

Town of Plaistow, NH
Office of the Planning Board
145 Main Street, Plaistow, NH



PLANNING BOARD MEETING MINUTES (***DRAFT MINUTES – Subject to change once approved and amended by the board at its next meeting on August 16, 2023***)

August 2, 2023

Call to Order: In the absence of Ch. Alberti and Vice Chair K. Robinson, Bill Coye called the meeting to order at 6:31 PM.

1. ROLL CALL:

Tom Alberti, *Ch.* – Excused
Chuck Fowler – Present at Town Hall
Laurie Milette -Present at Town Hall
Karen Robinson – Excused
Richard Anthony, Alternate – Present at Town Hall
Timothy Moore, Alternate – Present at Town Hall
Jay DeRoche, *Selectman's Alt.* – Excused
Bill Coye, *Selectman's Rep.* – Present at Town Hall
Victoria Healey, RPC – Present at Town Hall
Jen Rowden, RPC – Excused

It was noted that Richard Anthony was looking for parking and would be expected shortly. B. Coye appointed T. Moore as a voting member for the meeting.

2. MINUTES:

The minutes of the July 19, 2023 site walk and Board meeting had been distributed prior to the meeting. L. Milette noted that K. Robinson wanted the meeting minutes to include the Rules of Procedure relevant to Planning Staff that was read out loud to be included in the minutes. It was agreed to table that set of minutes until the statements are correctly recorded in them.

C. Fowler moved, second by L. Milette, to accept the minutes of the July 19, 2023 site walk as issued.

The motion passed 3 (B. Coye, C. Fowler, L. Milette)-0-1 (T. Moore)

Upon his arrival, B. Coye appointed R. Anthony as a voting member for the meeting.

3. MS4 STORMWATER ORDINANCE

V. Healey discussed the next steps the Planning Board must take for dealing with the project. She noted the need for discussion on areas of responsibility, noting the Board has been leaning towards using its engineer (Steve Keach/KNA), inspection and maintenance responsibility and applicability thresholds.

Applicability: Currently in Plaistow the storm water regulations kick in at: a cumulative disturbed area of over 20,000SF; construction or reconstruction of a street or road; a subdivision of two or more building lots or a Planned Residential Subdivision; Proposed work adjacent to a wetlands buffer; or disturbed critical areas. She reviewed other communities' thresholds. She noted that as decisions are made she will put the information together and give it to the engineer who will have the final approval. It was agreed to stay with the current thresholds. T. Moore noted that last year the Board prepared but postponed a storm water ordinance and he wanted to research what the kick-in rate was for that.

There was discussion about the thresholds for other area towns and whether to stay at 20,000SF or change. V. Healey noted that reducing the threshold would potentially catch more projects and administrative work would increase with it. She noted she did not know when Plaistow last had a 15 – 20,000SF project. It was agreed to keep the threshold at 20,000SF.

V. Healey reported that currently Plaistow requires developers to provide a description of ongoing construction and operational maintenance requirements. A report is due twice each month during construction, and a yearly log and report is required. She said that Dee Voss said she has never seen any of these things. Currently Steve Keach is doing everything from the initial proposal to the initial install and there is no procedure for follow up afterwards. If the Board wants to have the follow up it would need to be included in the Notice of Decision and listed in the Other Requirements of the site plan that goes to the Registry of Deeds. If reporting requirements are established each report would need to be checked by KNA or be done by a professional engineer and stamped by such.

It was agreed to keep KNA looking initially at all activities that come through, but she asked what should happen after everything is built, and who would be paying for these reviews, the Town or the developer? Further, how often would more reports on the storm water management systems be required and who should do these and who will pay for them? T. Moore said there is a requirement that the developer have a storm water management plan which addresses all these issues, which would include an annual report after construction and responsibility usually falls to the Code Enforcement Officer. It was agreed this decision should be held off until V. Healey has a conversation with the CEO. T. Moore will find the ordinance he referred to and ask D. Voss to share it with the Board. There was discussion of the Storm Water Task Force and its makeup. It was noted that the Health Officer and the CEO should be added to this committee.

The scope of what the Task Force has achieved was questioned. It was agreed to table this issue until the other information is gathered.

4. REVIEW OF PLAISTOW HOUSING MASTER PLAN CHAPTER DRAFT

L. Milette suggested that Plaistow already has a lot going on for housing. She suggested that Plaistow's density is already above average for the State. V. Healey said she was looking for feedback and comments on the draft so she can continue to work on it. R. Anthony noted that the majority of the draft is background and shows that Plaistow has more multi- housing units than neighboring municipalities. T. Moore noted that he had not had a chance to look at the current housing ordinances and to see if there are things in the current master plan that are no longer relevant. He noted one thing that is not in the master plan on purpose is a goal, though there is an implementation section with actions. There was discussion of whether goals should be in the master plan or they can be addressed through actions. V. Healey referred to the Housing Vision section of the draft, suggesting these are goals and could be further defined and acted upon this year. Incentives to builders for including low income housing units in their developments were discussed. The lack of buildable land was discussed; V. Healey said the build-out analysis will provide helpful information.

V. Healey said she wanted to make sure that the information the Board wants to be in the chapter is there and if they want to include anything in particular to let her know. It was agreed the draft was a good start. There was discussion of how changes such as large businesses leave the area there are less opportunities for building and jobs.

5. HOP ENGAGEMENT SESSIONS

V. Healey noted that she did not put the Visual Preference Survey out because there is already another survey being conducted and this will have to wait a little bit. It was noted there are a few surveys out which could lend to confusion. She had hoped to present the survey results at the September 20th meeting so it could go out August 21st and end it by September 10th. Promotion options were discussed.

The grant money was discussed and V. Healey will provide a breakdown of expenditure for the next meeting.

7. NEW BUSINESS

T. Moore suggested that for the next workshop meeting the Board should work on Zoning amendments to get ahead of the work. He said the Energy Committee looked at the solar ordinances and are recommending a few changes. B. Coye suggested bringing up some zoning ordinance ideas at the next meeting under New Business.

ADJOURNMENT

There was no additional business before the Board and the meeting was adjourned at 7:34 PM.

Respectfully Submitted,

Charlene A. Glorieux
Minute Taker