TOWN OF NEWMARKET NEW HAMPSHIRE

PLANNING BOARD

Tuesday, September 9, 2025 at 7:00 PM
Town Hall, Council Chambers
DRAFT MEETING MINUTES

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

The Vice-Chair opened the regular meeting at 7:08 PM.

The voting members will be: **Zach Shollar**, **Jane Ford**, **Jamie Bruton**, **Scott Blackstone**, **Jeff Goldknopf**, **Michael Scully**, and **Bill Arcieri** (*in the place of Val Shelton*).

1. Pledge of Allegiance

2. Public Comments (None)

3. Review & Approval of Minutes

a. August 12, 2025

Action

Motion: **Jeff Goldknopf** moved to approve the minutes of August 12, 2025, as amended.
Second: **Michael Scully**
Discussion: It was noted that there is a space missing in between words at the beginning of line 91.
Vote: **Approved 7-0-0**

4. Regular Business

a. Discussion relative to reviewing proposed site plan and subdivision amendments.

Bart referred to the materials provided for Appendix A, Subdivisions, and Appendix B, Site Plans, linked here, with the purposes to establish a Technical Review Committee, clean up some standards and procedures, and regarding applicability for when minor or major review is needed.
There was consensus to review the redlined changes page by page, beginning with Appendix B, Site Plans. **Bart** continued to present and go through the changes throughout the document. It was explained that the goal is to complement the zoning district changes as well.

It was explained that the changes to definitions are in order to match Appendix C, Stormwater Regulations. For change of use from one non-residential use to another, the threshold would now be 2500 SF for Planning Board review. For expansion of a non-residential use, it would also have a threshold of 2500 SF cumulatively over a 5-year period without needing Planning Board review. The residential unit threshold it also proposed at 3 units before further review would be needed.

Eric raised that for the square footage associated with change of use, there should also be thresholds of impact and intensity associated with it.

Bart continued with the review of the redlined changes, as in the document linked above. Discussion included: regarding condominium conversion and whether or not to take jurisdiction over them and have oversight; the deletion of the section to remove regulation of aesthetics outside of the Downtown Commercial Overlay District; consideration of traffic as thresholds for minor and major review.

Bart presented the new section, 2.03, to establish a Technical Review Committee in order to make comments and identify any issues early on in the process with department heads to create a smoother process once the application goes to Planning Board.
Discussion continued regarding the TRC establishment and the goal of creating efficiency. It was suggested to change "shall" to "may" for the composition line ("The TRC *may* consist of…"), and also that A. 6. is an incomplete sentence. It was suggested that members can provide further comments to go over at the next meeting as well.

Review continued for the rest of Appendix B, with it noted that edits include updates to reference guides, updates relevant to the new zoning districts, updates to parking standards, and removal of superfluous language that is mentioned elsewhere. Discussion ensued on section 3.12, Floodplain management, with it suggested to remove the 50 lots of 5 acres threshold. For section 3.21, Architectural and aesthetic review, the question was posed if it should apply to the whole Village Corridor district, with consensus for that. For section 4.10, it was suggested that for the edits to B.2., to also include the buffer land area percentage. It was also explained that for section 5.07, As-built plans, they will be required for developments with underground elements (drainage, utilities).

For Appendix A, Subdivisions, it was asked that members review the changes and bring any comments forward at the next meeting or to email them in advance.

b. Discussion relative to identifying the extent and composition of a new form-based code zoning district (T-4).

Bart introduced the background of the zoning district, with the newly passed Village Corridor (VC) District initially referred to as T-5, and now addressing the next area as T-4 off of the VC District. Review of the proposed conceptual district and sub-districts ensued, as can be found at newmarketnh.portal.civicclerk.com/event/1563/files/attachment/6401.
For the conceptual sub-districts, discussion ensued regarding what elements were used to define those. It was explained that geography, infrastructure, topography, density patterns, hydrology, and neighborhood characteristics in general were all taken into consideration for defining the distinct areas.
The question was posed for what sub-districting would look like for the T-4 area, and whether or not T-4 needs sub-districts.
Zach commented that some sub-districts could be beneficial for identifying areas for mixed-use and commercial elements to be more incorporated.
Jeff commented that the amount shown on the map may be too many to have them all as sub-districts. Discussion ensued on where merging of the current conceptual areas could occur.

Bart suggested that members go out and visually observe the neighborhoods to see where changes and differences in characteristics are present and distinct. The zoning would be the same, but the differences between the sub-districts would be what building types are allowed.

It was also highlighted that there is currently a neighborhood survey to gain feedback to help inform the discussion, which can be taken at www.surveymonkey.com/r/newmarket-looks.

Discussion continued regarding the conceptual sub-districts, and defining what the goal for the area is. **Bart** spoke to the goal as allowing for more density without being as dense as VC, and allowing for smaller commercial opportunities as well.
It was suggested to discuss further at the next meeting, with consensus that there could be less sub-districts than currently proposed and listed on the conceptual map.

c. Discussion relative to drafting amendments to the zoning code to incorporate a solar ordinance.

Bart introduced that over the past few months, the town has been working with SolSmart, a non-profit, to improve the regulations and awareness of information regarding solar development standards. SolSmart provided draft model language to build off of, so if the board would like to proceed it can be brought forward for further review and discussion to determine what could be allowed in terms of solar development.

5. New/Old Business

a. Committee Reports

Town Council: **Scott** reported that Colin White resigned and the vacancy has been filled be Chase Eagleson. Additionally, the firewall system has been changed to the same one used by the state, the disability veterans tax credit was increased, and the town recently purchased a vacuum truck, and they have completed step one of the Creighton Street project. They are also looking into putting up more pumping stations, as well as construction of a new water tower in the future.
CIP Committee: **Jane** reported that the first meeting was yesterday to hear requests from Public Works, Environmental Services, and Fire, and there will be another meeting tomorrow for the remaining department requests and official votes.
Conservation Commission: **Jeff** reported that the site walk for the Rosa property had been cancelled last month due to thunderstorms, and they did not have a regular meeting last month.
Energy & Environment Advisory Committee: **Zach** reported that the Sewell solar project received approval on the interconnect application with Eversource, but they did not receive funding through a grant they applied for unfortunately. The committee also discussed prioritizing solar on municipal buildings as renovations occur, and discussed recycling campaigns as well as community power.

b. Planners Report

Bart noted that the CIP process has begun and should be wrapped up this week.
For the Master Plan, they are finalizing drafts for the Recreation, Community Facilities, and Future Land Use chapters.
The Riverfront Advisory Committee made recommendations to Town Council to create a CRIZ, Coastal Resiliency Incentive Zone, which will allow for people to apply for property tax abatements if they are in the zone and make certain improvements to their property to offset those costs. They also recommended establishing a capital reserve fund for the downtown riverfront to help save for future improvements as in the Master Plan.
The Public Transportation Advisory Committee will be hearing a presentation on draft recommendations from the parking study completed by SRPC. The committee is also going through the neighborhoods to better understand transportation issues, starting with New Village.
For the HOP grant that was received, they will also be working on additional outreach for communicating proposed zoning changes and having a collaborative environment for feedback.

6. Adjourn

Action

Motion: **Jane Ford** moved to adjourn the meeting at 9:15 PM.
Second: **Michael Scully**
Discussion: None
Vote: **Approved 7-0-0**

****

Respectfully submitted,
Bridgette Grotheer
Land Use Administrator

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