



Planning Board Meeting
Monday, February 11, 2013
Council Chambers, City Hall at 7:00 pm

MINUTES
Approved 2.11.2013

I. Roll Call

Present: Bruce Kolenda, Rusty Fowler, Peter Guillette, James Neilsen IV, Ruben Ramirez, William Greenrose, James Short (alt), Ken Harlow (alt)

Absent: Victor Bergeron, Andy Austin, Richard Wahrlich

City Staff: Michael McCrory, Interim City Planner; Kelly LeBlanc, Administrative Assistant

II. Review of Minutes January 28, 2013

Motion: to approve minutes from January 28, 2012

Made By: Mr. Kolenda

Second: Mr. Fowler

Vote: Unanimous

III. Old Business

- o City Center Project – Zoning Ordinance Review Continued

Site Plan Regulations (under legal review)

The regulations as amended will be more functional for the City. The amended regulations will streamline the use and application processes for multi-family and multi-use buildings. The revised Site Plan regulations are consistent with the applicable RSAs.

Article III - Applicability:

Major and Minor Site Plans have different guidelines to follow. This section is derived from Article VII *Waiver Procedure* and builds on those standards. Mr. Greenrose asked what percentage of the applications will go before staff versus the board. Chair Guillette stated that sometimes an applicant wants to build an addition for example, but it is beyond administrative approval; these changes will expedite the process. Mr. McCrory stated the Planning Board will now look at improving surfaces. This is not currently in the scope of review. A building that was destroyed may now be able to bypass the PB through an administrative process. This could not occur in the old procedure.

Article VI: Minor Site Plan Review

A new procedure for Minor Site Plan Review is evaluation by the Technical Review Committee (TRC). The Planning Board will be notified of decisions made by the TRC. Abutters are notified.

Article VIII: Waiver Procedure (waiver of submission standards)

The PB has the power to waive formal submission of a site plan, but the TRC does not have this power. The actual Site Plan Review must be waived by the PB. The TRC can only waive certain elements of a Site Plan. Mr. Ramirez asked about requirements versus conditions. Mr. McCrory stated the requirements are printed in the regulations. Conditions can be beyond the stated requirements and can be site specific. There is nothing banning the TRC from setting specific conditions of approval. Mr. Greenrose asked what makes a valid site plan. Mr. McCrory stated

Article XVII clarifies that all site plans are valid for a period of 2 years from the date of final approval. If a building permit is not issued within 2 years, the site plan is not valid.

Shared Parking

The concept of shared parking takes use, hours of operation, peak parking demands, number of dwelling units (if applicable), and square footage of non-residential use (if applicable) into consideration when granting parking on a flexible scale. Lease agreements, access rights, and guarantees are needed. In shared parking, each business/residence/etc. has its own set of spaces. Two properties can share a small lot based on a legal agreement. The parking rates are based on empirical evidence; the calculations are based on experience and functionality of the area. It will also limit the area of paved coverage. Snow management and dumpsters will need to be built in to shared parking agreements.

Design Guidelines

Mayor Neilsen, IV complimented how this document was formatted (what are permitted/good use and several examples of how to execute the desired outcomes in conjunction with the 'don't' column also complete with illustrations). This is a document of guidelines and vocabulary. Mr. McCrory stated the document will be available online for all citizens to reference. The board confirmed they could request rough building designs or elevation drawings.

On February 23rd there will be a wrap up session facilitated by the UNH Cooperative Extension from 10:30-12:30PM at the Visitor's Center.

Mr. Kolenda asked if the committee (CCCP) will promote these changes after all is approved. Mr. McCrory stated that the session on the 23rd will promote where the project is going. The outcome will be a vast resource for the Economic Development Department. Mayor Neilsen, IV would like Ms. Merrill and Mr. Santagate to use advertising funds for the CCCP project.

IV. Other

Mr. McCrory reminded the board that on Tuesday, 2/12 at 7:30AM and Wednesday 2/13 at 5:30PM, there will be a Washington Street Access Management work session. After the presentation on Wednesday evening, Mr. McCrory will present a new grant proposal to the council.

V. Adjournment

Motion: to Adjourn

Made By: Mr. Greenrose

Second: Mr. Fowler

Vote: Unanimous

Meeting adjourned at 8:15PM

Minutes Respectfully Submitted by Kelly LeBlanc