

**PLANNING BOARD**  
**27 School Street**  
**HILLSBOROUGH, NH**  
**April 20, 2022**

**DATE APPROVED:** 05/04/22

**TIME:** 7:00 p.m. – 9:30 p.m.

**MEMBERS:** Susanne White- Chairperson, Melinda Gehris -Vice Chair, Adam Charrette, Ed Sauer, Steve Livingston, Nancy Egner

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Kim Opperman, Dana Clow

**Excused:** None

**Public:** Joyce Bosse, Dave Lewis, Sara Edie, Meleny Nagy

Guests: Mike Tardiff and Matt Baronas (CNHRPC)

**Call to Order:**

Chairperson Susanne White called the meeting to order at 7:00 PM.

Ms. White read the public meeting ground rules and called the roll. All members were present, so no alternates were necessary.

**Minutes:** 04/06/22 Melinda Gehris made a motion to approve the minutes. Ed Sauer seconded the motion. The motion carried unanimously.

**Central NH Regional Planning Commission**

Mike Tardiff and Matt Baronas of the Central New Hampshire Regional Planning Commission were present to kick off this year's projects. Both the Economic Revitalization Zones and the Gateway Zone are supported in the Master Plan.

**Economic Revitalization Zone (ERZ)**

Mike handed out maps showing two draft ERZ zones.

The ERZ is a tool used by NH communities for underutilized or vacant commercial space. If a property or business owner within the established ERZ district hires a person within a fiscal year or spends money on capital equipment they can fill out an application and submit it by February 10<sup>th</sup> of the next year, at which time they can ask for a break in their Business Profits tax. This is one of the few tools in the state that supports that type of economic development. There is \$825,000.00 statewide available for this program.

To establish an ERZ district, the Board of Selectmen would have to apply to the state.

Mike reviewed the draft map. There was discussion about the properties to include in the districts.

Susanne White asked if any of the public had any questions.

Sara Edie asked if the state runs out of the \$825,000. Mike Tardiff said it has maxed out every year for the last five or six years.

There was discussion about the location and extent of the ERZ district. Mike said this was the first cut of the map and it could be changed. He also said that an additional ERZ zone could be established if necessary.

Mike Tardiff said he would be moving forward with working on the map with Robyn Payson.

### **Gateway District**

Mike Tardiff began the discussion on the potential Gateway zone. The owners of property within the potential Gateway zone were invited to this meeting, but none were in attendance. Mike said they would make sure through this process that the idea is out there and understood.

The idea of the Gateway being located in the Marina Road area was part of the discussion in the Future Land Use section of the Master Plan. The location was chosen because it was the entrance to town and there is a lot of opportunity there. Mike said that questions are, how do you want to see it set up and what uses are to be allowed there? There was discussion about the types of housing and uses that might be included in a “mixed use” zone.

Mike Tardiff went over the characteristics of a Gateway zone. It is a place where people have the potential to work, live and shop in one location. The zone could be an overlay or its own separate zone. He said there is an opportunity in this process to put together a zoning scheme that allows mixed use development. The Planning Board works to allow it and the Economic Development Commission promotes it. He said there should be conversations with Water and Sewer and the potential for tying into the system. This is a long-term planning process and there can be meetings about water and sewer and how it would affect density. He said he would also want to discuss buffers between zones.

Ed Sauer asked if there was any idea of the amount of acreage in the area.

Mike Tardiff said that is leading to discussion about density.

Dave Lewis said he would be more in favor of moving the zone down West Main Street.

Mike Tardiff said they were taking an incremental approach and they could take a look at the map.

Sara Edie asked if he ever found that getting water and sewer service to a property affected someone developing.

Mike Tardiff said it has been. That is why we are talking about development that could happen 15 years from now. He said that there should be a discussion about water and sewer within the first few meetings.

Sara Edie asked what his feedback would be if someone said they wanted to see the downtown revitalized, and not take business away from downtown and put it on the outskirts of the Gateway.

Mike Tardiff said he would say that there are different types of tools for different situations, and he would want to see all of the tools used. He talked about the Plan NH Charrette and the 79E district. The Gateway is a specific type of development for a specific type of developer.

Robyn Payson said that the type of development being encouraged in the Gateway is different from what we are trying to do downtown. She said it is two different things that can have benefits in two different locations.

Dave Lewis asked if the RSA regarding the ERZ provides for a sunseting?

Mike Tardiff said the town could enact a sunset.

Dave Lewis asked if you are a business and you qualify for the ERZ benefit, does it carry on for subsequent years.

Mike Tardiff said there are different ways to extend your credits over different tax years.

Susanne White asked what the next steps were.

Mike Tardiff said they would like to come to the work sessions over the next couple of months to discuss the map, have a conversation over water and sewer, take a look at a project site and take ordinances from a few towns to see what they have done with their Gateways. The first couple of meetings are to build up the base and then they will move into how it fits with the zoning.

## **WORK MEETING**

### **Check Lists**

Robyn Payson distributed the final draft of the check lists. These are a tool for the Board to prompt them to ask questions and address issues about applications.

Following discussion:

### **Planning Board Public Meeting Checklist**

Nancy Egner made a motion to adopt the checklist. Ed Sauer seconded the motion. The motion carried unanimously.

### **Site Plan Review Checklist**

Nancy Egner made a motion to adopt the checklist. Steve Livingston seconded the motion. The motion carried unanimously.

### **Subdivision Review Checklist**

Nancy Egner made a motion to adopt the checklist. Ed Sauer seconded the motion. The motion carried unanimously.

### **Waiver of Site Plan/Change of Use Checklist**

Melinda Gehris made a motion to adopt the checklist. Nancy Egner seconded the motion. The motion carried unanimously.

Robyn Payson will be filling out a version of these checklists for the Planning Board.

### **Site Plan Regulations/Site Plan Application-Update**

Robyn Payson distributed the latest draft of the Site Plan regulations. Following discussion, it was determined that there needed to be a definition of “Lot Coverage”. Robyn will seek advice from Chris Boldt about an appropriate definition.

### **Subdivision Application-Update**

Robyn Payson distributed copies of the updated Site Plan and Subdivision applications. The Site Plan application includes changes in the regulations and the addition of fees to record decisions at the Registry of deeds and to send a copy of the Notice of Decision via certified mail to the applicant.

The Subdivision application changes included the Registry of Deeds fee and the certified mailing fee along with the deleting of the “NA” (not applicable) column from the application.

### **Dark Skies**

Robyn Payson handed out copies of the draft Dark Skies Ordinance. Adam handed out information about light pollution and its negative effects.

Adam spoke about the preservation of the night sky and the value it holds for Hillsborough. He talked about the value of Dark Skies compliant lighting. Hillsborough will be the stake holder of New England’s dark sky “astro-tourism”.

He said the goal is for Hillsborough to become an International Dark Skies community.

He said the Board of Selectmen has already approved the conversion of the streetlights to LED’s

that are Dark Skies compliant. This change will save the Town \$30,000.00 a year, and pay for its self in two years.

There was discussion about promoting Dark Skies through the schools and through the Astronomical Society in town.

Adam Charrette brought in brochures on Dark Skies lighting that will be available to the public.

The Dark Skies application has been submitted and members of the IDA are looking forward to holding a ZOOM meeting with the Board. Once a more formal ordinance is completed, they will look it over and a meeting will be held where they will offer suggestions.

Adam addressed the question of lighting flags. He said that type of lighting will be exempt from the ordinance.

Susanne White said the Dark Skies subcommittee is going to be responsible for educating the community. She asked if the subcommittee was going to go over the ordinance and then present it to the Board?

Adam said he thought it would be better for the Board to review the ordinance so what they like or don't like can be discussed. Then, the Dark Skies committee can work on public outreach.

Susanne White said the lighting zones needed to be defined. She also asked if a lighting engineer should come and talk to the Board or would this be something that the Dark Skies people could talk about.

Adam said he would talk to the IDA about this and get suggestions about who to talk to.

Steve Livingston suggested a lot of public outreach so people don't feel like this is being forced on them. He suggested that there be a back up plan that is more user friendly if the ordinance does not pass.

Jim Bailey said the subcommittee would be handling the education of the public. He said the public needs to understand that this is not going to cost anyone more money to do this.

Steve Livingston said a lot of people would do this willingly, but not if it is forced on them.

Kim Opperman said that he did a project in Rhode Island where National Grid paid for 70% of the improvements. He said he would think Eversource would have a program like that. He said the Board should see if Eversource would be willing to work with the Town.

Adam said the IDA does a lot of outreach and education. He said this is one of three or four steps that are required to get certified. He pointed out there are exemptions from the ordinance. Some of the exemptions are for temporary lighting, lighting for statuary, holiday lighting, and underwater lighting.

## April 20, 2022 - Planning Board Meeting Minutes

Melinda said she thought the lighting on Steve Livingston's new building were all downcast, so he could be one of the biggest sellers to the public.

Steve Livingston said Eversource came to his shop, and lit his whole building. He got LED fixtures for ten dollars a piece.

Adam said this ordinance is not so restrictive that there are no lights at night.

Ed Sauer asked if there would be enforcement necessary with this ordinance?

Adam said it would be just like any ordinance, but the hope is that everyone will want to do it.

Susanne White said the next step would be to have a meeting with the subcommittee and report back to the Board.

### **Other Business**

#### **New England Dieselz**

Ed Sauer asked for an update on New England Dieselz.

Robyn Payson said the Code Enforcement Officer has been in contact with the owners. The lot has been cleaned up and is more orderly. The owner has also been told, per their agreement with the Board, there should be only cars, pickup trucks and SUV's for sale on the lot. As of this day, the sheds are still on the property, but they have been told to remove them. They have been told they can move them to the property that they own that abuts the used vehicle lot. They are not allowed to sell the sheds at this point. The owners have said they will be coming in for Site Plan approval on the lot that currently holds the sheds.

Steve Livingston asked what they need to do to get into compliance?

Robyn Payson said they need to remove the sheds from the property and come in for Site Plan Review on the other property. If they want to sell the sheds on the car lot property, they would have to come back to the Board for a Site Plan Amendment.

### **RFQ**

Robyn Payson said the Board needs to develop interview questions to ask the respondents to the RFQ. This will be done at the next Planning Board meeting.

There being no further business, Melinda Gehris made a motion to adjourn.

### **Meeting Adjourned 9:05 pm**

Respectfully Submitted,  
Robyn L. Payson, Planning Director