



# MADBURY PLANNING BOARD

13 Town Hall Road, Madbury, NH 03823

Tel: 603 742-5131 • Fax: 603 742-2502

Approved 12/18/2024

## OFFICIAL BUSINESS

**Minutes of:** December 04, 2024

**Meeting Convened:** 7:00 pm

### **Members in Attendance:**

Marcia Goodnow - Chair  
Casey Jordan - Vice Chair  
Mark Avery - Ex Officio  
Bill Courtemanche  
Doug Hoff  
Michael Card  
Andrew Losee  
Greg Merrell - Alternate

### **Support Staff:**

Elizabeth Durfee - Contract Planner  
Daphne Chevalier - Recording Secretary

### **Meeting Attendees:**

Eric Fiegenbaum  
Jeremy Kent, 5 Cherry Lane

### **1. Call to Order**

Chair Goodnow called the meeting to order at 7:02 pm.

### **2. Seating of Alternates**

As a full board was present, no alternates were seated.

### **3. Approval of Minutes - November 20, 2024**

*Motion by Vice Chair Jordan to **accept** the minutes for November 20, 2024 as amended.*

*Seconded by Member Card. **Motion passed unanimously (7-0-0).***

### **4. Correspondence**

Chair Goodnow read the letter the board received on Monday, Nov 25, 2024 from Mr. Martin regarding his Cherry Lane Airbnb rental. The letter states the Martins will not pursue a Conditional Use Permit for the property, will remove the barn from the Airbnb listing, and that any music related activity at the barn is personal and recreational. Chair Goodnow informed the Board that she forwarded Mr. Martin's letter to the Select Board, who responded to state they will discuss the issue and determine next steps.

Selectperson Avery said the Select Board will meet Friday, December 6, 8:30am. Member Hoff noted that in the discussion with Ms. Martin, the board did not suggest the Martins remove the barn from the listing but rather that it not be *utilized* as part of the rental. He suggested the

planning board respond to the Select Board to clarify that issue. Selectperson Avery said he will bring to the Board the idea that they not use the rental for events, as that doesn't fit in the definition of Madbury's tourist home ordinance. Chair Goodnow noted that the board stated multiple times in the meeting that the Martins can apply for a Conditional Use Permit to allow for use of the barn.

Chair Goodnow shared the good news received in a letter dated Dec 4, 2024 from the Steering Committee InvestNH Municipal Planning & Zoning Grant Program stating that the Committee reviewed Madbury's HOP Grant application and approved the application for \$65,037. The board discussed Housing Academy participation; Ms. Durfee has a meeting tomorrow and will ask if they have a schedule for the meetings.

***Motion** by Vice Chair Jordan to empower the planning board chair to sign the acceptance of the grant and any additional documents as necessary. **Seconded** by Member Card. **Motion passed unanimously (7-0-0).***

#### **5. Board Workshop: Changes to Planning and Zoning Laws in 2024: A Guide for Municipalities**

Ms. Durfee highlighted changes to the laws and their impacts on Madbury. She shared the Supplementary Guidance on HB 1359, which resulted in some discussion on the bill's definition of "diagonal." The board discussed that it is permitted to have the Select Board as the approving body of zoning changes rather than a town vote and whether that is the direction the board may want to go. Ms. Durfee explained this is common practice in larger municipalities, where there are more voting members. She also shared that a site plan cannot be required as part of a conditional use application for home-based childcare.

#### **6. Board Workshop: Article V, Section 4 of Madbury Land Use Zoning Ordinances (Accessory Apartments) Consideration of new requirements, limitations and language**

Member Courtemanche reviewed the changes he made to the ordinance language based on feedback from the board at a previous meeting. Vice Chair Jordan recommended adding a requirement to include setbacks on the diagrams as part of paragraph D; Selectperson Avery suggested using the phrase "applicable setbacks." The board discussed whether to require photos as part of the permit application and how to determine what constitutes a "consistent character." Member Hoff thinks a photograph should be required of all applicants. Ms. Durfee said having a photo would increase the likelihood of a decision on the application in one meeting rather than the applicants needing to return. She recommended requiring a description and a photo of the existing structure. Member Courtemanche noted changes the board would like to make to Paragraph D and will provide the board with final draft language by the December 18, 2024 planning board meeting.

## **7. Board Workshop: The Piscataqua Regional Environmental Planning and Assessment Grants - Liz**

Ms. Durfee explained there is an annual PREPA grant that Madbury is eligible to receive. The application is straightforward, and there will be a webinar in January to provide info about the grant process. Projects should be water related, and she shared some examples of the types of projects that could apply, including stormwater regulations or natural resources inventory. Applications are due in March. Community engagement is a big part of the PREPA grant; 15% of the grant budget has to be allocated toward community engagement.

## **8. Other Business**

No other business was discussed.

## **9. Adjournment**

***Motion to adjourn by Vice Chair Jordan. Seconded by Chair Goodnow. Motion passed unanimously (7-0-0).***

**Meeting adjourned: 8:48 p.m.**

Respectfully submitted by Daphne Chevalier.