TOWN OF NEWMARKET NEW HAMPSHIRE

# PLANNING BOARD

Tuesday, April 8, 2025 at 7:00 PM
Town Hall, Council Chambers
**APPROVED MEETING MINUTES**

**Present:** Val Shelton, Scott Blackstone (Town Council – Ex officio), Jane Ford, Jeff Goldknopf, Zachary Shollar, Michael Scully, Jamie Bruton, Bill Arcieri (Alternate), Bart McDonough (Director of Planning & Community Development)
**Absent**:

**Val** opened the meeting at 7:00 PM. [time on DCAT 02:35]

**Zach** introduced himself as a new member, a resident since 2020 and an engineer.
**Michael** introduced himself as a new member, a resident of 11 years and originally from Epping, and in nursing.
**Jamie** introduced herself as a returning member, previously on the board in 2018, living in Newmarket since 2013 and a realtor.

The voting members this evening will be **Val Shelton**, **Scott Blackstone**, **Jane Ford**, **Jeff Goldknopf**, **Zachary Shollar**, **Michael Scully**, and **Jamie Bruton**.

**Val** referred to the application for a 3-year alternate position expiring in 2028 from **Eric Botterman**, previous member and chair of the board, and professional engineer.

**Action**

**Motion**: **Jeff Goldknopf** moved to appoint **Eric Botterman** to a 3-year alternate position term expiring in 2028.
**Second:** **Zach Shollar**
**Discussion:** None
**Vote**: **Approved 7-0-0**

**Val** suggested posting expiration of terms on the website.

## 1. Pledge of Allegiance

## 2. Public Comments

(None)

## 3. Review & Approval of Minutes [time on DCAT 08:20]

a. March 18, 2025

**Val** noted that there may be some discrepancies between discussion items and sections missed in the meeting minutes but that she has not reviewed the recording yet.
There was consensus to postpone the vote.

**Action**

**Motion:** **Jane Ford** moved to postpone consideration of the March 18, 2025, minutes until the May 13, 2025, meeting.
**Second:** **Jeff Goldknopf**
**Discussion:** Discussion ensued on incorporating additional information in the minutes.
**Vote:** **Approved 7-0-0**

**Scott** noted that the special election is on May 13, which is also the next scheduled Planning Board meeting. There was consensus that it should not conflict.

**4. Regular Business** [time on DCAT 14:53]

a. Review and discussion on proposed zoning amendments and set public hearing.
*https://newmarketnh.portal.civicclerk.com/event/1558/files/agenda/6218*
*All draft language discussed can be found at this link.*

**Val** begun by referring to the dimensions table, and provided clarification and an overview and the history of the rezoning project thus far.
**Bart** presented the map as well and explained the decision to break the area into the Village Corridor North (VCN), Village Corridor Center (VCC), and Village Corridor South (VCS). In order to create the new zones, other zones will be dissolved and no longer exist, specifically M1 and M2A in this area.
Discussion returned to the dimensions table.
**Bart** suggested that the mill redevelopment note in the table is not changed.
**Val** mentioned that she believed the consensus for residential densities was 12, 8, and 16 units per building respectively for VCN, VCC, and VCS. **Bart** clarified he believed it was 16 maximum per building for all three, but the different thresholds referred to are for when a special use permit is needed. Discussion ensued regarding the maximum density amounts and other dimensions as presented in the table, and how the special use permit gives the board more oversight.
**Bart** suggested that for the VCC district the threshold could be 12 units per building to bring existing buildings into more conformity. **Jeff** brought up that the concern would be parking with additional units allowed per building. Discussion ensued regarding the 3 Railroad Street development, with confirmation that there are 41 units and 61 parking spaces. **Bart** also reiterated that at the last meeting it was decided to have no parking requirements in the VCC.
There was consensus to have the residential densities as 12, 8, and 16 units per building respectively for VCN, VCC, and VCS.
There was consensus that the table was accurate for minimum road setbacks.
**Bart** presented the proposed maximum road setbacks proposed as 20' for residential, and 50' for commercial and mixed-use.
**Bill** questioned why a maximum is needed; it was discussed that the purpose is to keep buildings closer to the road and closer to sidewalks for connection, as well as for planning of parking in the back of the building. It was clarified that parking is not allowed in the frontage as currently drafted, or cannot be closer to the street than the building in other words.
**Jeff** commented that a 50' maximum may be too large.
There was consensus to have the maximum front setback at 30'.
There was consensus that the side and rear setbacks and building heights were acceptable as presented.
**Jeff** raised the question of if the maximum road setback would constrict multiple buildings on a lot; there was consensus to add clarifying language that the maximum road setback applies to the first building that has frontage on a road.
Discussion continued to review the further amendments to the zoning ordinance; for Sec. 32-45, it was discussed whether or not to break out the different density thresholds for the sub-districts

of VCN, VCC, and VCS as related to the fiscal impact and market analysis study.
There was clarification provided for what a fiscal impact study is, explained as the revenues provided by a project to the town versus the expense of the development to the town, and whether it is a net positive or net negative.
Further discussion ensued regarding fiscal impact study thresholds, in Sec. 32-45 (f)(2)a.1.c. and the difference between the density thresholds and the fiscal impact and market analysis study threshold, the purpose of variances, and regarding current and past vacancy rates.
**Bart** confirmed that he will check for consistency with the changes made to the dimensional table as discussed.
**Bart** asked if the board would like control over the building type through a special use permit, or if they would see that Zoning Board of Adjustment would have purview over that; there was consensus for it to be under the special use permit review.
Discussion ensued regarding parking in the VC, and VCC specifically with having no parking requirement as drafted and possible future parking solutions.
Discussion continued to Sec. 32-90, Building typologies. **Val** commented that she believed they were going to be broken out into where the different types are permitted. **Bart** explained that the section refers to maximum number of units, but that the styles can be built with less units in order to adhere to the densities allowed in each sub-district.
Discussion returned to Sec. 32-56, Table of permitted uses, with the proposal meant to allow for low impact flexibility. It was confirmed that for vacant lots in the district, it will be required to have a commercial component on the first floor fronting the road; for single-family to multi-family conversion no greater than 4 units, commercial is not required.
**Bart** explained that he used the M1 district language and applied it to the new VC district and sub-districts, with nothing changed except for the references, for the Mill Redevelopment section.
**Val** confirmed that the next step is a public hearing; **Bart** agreed that the property owners effected will be notified even though they technically are not required to.
There was consensus to have the Planning Board public hearing in May before moving to Town Council review.
**Bart** also noted the updates to the Definitions section for increased efficiency and consistency.

**<u>5. New/Old Business</u>** [time on DCAT 2:07:19]

a. Committee Reports

**Val** explained that there are representatives appointed to the Conservation Commission, CIP Committee, Energy & Environment, as voting members of those boards. The Town Council then has an appointee, **Scott**, to the Planning Board who serves as a voting member.

*<u>Conservation Commission:</u>* **Bart** reported that the prime wetland maps updates will come to the Planning Board.
*<u>Energy and Environment Advisory Committee:</u>*
*<u>Town Council</u>:* **Scott** reported that the special election for the Town Charter Commission is on May 13, with a filing period to be on the ballot from April 16 to April 25. They are also working on the Wastewater/Water Master Plan, with plans to build a second water tower. Once a second tower is built, the next step would be to drain the existing tower to recoat and repaint it. The land for the second tower is not owned yet but there is an agreement to buy. This does not currently limit development though as there is capacity, with a pumping system in addition to the existing water tower for pressure. It was also addressed that the railroad repairs were delayed from the original proposed dates.
***<u>Planner's Report:</u>*** **Bart** reported that the department and SRPC are preparing for a parking study, and are looking for volunteers.

**Val** spoke to the Planning & Zoning Conference by NHMA, and recommended that it is helpful for current and new members with presentations and breakout sessions, and that the town reimburses the conference cost, and that they are also recorded. **Bart** confirmed he will double check the date.

b. Election of Leadership Positions

1. Chair

**Action**

**Motion:** **Jeff Goldknopf** moved to nominate **Val Shelton** as Chair.
**Second:** **Jane Ford**
**Discussion:** None
**Vote:** **Approved 6-0-1** *(Val Shelton abstained)*

2. Vice Chair

**Action**

**Motion:** **Jane Ford** moved to nominate **Zach Shollar** as Vice Chair.
**Second:** **Jeff Goldknopf**
**Discussion:** None
**Vote:** **Approved 6-0-1** *(Zach Shollar abstained)*

c. Committee Assignment

1. Conservation Commission
2. Energy and Environment
3. Capital Improvement Program

**Jane** urged that it is important to have two representatives on the CIP Committee. There was consensus to think about the committees and positions and to discuss and decide at the next meeting.

**Val** mentioned the Master Plan process, and if the Planning Board should either start meetings earlier to devote time to the Master Plan review, or add a second workshop meeting each month to focus solely on the Master Plan. It would be temporary until November or December. There was consensus to have a separate workshop meeting added to the schedule and they can poll to find a day/time that works best.

**6. Adjourn** [time on DCAT 2:23:32]

**Action**

**Motion:** **Jane Ford** moved to adjourn the meeting at 9:20 PM.
**Second:** **Zach Shollar**
**Discussion:** None
**Vote:** **Approved 7-0-0**

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Respectfully submitted,
Bridgette Grotheer
Land Use Administrator

**DCAT:**
**https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7_5VjxKP/videos**