or when funds run out. The State gives applicants the opportunity to review the draft with the draft reviewers. She recommends taking the grant board up on this opportunity. Finally, Ms. Durfee says the Board should identify who will participate in the Housing Academy, ideally one to three people. She can attend some of the sessions, but not all; she recommends one or two people from the Board as participants and that the Board reach out to the community to see if anyone would like to participate.

Chair Goodnow asks if any members of the Board would like to participate, whether someone who works for the town should be part of the Housing Academy group, and how the Board should go about recruiting additional participants. Ms. Durfee clarifies that the Housing Academy participants wouldn't necessarily be a part of the committee overseeing the chapter revisions. Member Green thinks it would be good to have people from the community standing up in support of the Master Plan. Chair Goodnow asks what the expectations are for those who participate in the Housing Academy. Ms. Durfee says there should be some transfer of knowledge, but participants are not required to commit to serving on a committee for a full year. Chair Goodnow points out the hours of the Housing Academy workshops are difficult. Ms. Durfee says there is a \$250 stipend for those who participate. The goal would be to have someone from Madbury at every meeting. Member Losee asks if the webinars are interactive or if someone could watch a recording of the sessions. Ms. Durfee isn't sure but believes they are probably interactive. She will ask if watching a recording of the webinar is possible. Member Losee asks about the physical location for the in-person sessions. Ms. Durfee is not sure; she thinks the location could be Concord, but she can find out.

The Board discusses who among them can participate in the Housing Academy. Chair Goodnow asks for suggestions for recruitment and the Board brainstorms people who they believe might be a good fit for the Housing Academy. Member Green volunteers to participate in the last four Academy sessions after the Town Meeting in March. Chair Goodnow volunteers to attend the first three meetings.

Ms. Durfee stresses the goal of the Academy is to gain information. Those who are enthusiastic about talking with their neighbors are good candidates for this.

The Board discusses some of the difficulties they may encounter around the idea of multifamily housing, including Madbury's position close to UNH and the lack of retirement housing available in Madbury.

Ms. Durfee says there is a question about who needs to sign the application when it is complete: the Selectmen, Town Administrator, or the Planning Board.

Ms. Durfee reviews the budget proposal with the Board. She believes the proposed figure will be covered by grant funding. She needs to talk with Town Administrator

Fiegenbaum about whether or not there will be administrative costs for the town; if so, those costs could be added to the grant application. If Town of Madbury staff attend the Housing Academy, they do not qualify for the stipend.

Motion by Vice Chair Hoff to authorize Ms. Durfee to move forward with the grant application. **Seconded** by Chair Goodnow. **Motion passes unanimously.**

Motion by Vice Chair Hoff that, upon completion of the application, Chair Goodnow, or her designee, be authorized to meet with the Selectmen to review the scope of the project and obtain the appropriate signatures. **Seconded** by Member Jordan. **Motion passes unanimously.**

Member Card suggests someone on the Zoning Board might be interested in participating in the Housing Academy.

5. Timetable for Public Input on NH Flood Smart Seacoast Project and Accompanying Zoning revision

Member Jordan says he will be getting the proposal out to people as soon as possible. Chair Goodnow asks the Board to consider whether the Planning Board should meet on December 21st given the only item on the agenda for that meeting is the Zoning ordinance revision.

The Board discusses the required deadlines for one public hearing or for two public hearings and what the timeline for each option would entail to meet the deadline for putting the warrant article on the March ballot. Member Jordan suggests planning for one public hearing; if significant changes to the proposed revisions are required, the Board can plan to put forward a warrant article for the following town meeting. After further Board discussion, Member Jordan suggests the Board discuss the amended ordinance language in a public hearing at their January 4th meeting, and based on the outcome of that meeting, post the proposed amended language for the ordinance by Feb 1st or plan instead for a future town meeting. The Board is in agreement about this timeline.

Member Jordan asks if he needs to have an official subcommittee meeting with the building inspector. Ms. Durfee says an official meeting is not necessary. Member Jordan will reach out to the building inspector for his feedback on the zoning ordinance proposed revisions.

6. Other Business

Motion by Member Jordan to post an official notice that the December 21st meeting is canceled. **Seconded** by Vice Chair Hoff. **Motion passes unanimously.**

Motion to adjourn by Vice Chair Hoff. **Seconded** by Chair Goodnow. **Motion passes unanimously.**

Meeting adjourned: 8:29 p.m.

Respectfully submitted by Daphne Chevalier.