

LITCHFIELD PLANNING BOARD

August 16, 2011

Minutes approved 9/20/11

Members present:

- Leon Barry, Chairman
- Frank Byron, Selectmen’s Representative
- Bob Curtis, Vice-Chairman
- Barry Bean
- Tom Young
- Russell Blanchette

Members not present:

- Mike Croteau
- Joel Kapelson, alternate

Also Present:

- Joan McKibben, Administrative Assistant
- Steve Wagner, Nashua Regional Planning Commission, Sr. Planner, Circuit Rider

AGENDA

1. Impact Fee Review per Litchfield Zoning section 1309.00 and 1410.00
2. Phased Development Ordinance
3. Status of Workforce Housing
4. 2012 Planning Bd. Budget
5. Approve minutes of 8/2/11
6. Any Other Business

The meeting is called to order at 7:03 p.m. with the Pledge of Allegiance.

Impact Fee Review

This is the annual review of the impact fees

Mr. Wagner hands out a draft impact fee schedule. More changes may take place on the schedule. Mr. Wagner still needs data from the school department.

Mr. Wagner explains impact fees for the new members then explains how amounts are calculated with the cost escalator factor.

The town enacted impact fees ordinances to try and manage the cost to the town of development, related to the development of land. The impact fees are assessed to new development.

The impact fees are a proportional cost to that development for their future impact to the town facilities.

1 Mr. Wagner hands out the BCM Planning review of Litchfield Impact Fee System prepared in
2 February 2010. Also section 1300.00 Public Capital Facilities Impact Fee and 1400.00 Public
3 School Facilities Impact Fee from the Zoning Ordinance with possible changes.

4
5 Impact fees started in 1990 with the Cannon study updated in 1992. In August of 2000 the
6 Gilmour memo updated the fees based on the 2000 census. In 2010 Bruce Mayberry of BCM
7 planning updated fire and police fees.

8
9 The escalator clause to the impact fees was passed it looks at the engineering news record
10 building index and construction costs index.

11
12 Mr. Wagner will send electronic copies of the 2000 study and other information for the Board to
13 understand how impact fees were developed.

14
15 Mr. Byron and Mr. Wagner will be meeting with Town Administrator Jason Hoch next week to
16 discuss the CIP and Impact Fees.

17
18 Mr. Byron suggests reading the document that Dave Gilmour wrote in 2000 and then read the
19 Mayberry document and you will have a better understanding of how impact fees work. The
20 Mayberry document critiques the Gilmour document. The Mayberry study and Town Counsel
21 are saying the methodology hasn't changed since 2000 only the escalator clause has been
22 applied.

23
24 Discussion continued on capacity vs. impact fees.

25
26 Mr. Wagner: What we need to do sooner than later is decide which impact fees will still be
27 assessed, then hold a public hearing.

28
29 Mr. Byron suggests looking at information from the Local Government Center he is fairly certain
30 they have a booklet on impact fees. It can be accessed via www.nhlgc.org

31 32 **Phased Development Ordinance**

33
34 The Litchfield growth ordinance had sunset in 2008 because there was no need at that time to
35 keep it because of lack of building permits.

36
37 Some other towns are using a phasing of development which is listed in RSA 674:21 under
38 innovative land use controls.

39
40 Mr. Wagner will need to ask Steve Buckley (Town Counsel) a question regarding this phased
41 development.

42
43 Mr. Wagner passes our ordinances from Wilton and Rindge.
44 Phasing would be a good thing to have in place to cushion the blow of a large development.

1 **Workforce Housing**

2
3 Leon Barry questions whether we meet the work force housing requirements already.
4 Steve W. thought it was unlikely that we met the requirements but suppose we did you still have
5 to have the opportunity for diversity of housing.

6
7 Work force housing (Inclusionary Zoning) was defeated at town meeting last year.

8
9 Bob Curtis questions why we can't use that ordinance as a starting point.
10 Steve: we could do that with some tweaking of the ordinance and more education of the public.

11
12 More discussion on why the ordinance failed last year.

13
14 Steve Wagner: It may be a wise thing to have a developer or two come in and tell us what they
15 want to see in an ordinance.

16
17 Leon Barry: When they (developers) first came in to discuss workforce housing they hadn't
18 built any yet now they have built and know how it is going to work.

19
20 Incentives were discussed for workforce housing.

21
22 Steve Wagner: It is a NH statute to require housing diversity. Beyond the statute we should be
23 requiring blended housing stock for the diversity of people in the community.

24
25 We will contact Bruce Mayberry regarding updating the rest of the impact fees.

26
27 **2012 Planning Board Budget**

28 Mrs. McKibben passes out the 2012 budget and this 2011 budget with expenditures to date.

29
30 Education for members was discussed. Also the fall law lecture series.

31
32 **Approve 8/2/11 minutes**

33
34 A letter will be sent to Joel Kapelson regarding attendance at the meetings.

35
36 Barry Bean **Motions** to accept the 8/2/11 minutes as amended.

37 Tom Young seconds the motion. Motion carries 6-0-0

38
39 Next meeting is September 6, 2011.

40
41 Russell Blanchette and Tom Young motion and second to adjourn. Motion carries 6-0-0.

42 The meeting adjourns at 9:55 p.m.

43
44
45 Minutes transcribed from tape by J. McKibben

46

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23

Leon Barry, Chairman

Bob Curtis, Vice Chairman

Frank Byron, Selectman

Barry Bean

Thomas R. Young

Russell Blanchette