

**PLANNING BOARD MEETING
TOWN OF LITCHFIELD**

Held on April 17, 2012

Minutes approved – 6/19/2012

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday April 17, 2012 at 7:00 p.m.

MEMBERS PRESENT: Leon Barry (Chairman), Bob Curtis (Vice Chairman), Thomas Young, Frank Byron (Board of Selectmen Representative), Joel Kapelson

MEMBERS ABSENT: Russell Blanchette, Michael Croteau

ALSO PRESENT: Joan McKibben (Admin. Assistant), Jen Czysz (NRPC Senior Planner)

CALL TO ORDER

Mr. Barry called the meeting to order at 7:06 p.m. and joined the Board in the Pledge of Allegiance.

1. STEVE PERRY – DISCUSSION ON MULTI-FAMILY HOUSING PLAN

Mr. Perry provided feedback he had received from residents with respect to multi-family housing, stating most people did not want this along the bike path. In response to a query from Mr. Perry, Ms. Czysz outlined the requirements of the statutes for clarification. She explained the requirements of the legislation can be addressed together if desired, and she stated there is a wide range in the types of this type of housing (from luxury condos to the other extreme). There followed a discussion on mixed use/mixed income housing. Mr. Perry talked about the design standards other towns have, stating these are strict, and asked how the Committee would like him to move forward. He requested an electronic copy of the Inclusionary and Multi-Family ordinances for the Town. Mr. Perry suggested that Multi-family housing be designated on existing roads which could handle the resulting additional traffic.

Action: Ms. Czysz /Ms. McKibben

Mr. Curtis asked what the status was of the study which was being done by Mr. Lynch on how much of this type of housing already exists within the Town. There followed a discussion with Ms. Czysz on whether the area originally designated for multi-family is sufficient to meet the needs in accordance with the statute and how the Town should overcome the difficulties. Ms. Czysz cautioned the Board and Mr. Perry that there needs to be good faith. Mr. Perry talked about developers and their ability to get the types of loans required which would enable them to build multi-family housing. There was also a discussion on how to address workforce housing needs, and Ms. Czysz provided options for the Board. The Board discussed the advantages of keeping the two requirements within separate ordinances.

There was a discussion on density bonuses in relation to workforce housing, with Ms. Czysz stating the bonuses would be necessary if workforce housing were to succeed. Ms. Czysz recommended that the Board have developers read and review the ordinance prior to putting it before the Town for a vote. There followed a discussion on the possibility of amending the 'Over 55' ordinance to meet the multi-family standards.

Ms. Czysz reviewed the Board's discussion as follows:

- Developing a plan for multi-family housing is a top priority
- The question of where to permit this housing needs to be addressed. She suggested the process should be open and made suggestions. There was a discussion on possible suitable locations.

Mr. Perry agreed with the Board that he would continue investigating this issue for the next month or two.

Action: Mr. Perry

Ms. Czysz handed out a packet on a new CPG (Community Planning Grant) Program for NH Municipalities and explained the program provides the funding to hire someone to modify regulations for zoning, sub division and site work. She requested the Board put someone forward to attend a workshop on the subject which is scheduled for May 3, 2012.

Action: Mr. Barry

There followed a discussion on different grant options (1year or 2 year).

Ms. Czysz agreed to send the PDF of the zoning map to Mr. Perry.

Action: Ms. Czysz

2. **IMPACT FEE ORDINANCE UPDATE**

Ms. Czysz and the Board continued the review of the draft impact fees ordinance, starting on page 6.

- Item (c): It was pointed out that the selectmen keep track of who pays the fee and retain a listing of how much has accrued with interest (not the treasurer). The selectmen also have to sign off and tell the treasurer to issue a check.
- Item (d): It was pointed out the treasurer is responsible at the end of the year to report how much is in each account within the Town report.
- Section 1304.00 (Use of Funds), Item (a): There was a query on what 'equipping' means, and Ms. Czysz questioned whether the definition of 'equipment' in the general definitions section was adequate. She clarified the fees cannot be used for the existing population, only to support the additional population that a new structure supports. Mr. Byron stated the details should be spelled out in the CIP (Capital Improvement Plan).
- Item (b): It was pointed out that this should be mentioned in the CIP with clarification made that these are specific to school impact fees.

- Item (c): Mr. Byron asked whether this needs to be modified to clarify that impact fees can only be used to meet expanded requirements.
- Item (d): It was agreed it should be investigated whether this should be deleted.
- The final paragraph of item (d) should be moved to section 1303 (Administration of Funds Collected).
- Section 1305 (Refund of Fees Paid) should be restructured as marked and a paragraph added to clarify that the fee payer is responsible for notifying the town when he/she has moved. A question was raised about what the process would be if the owner cannot be located, and it was agreed that the process to be clarified.
- Page 8: Mr. Byron stated that there should be an accounting to the Town by the user of the fees and this should be added.
- Section 1309 (Review and Establishment of Fees): Ms. McKibben agreed to ask Mr. Hoch to follow up on this.
Action: Ms. McKibben / Mr. Hoch

Mr. Barry clarified with Ms. Czysz that the ordinance would have to be approved at a Town Meeting, and there was discussion about which one it should be moved forward to. Ms. Czysz clarified that Mr. Hoch; the School District and Finance department should review the draft prior to moving forward.

3. **PLANNING BOARD GOALS FOR FUTURE**

It was agreed to hold this item over until the Board's next meeting.

4. **HOME OCCUPATION RENEWALS**

It was agreed this item should be held over until the Board's next meeting.

5. **APPROVE MINUTES**

The Board reviewed the minutes, and amendments were suggested and agreed.

MOTION: by Mr. Curtis

Move to approve the minutes of the Litchfield Planning Board meeting on April 3, 2012 as amended

SECOND: Mr. Kapelson

VOTE: 5-0-0

The motion carried unanimously.

6. **ANY OTHER BUSINESS**

Ms. McKibben had a query about whether the fees should be changed for an application to split one lot into two and following discussion, Mr. Barry confirmed the fees should remain unchanged.

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MOTION: by Mr. Young

Move to adjourn

SECOND: Mr. Kapelson

VOTE: 5-0-0

The motion carried unanimously.

There being no further business, the meeting adjourned at 9:45 p.m.

Leon Barry, Chairman

Bob Curtis, Vice Chairman

Frank Byron, Selectman

Joel Kapelson

Michael Croteau

Thomas R. Young

Russell Blanchette

Minutes transcribed by Sandra Maxwell