

Town of Albany, New Hampshire
Planning Board Work Session Minutes – DRAFT
Monday, May 19, 2014 7:00 P.M.

Next Monthly Meeting/Public Hearing Monday, June 9, 2014 7:00 P.M.

The Planning Board Work Session was held at the Albany Town Hall.

Present: Chairperson Mike Helmers, Chairperson Josephine Howland, Tara Taylor, Adrian Simons, Peter Carboni, Alternate; Joe Ferris, Alternate; Selectmen Representative Rob Nadler, Theresa Ann Gallagher, Recording Secretary

Absent: David Maudsley, Technical Advisor, Matt Parker, Alternate

Also Attending: Tara Bamford, Planning Coordinator, OEP; Steve Knox and Sara Knox

Chairman Mike Helmers called the Planning Board Work Session to order at 7:00 P.M.

Approval of the Agenda: Chairperson Mike Helmers asked for a motion to approve the proposed agenda for May 19, 2014 Work Session. Selectmen Representative Rob Nadler made a motion to approve the proposed agenda; seconded by Adrian Simons. Mike Helmers suggested adding the Board of Selectmen Representative Report. Chairperson Mike Helmers asked all those in favor of accepting the agenda as amended to signify it by saying "Aye". All were in favor.

Approval of the Minutes: Chairperson Mike Helmers asked for a motion to place the minutes from the April 28, 2014 Work Session on the table for discussion; Vice Chairperson Josephine Howland made a motion; seconded by Adrian Simons. Open for discussion. Tara Taylor made a suggestion to address #4 under the conditions for approval of the Site Plan Review; 3 years is open ended. The regulations should be changed to reflect this. Also, the Town Engineer will review the work as it progresses to make sure it is in compliance. The applicant pays for this supervision. Tara Taylor suggested removing the last sentence under correspondence. All agreed. Chairperson Mike Helmers asked for a motion to approve the minutes as amended; Tara Taylor made the motion; seconded by Adrian Simons. All were in favor. .

Chairperson Mike Helmers invited Tara Bamford, Planning Coordinator from the NH Office of Energy and Planning, to present her comments and observations of the Master Plan as written. The Master Plan is almost complete and Tara's comments would shed some light on where they need to make additions or changes.

Tara Bamford's observations:

1. The Master Plan is brief, which is good. However more context data could be included when talking about income, population, housing and other topics. Tara offered a solution: she will be distributing by CD and on the website all the background data for the Regional Plan. It's organized to be easy to use, and the Planning Board are welcome to use that information.
2. The Master Plan includes a good "Vision for the Future"; however the Plan to implement that vision is missing, especially for the "Natural Resources" and "Land Use" sections. Tara Bamford handed out samples from the Rumney and Sugar Hill's Master Plan, and advised the

Planning Board to follow the script. Tell where they are, if they are protected by the zoning ordinances, state the issues, and say if there are changes needed. Mention there are no issues, if there are none. A great website to use for maps for ground water, flood plains, wild life habitat and other information is GRANITViewIIv0; it's an inexpensive way to capture the data and maps. Tara offered to meet with anyone interested in using this program, to walk them through it. They can meet her in Bethlehem.

3. There is no Land Use Plan; a description of the land use patterns currently in place (mix of business on Route 16 needs to be included, as well as areas of residential that are denser than others, or the same throughout the Town; include lot size descriptions. The parcel map of the Town should include areas of 2 acre lots, and then large tracks that are still working forests. The map could be made just out of conversations. Mention the zoning ordinances – will they help bring the Town to the Vision, or are changes needed? Set out the steps that need to be taken.
4. The Master Plan should outline the trends; if there are reluctances to change the zoning ordinances, it should be mentioned in the MP. The Planning Board should educate the residents as to why the zoning ordinances are being changed. Years ago changes were made to the zoning on Route 16, which created a problem. This should be outlined in the MP. The MP should state the issues, and then present the Planning Board's recommendations. Part of the Master Plan should include building up a general consensus. The Planning Board told Tara that many of the residents are opposed to zoning and planning.
5. Tara suggested putting the summary of the survey up front near the "Vision". Put the actual survey questions, with all the responses, in the appendix in the back. The Planning Board should work out some land use recommendations and then have a Public Meeting to get some input.
6. The Safety of Route 16 is not included in the Master Plan. It's an issue and should be included. The 10 Year Plan should also be a part of it.
7. The 47 parcels along Route 16 should be discussed; if the recommendation is for Route 16 not to be commercial, it should be mentioned. The Planning Board controls frontage and setbacks. The Master Plan should answer the question "What does the Town want to see in the Gateway"?
8. Tara Bamford suggested reading through the two Master Plans that were presented – Rumney and Sugar Hill.
9. Zoning Ordinance changes should be driven by the Master Plan.
10. The issue of agriculture is an issue: "Being more independent to promote more agriculture..." is mentioned in the Vision, but the Master Plan doesn't state how that will happen. Leasing part of the Town Forest to the Fire Department should be discussed. The steps being taken to make it happen should be mentioned. Farming in the Town of Conway, but owned by the Town of Albany should be mentioned. If there are no statements in the Site Plan Review or in the Zoning Ordinances that get in the way of farming, that should also be a part of the Master Plan. The recommendations from the Planning Board should say "Any proposed zoning changes will be reviewed to make sure it is farming friendly, and it creates a balance with the agriculture and the rural character of the Town." Identify what needs to be changed now.
11. The section on Excavations was confusing; Excavation should be bonded according to State Law. The Planning Board should require a Bond for the properties that are expanding their excavations. In the Master Plan state that the excavations predate TSA 155-E, describe what is going on, and make a recommendation to enforce 155-E to bring them in line with that regulation. Only list the excavations that have current permits.
12. Discussion on Service jobs does not connect with the Housing section. Include the data from the current employment data which includes salaries. Spell out that the pay is low. Give the

big picture of what is going on with housing and income and the large number of service jobs; then discuss what is already in Town that meets the needs of housing. Enter the number of mobile homes and rental homes in comparison to regular homes. Discuss multi-family housing. The in-law apartments was a good thing to mention. Emphasize putting a second unit on a lot and rehabbing a barn to make it affordable for the young people to remain in the area. The ordinance that allows only one unit on a lot should be changed and discussed in the Master Plan. Addressing safety and health issues can be mentioned, as it is in Sugar Hill's Master Plan. Describe the action steps that the Planning Board has to implement to make that happen.

13. Include that the Planning Board is working with other organizations to create steps to make the Vision in the Master Plan happen.
14. Review the 2001 Master Plan to see if there are any other topics from that one to remain in this newly updated Master Plan.

Chairperson Mike Helmers suggested that each Board member take a section of these suggestions and work on it. Rob – Agriculture, Tara - Natural Resources, Josephine – Housing.

Theresa will get the two Master Plans on line and forward them to the Planning Board. At the June 23rd Work Session the Planning Board will continue to work on the Master Plan.

Theresa gave out a list of training for Planning Boards offered by the OEP.

The Planning Board discussed Site Plan Review regulation changes that need to be made.

Chairperson Mike Helmers offered to review the Site Plan Regulations against the checklist to make sure they match. Vice Chairperson Josephine Howland made the motion for Mike Helmers to review the Site Plan Review application and the SPR Checklist to make sure they match. All agreed.

At a previous meeting David Maudsley gave the Planning Board other suggestions for changes, which should also be included. Peter Carboni suggested that the Planning Board adopt some regulation to make sure the applicant delivered what is supposed to be delivered, especially to the Fire Chief, etc. The application should require documentation stating that it has been delivered. Adrian Simons suggested having a checklist of the permits needed in the application. Tara Taylor suggested checking the SPR application to the State Regulations. David Maudsley will be asked about the three years' time line, which includes dealing with permits that will expire. The inspections by the Town Engineer and costs is another question for him.

Chairperson Mike Helmers discussed the importance of timing in sending documents to the Planning Board with information that affects a meeting to take place the same day. When possible such communications should be given days ahead of the meeting, not the day of the meeting. If something is received in the Albany Town Hall on the day of the meeting, he asked that the Board of Selectmen see to it that copies should be made for all the Board Members, so they can review it before the meeting. Time sensitive memos should be marked as "Urgent" and copies made or it should be scanned to Theresa immediately.

The Planning Board discussed the letter from the State regarding the business from Center Conway wanting to locate its business in Albany. The Planning Board agreed to answer "no" on the questionnaire and send it back; it doesn't meet the standards of what the letter states.

Board of Selectmen Report – Rob Nadler mentioned that there are \$900 in the Planning Board Budget for operating expenses, which can be used to purchase a computer for the meeting room. A scanner can also be purchased. Kathy Vizard will get some pricing.

Rob Nadler reported that Jack Rose and the Board of Selectmen worked with the North Country Council and the Lakes Region Planning to look at Route 16 for a safety audit. The two organizations will do most of the work, which will take about 2 years. Tara Bamford is on the North Country Council. The Board of Selectmen are also working on getting the road to the Albany Town Forest built, with the possibility of funding.

Adjournment: Mike Helmers asked for a motion to adjourn the Planning Board Work Session at 9:12 P.M. A motion was made by Tara Taylor to adjourn the Planning Board Work Session; seconded by Josephine Howland. Passed unanimously.

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary