



## MADBURY PLANNING BOARD

13 Town Hall Road, Madbury, NH 03823

Tel: 603 742-5131 • Fax: 603 742-2502

**Approved 6/18/2025**

### OFFICIAL BUSINESS

**Minutes of:** May 21, 2025

**Meeting Convened:** 7:00 pm

#### **Members in Attendance:**

Bill Courtemanche - Chair

Susan Ossoff - Ex Officio

Greg Merrell - Secretary

Mike Card

Andrew Losee

Doug Hoff

#### **Support Staff:**

Elizabeth Durfee - Contract Planner

Daphne Chevalier - Recording Secretary

#### **Meeting Attendees:**

Sarah Greenshields, 314 Rt. 108

Ruth and Leo Croisetie, 308 Durham Rd, Dover

Thomas Smith, 240 Quebec Rd, Lyman, NH

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

Chair Courtemanche called the meeting to order at 7:01 pm and reviewed the agenda.

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

No alternates were seated.

#### **3. Approval of Minutes - May 7, 2025**

***MOTION** by Member Hoff to **ACCEPT** the minutes for May 7, 2025 as amended.*

***SECONDED** by Member Merrell. **Motion passed unanimously (6-0-0).***

#### **4. Coldwater & Croisietiere Lot Line Adjustment (Tax Map 7, Lots 7 & 8)**

Chair Courtemanche opened the public hearing at 7:02pm and reviewed the procedures for a public hearing. He then facilitated review of the checklist to determine application completion.

*Member Hoff **MOVED** that the application be accepted for consideration. **SECONDED** by Member Card. **Motion passed unanimously (6-0-0).***

Tom Smith, land surveyor who prepared the plan, provided a synopsis of the proposal. There is a building over the property line, which was only just discovered. The applicants met with the Dover Planning Board, who gave them a conditional approval requiring the applicants add whatever is decided by the Madbury Planning Board to the conditions for approval from Dover. The applicants are asking to adjust the property line for just enough room around the building so the building is on the correct property. The adjusted lines are set to meet today's standards for setbacks.

Ms. Durfee noted the zoning districts and overlay districts are not identified on the plans. She also recommended a simple table indicating the existing and proposed area of the lots in Madbury and Dover so people can easily see what changed. She explained that, for the property owner's benefit and future

owners, it would be good to see the combined acreage in a table on the plans. Mr. Smith said he has no problem adding that as a condition of approval.

Member Losee asked if there is a well on the property. Ms. Greenshields confirmed there is a well. Mr. Smith said he wasn't aware of wells when he drew up the plans. Chair Courtemanche showed Mr. Smith documentation identifying the location of the well on the property. Mr. Smith asked if the board wanted the wells shown on the map. Member Card said he didn't think it was necessary. Chair Courtemanche asked about a septic system, but there is no septic system on the property, which is why it isn't shown on the plans. Ms. Durfee asked for the proposed total lot size. Mr. Smith calculated the numbers on the Dover and Madbury plans to determine the proposed lot size is 1.56. Ms. Durfee said though it's a non-conforming lot, it is not getting smaller and becoming more non-conforming, but the total area does need to be identified on the plan. Mr. Smith said he has no problem adding the total area to the map, as he is doing the same for Dover.

Chair Courtemanche opened the floor to public comment. No members of the public rose to speak in favor of, in opposition to, or in general on the application.

Member Courtemanche closed public comment at 7:33pm.

Chair Courtemanche said he previously reviewed the Dover Planning Board minutes from the 13th related to this application. That board approved the lot line adjustment contingent on Madbury's approval. Member Hoff asked about monumentation for the proposed new lot line. Mr. Smith said there is currently an iron pipe monument, which will stay as placed. On the opposite side, rebar will be set. Member Hoff stated they usually require a granite monument. Mr. Smith said by NH law he cannot remove an existing monument and replace it. Member Hoff asked about the conditions placed on approval by Dover. Chair Courtemanche shared Dover's conditions for approval.

Mr. Smith said he will deliver two paper copies and a mylar copy of the final plans to the board.

*Member Card **MOVED** to approve the application for lot line adjustment for Tax Map 7, Lots 7 & 8 with the condition that both the Dover and Madbury changes be noted as a table on the plans and paper and digital copies of the plans be submitted to the Madbury Planning Board. **SECONDED** by Member Merrell. **Motion passed unanimously (6-0-0).***

## **5. Workforce Housing Options**

Ms. Durfee presented some background about workforce housing and some options for Madbury to consider. She shared a draft handout for the board to review which she would like to provide to the public. She explained the Workforce Housing law requires that workforce housing must be allowed in areas where residential properties are permitted; workforce housing is defined as five units or more. Madbury currently only allows single family houses or duplexes. She shared the Builder's Remedy which provides recourse for developers if a town is not providing for its "fair share." An approach one town is taking is to redevelop old farm houses to make them multifamily spaces with 5 dwellings. Workforce Housing defines "affordable" as less than 30% of a household's gross annual income spent on housing. She stated some regulations for the planning board to consider: lot sizes, lot densities, building setbacks, frontage

requirements, and road design standards. Some other things the board may want to consider are small alternative housing types, ADUs, inclusionary zoning provisions, right-sizing zoning. Ms. Durfee said the next steps are to review case studies, finalize workforce housing 1-page info sheet, come to consensus on the type of ordinance amendments the board wishes to make, and start drafting the ordinance. This work will happen congruent to the master plan work. There is a potential community engagement opportunity at Madbury Day.

Chair Courtemanche liked the one-pager Ms. Durfee shared. He suggested including a “what this isn’t” section to quell some fears and putting the “bring the town into compliance” text in bold red font.

## **6. Correspondence**

Chair Courtemanche reported on the Fernald Lot correction. He will inform the applicants they will need to submit a simplified application with only the corrected plan that matches the conservation plan, and though a public hearing isn’t required, the board will still notice the meeting to give abutters an opportunity to speak on the issue. The applicants will only be charged for the cost of abutter postage; given 19 abutters, the applicants will be charged about \$150 for the notices. Member Hoff suggested recommending the applicants have at least one spokesperson available to answer any questions the board may have and the sheet to be recorded with the correction on it that the board will sign. The meeting is tentatively scheduled for June 18th.

## **7. Other**

Chair Courtemanche shared he will be purchasing a replacement projector for planning board meetings. He reported he attended the Office of Planning and Development annual conference and found it very informational.

## **8. Adjournment**

*Member Card **MOVED** to adjourn. **Seconded** by Member Losee. **Motion passed unanimously (6-0-0).***

**Meeting adjourned:** 7:58 p.m.

Respectfully submitted by Daphne Chevalier.