

Central NH Regional Planning Commission
28 Commercial Street, Suite #3
Concord, NH, 03301
Tel: (603) 226-6020
Fax: (603) 226-6023
www.cnhrpc.org



CNHRPC Full Commission Meeting
Meeting Minutes
Thursday, June 9, 2016
7:00pm

Attendees: Bruce Crawford, Boscawen
Stephen Buckley, Bow
Jim Bibbo, Bradford
Harry Wright, Bradford
Tyson Miller, Canterbury
Stan Brehm, Chichester
Matthew Hicks, Concord
Clarke Kidder, Hopkinton
Bob Cole, Loudon
Stanley Prescott, Loudon
Joe Schmidl, Salisbury
Emilio Cancio-Bello, Sutton
Ken Milender, Warner
Susan Rauth, Webster
Benjamin Frost, Esq., AICP, New Hampshire Housing

CNHRPC Staff: Michael Tardiff, Executive Director
Craig Tufts, Principal Planner/GIS Planner
Joanne Cassulo, Project Planner
Dean Williams, Transportation Planner
Jennifer Mock, Office Manager
Samuel Durfee, Assistant Planner
Katie Nelson, Assistant Planner

The meeting began at 7:05 P.M., called to order by CNHRPC Chair, Harry Wright (Bradford).

Presentation: Benjamin Frost, Esq., AICP, Director of Legal and Public Affairs at New Hampshire Housing

Accessory Dwelling Units in New Hampshire – Meeting the Requirements of SB 146

Harry Wright introduced Benjamin Frost, Director of Legal and Public Affairs at New Hampshire Housing. Mr. Frost began his presentation with a brief definition and history of what is an Accessory Dwelling Unit (ADU), describing an ADU as a second, smaller dwelling on the same grounds as a single-family house – attached or detached. They are often referred to as granny flats, in-law apartments, family apartments,

or secondary units. Pictures were shown of different types of ADUs, including internal and conversion types, pointing out that ADUs can be aesthetically appealing and fit in with the community's architectural character.

Mr. Frost explained the benefits of ADUs, which included examples such as an increase in a communities' housing supply, provides affordable housing options for low- and moderate-income residents, and can be helpful to elderly and/or disabled people who may want to live close to family members.

After an introduction to ADUs, Mr. Frost provided information on NH Senate Bill 146, which was passed by the legislature in 2016 and will take effect on June 1, 2017. The bill was passed due to the current demographic and infrastructure trends experienced throughout New Hampshire, that being slower population growth and an aging population, the mismatch of housing stock and needs and desires of the changing population, and much of the aging population choosing to age in place rather than retire elsewhere. It was also mentioned by Mr. Frost that current homebuilders are unable in certain communities to fulfill homeowner requests to create ADUs for a family member or caregiver due to local land use restrictions.

Under Senate Bill 146, municipalities must allow an attached ADU in any single-family zone by right, special exception, or conditional use permit. The municipality may or may not require the following:

Municipalities may:

- Require adequate parking;
- Require owner occupancy of one of the units;
- Require demonstration that a unit is the owner's primary dwelling unit;
- Control for architectural appearance;
- Limit the number of ADUS per single-family dwelling; and
- Limit the number of unrelated individuals that occupy a single unit.

Municipalities may not:

- Limit ADU size to 1 bedroom or to be less than 750 square feet;
- Require familiar relationship between occupants of dwelling and ADU;
- Require additional lot area or other dimensional standards for attached ADU;
- Require door between primary unit and ADU to remain unlocked.

Mr. Frost ended his presentation by answering a few frequently asked questions. It was described that workforce housing should still be considered, as workforce housing applies to everyone. It was also described that impact fees may or may not be applied depending on if the number of units or the number of bedrooms are being considered. It was noted that "attached" is a loose definition and can be defined differently by different people. The purpose of an interior door was also noted as a way to allow easy conversion back to a single-family residence in the future. Finally, it was noted by Mr. Frost that DES septic standards must be followed, and vary depending on bedroom capacity in the unit.

Introductions

Harry Wright opened the floor to meeting attendees, requesting introductions. All members present introduced themselves.

Minutes of the April 14, 2016 Full Commission Meeting

On a motion from Emilio Cancio-Bello and a second from Stephen Buckley, the minutes from the April 14, 2016 Full Commission meeting were approved unanimously.

Report of the Chair

Harry Wright handed the floor over to Michael Tardiff who provided a report on recent staff activities. Mr. Tardiff noted that CNHRPC staff have been busy working on various projects, both locally and regionally.

Katie Nelson provided an update on CommuteSmart New Hampshire. CNHRPC staff has been in the process of launching CommuteSmart New Hampshire, formally Commute Green New Hampshire. The new CommuteSmart website launched in early May, which provides information on sustainable transportation choices for all regions in New Hampshire, including walking, biking, telecommuting, rideshare and public transit. The new CommuteSmart site includes a trip logger, which allows participants to log their smart commute trips, and also includes a real-time leaderboard for participants to compete with others from around the state. The website also includes the Central NH Rideshare portal, which connects to the NH Rideshare database managed by NHDOT and acts as a matching service for those who live and work in the Central NH Region.

Craig Tufts added to the update on CommuteSmart New Hampshire, describing the Smart Commute Challenge that kicked off during National Bike to Work Week and continues through October 31st. As part of the challenge, participants can log their trips for walking, biking, rideshare, telecommuting, and public transit. During the initial week of the competition, May 16-20, 1,304 miles were logged totaling 186 trips. Additionally, Craig described a few events that were held in the Central NH Region during the week of May 16-20, including the Rock 'N Race bicycle valet and two breakfasts, one held on the State House lawn and one held on Hazen Drive.

Treasurer's Report

Michael Tardiff provided the Treasurer's report and reviewed the Profit and Loss statement for CNHRPC. Currently the numbers are behind for the closing of the fiscal year as many of projects expected to come through didn't in time for June 30. Many of these projects are expected to come through in the next fiscal year, balancing the negative number expected on June 30.

CNHRPC Brownfields Assessment Program Update

Michael Tardiff provided an updated of the Brownfields Assessment Program to the Full Commission, highlighting that three sites have already been chosen in the Towns of Pittsfield, Boscawen, and Hillsborough. The main consultant for the program has already begun working with the Brownfields Advisory Committee, and the other two consultants will be starting shortly. It was mentioned that the next Brownfields Advisory Committee is scheduled for the following week.

CNHRPC Transportation Planning Public Involvement Plan—Consideration of Adoption

Dean Williams presented the Public Involvement Plan for adoption to the Full Commission. The plan was described as a process for how to involve the public with transportation planning. Examples of content included in the plan are performance standards, a process for developing the regional transportation plan, list of people involved, and tools and techniques. It was noted that the Plan had already been reviewed by the CNHRPC Transportation Advisory Committee (TAC). Upon a motion from Clarke Kidder and seconded by Bob Cole, the CNHRPC Public Involvement Plan was accepted unanimously by the Commission.

Proposed FY 2017 Work Program and Budget

Michael Tardiff reviewed the proposed FY 2017 CNHRPC budget, noting that CNHRPC has many more local projects compared to other Regional Planning Commission (RPCs), including Master Plans, Hazard Mitigation Plans, and Capital Improvement Plans. Projects budgeted within FY 2017 include continuing the CNHRPC Brownfields Program, an update to the Comprehensive Economic Development Strategy (CEDS), Beaver Meadows Safe Route to School, Volunteer Driver Program, phase one of the Hopkinton Master Plan, and a Municipal Technical Assistance Grant for zoning work in the Town of Boscawen.

On a motion from Emilio Cancio-Bello and a second from Stephen Buckley, the CNHRPC FY 2017 budget was approved unanimously.

Election of FY 2017 Officers

Stephen Buckley reviewed the process to elect officers for FY 2017, and reviewed the draft slate of officers that have been proposed for consideration by the Full Commission. The proposed slate:

Tyson Miller (Canterbury), Chairman
Harry Wright (Bradford), Vice-Chairman
Keith Johnson (Deering), Secretary/Treasurer
Ken Swayze (Dunbarton)
Ken Milender (Warner)
Matt Hicks (Concord)
Steve Buckley (Bow)

On a motion from Emilio Cancio-Bello and a second from Jim Bibbo, the CNHRPC FY 2017 Slate of Officers was approved unanimously.

Other Business

There was no other business.

Adjournment

The meeting was adjourned at 8:25 P.M.