



MADBURY PLANNING BOARD

13 Town Hall Road, Madbury, NH 03823

Tel: 603 742-5131 • Fax: 603 742-2502

DRAFT

OFFICIAL BUSINESS

Minutes of: February 1st, 2023

Meeting Convened: 7:00 pm

Members in Attendance:

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

Support Staff:

Elizabeth Durfee - Contract Planner
Daphne Chevalier - Recording Secretary

Meeting Attendees:

Eric Fiegenbaum, Town Administrator
Peggy Wolcott, Old Stage Road, Madbury
Autumn Scott, SRPC

1. Seating of Alternates

No alternates to seat this evening.

2. Approval of Minutes

Motion by Member Green to accept as amended the minutes for January 18th, 2023.

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

Member Green asks Ms. Durfee if she was able to find an answer to Vice Chair Hoff's question from the last meeting. Ms. Durfee informs the Board that when there is a substantial change that could require a significant change to the plan, the safe route is to open a new public hearing rather than have a designee sign the plan. However, there was nothing in the Board's Rules and Procedures that prohibits a motion to have a designee sign the plan in a subsequent meeting.

3. Correspondence

No correspondence to enter into the record this evening.

4. Public Hearing: Proposed Zoning Changes

The purpose of this hearing is to present and explain proposed zoning changes that, if approved by the Planning Board, will appear on the Town Meeting warrant on March 14, 2023. The proposed changes are all within Madbury Zoning Ordinance Article XXI, the Flood Hazard Overlay District.

Chair Goodnow delegates Member Jordan to lead the public hearing on this matter.

Chair Goodnow opens the public hearing at 7:05 pm. She explains there will be a presentation of the proposed zoning changes of Article XXI to be voted on at the Town Meeting on March 14th. She says this portion of the meeting is more informal and should be open to questions at any time.

Member Jordan explains the purpose of these changes. One is that the Board had the opportunity to work with Sea Grant and Strafford Regional Planning Commission to update Madbury's zoning ordinances to be in line with model ordinances. Additional reasons include the following: to enhance the clarity of some of the ordinances, to ensure ingress and egress from properties is protected, and to ensure the Board is providing ordinances that give the citizens of Madbury the best protection.

Member Jordan runs through a summary of the key proposed updates to Article XXI as presented in the Flood Smart Madbury document.

Member Burbank asks if the 40% figure would apply to a new addition or just to new construction. Member Jordan confirms that the 40% would also apply to new additions. The Building Inspector is empowered to confirm estimates to ensure accurate figures. Ms. Durfee says there was language added to give flexibility to section 12 construction requirements, including the road elevation be "constructed with the driving surface at or above the base flood elevation in order to ensure safe ingress and egress." This language was moved up in this section rather than placed at the end to give it more prominence.

Member Jordan suggests having the Flood Smart Madbury document handy for Town Meeting, as that provides a significant summary of the changes. Vice Chair Hoff suggests placing the document as voters come in. Ms. Scott will send a .pdf to Mr. Fiegenbaum so he can print copies as needed. Ms. Scott asks if the Board would like her and Lisa to have an informational session for the public. Member Jordan thinks that likely wouldn't be necessary.

Chair Goodnow asks if the warrant article language is available. Mr. Fiegenbaum provides copies of the language for the Board to review. Chair Goodnow calls for any public comments. Hearing none, she closes the public hearing portion of the meeting relevant to the revisions to Zoning Ordinance Article XXI at 7:30 pm.

Mr. Fiegenbaum says the "Defer to Legal Counsel" comment on the warrant article is from DRA.

Motion by Member Green to approve the proposed amendments to Article XXI and place them on the Town Warrant and to approve the language as presented for the ballot for the Town Meeting day. **Seconded** by Member Card. **Motion passes unanimously.**

5. Other Business

a. Housing Academy Day #2

Chair Goodnow reports the second meeting was canceled due to snow and she was unable to review the posted video before today's meeting. Ms. Durfee was able to review the video and found the guest speaker's information about telling a story a positive way

for people to communicate and share their thoughts. She offers to pass along the link to the recording if anyone is interested. Member Burbank says he would like to see the video. Ms. Durfee says she is meeting with Molly during her office hours at 9 am on the 8th to discuss ideas for how to get the message across (for example, to share information at soccer games or school events). She will report back any ideas for the Master Plan project. She said if anyone would like to join that meeting, to email her and she will send the Zoom link.

b. Update: Planning Consultant’s proposed contract for Master Plan work

Chair Goodnow introduces Ms. Durfee’s contract and turns the conversation over to her to present the contract proposal. Ms. Durfee begins by highlighting that the only cost not included in her Project Budget table is the \$500 stipend to Chair Goodnow and Member Green for attending the Housing Academy.

Ms. Durfee provides a summary for the Scope of Work. She provides an overview of the multiple tasks she will complete for the project. She will present chapter updates to the Board as often as they would like. There won’t be any proposed changes to ordinances but rather a look at the ordinances to determine what impact those would have on housing. The final chapter would be adopted by the Planning Board.

Chair Goodnow stresses the importance of community engagement through this process, not just from Ms. Durfee but from Board members as well. Ms. Durfee shares some ideas for how the Board may be able to help engage the community and stresses the goal is to hear from as many people as possible because the Board wants the public to support the plan. Member Jordan stresses the importance of informing the public throughout the process. Ms. Durfee says this Scope of Work will cover not just the Housing portion but also the Demographics section as well. Chair Goodnow states there aren't really a lot of options for long-time Madbury residents to downsize and stay in Madbury.

Member Burbank appreciates the comprehensive and professional approach to Ms. Durfee’s work. He is hopeful community members will get involved.

Chair Goodnow draws the Board’s attention to the proposed contract with Ms. Durfee for completing the Master Plan work. Ms. Durfee shares the highlights of her contract with the Board. Member Card asks if the Town needs to vote to raise the capital for the contract first. Chair Goodnow says this project is grant funded, so it doesn’t rely on taxpayer money, which is a huge selling point for this work.

Member Burbank asks if there are any other parts of the Scope of Work that would require additional funding. Ms. Durfee says no, everything is covered by grant money. She will try to complete work towards additional chapters if possible. Member Losee asks if there is a date by which the Town needs to use the funds. Ms. Durfee doesn’t believe there is, but she has included an end date of January of next year, which was approved by the steering committee that awards the grants. Member Losee asks how close the

budget proposal is to the awarded amount. Ms. Durfee says the budget reflects the awarded amount with the exception of the \$500 stipend for the Housing Academy.

Motion by Member Jordan to accept the contract and proposal as written to utilize the grant to write the Housing and Demographic chapters of the Master Plan and conduct outreach. **Seconded** by Member Green. **Motion passes unanimously.**

Chair Goodnow thanks Ms. Durfee for the work she has done on this plan so far.

c. Other

The Lee Road applicant will be attending the February 15th meeting. The Board is still waiting for the Ballestero report. Chair Goodnow will email Mr. Ballestero regarding the water report.

Eversource will be attending March 1st for a public hearing.

Mr. Fiegenbaum says there is a one-hour lunch webinar Feb 16th on navigating the planning and zoning board handbooks. This webinar will include federal and state zoning and planning boards. He will send the link to the Board.

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

Meeting adjourned: 8:18 p.m.

Respectfully submitted by Daphne Chevalier.