

**Temple Planning Board  
Minutes  
Tuesday, February 6, 2024  
7:00pm, Temple Town Hall Annex**

**Present:** Christine Robidoux, Chair; Carter Sartell, Secretary; Keith Charlton; Murray Collette; Russ Huntley; George Willard, ex officio, Select Board

**Absent:** Brian Kullgren, Bruce Kullgren, Jr

Board Chair Christine Robidoux called the meeting to order at 7:09pm.

Christine Robidoux appointed Alternate Russ Huntley as a full member of the board for this meeting and he joined the board at the table.

**Public Comment:** None.

**Approval of Draft Minutes  
January 16, 2024 Meeting**

Minutes were discussed and Murray motioned to approve the minutes as amended. Carter seconded. Approved by a roll call vote with all in favor except Russ who abstained.

**Old Business:**

1. **InvestNH Housing Opportunity Planning (HOP) Grant Update:** Carter shared that the Steering Committee met last night and revised the list of questions to share during our upcoming one-one interviews. They expect to finalize these questions at the next meeting, and then share the list publicly. The goal is to finish these interviews by the end of April, and then the committee will compile recommendations to present to the Planning Board before July. Russ explained that the committee decided not to pursue focus groups because it has been difficult to get good attendance at past events. Anyone who would like to be interviewed should call the town office, or email the Planning Board.
2. **2024 Zoning Amendments - Ballot Language:**
  - a. Thank you to Carter for making the edits from the last meeting. The document was shared with the Select Board, who sent it for a second legal review, and the lawyer provided different feedback this time: the helpful, explanatory information should be in a separate handout rather than within the amendments. So Christine split the document into two (attached). For the amendments document, Christine

noted that she corrected some labeling and formatting errors, and the amendments were renumbered after #1 was removed at the previous Planning Board meeting. The helpful details document will be posted on the Planning Board page of the town website, and it will also be available for residents to view on voting day. Christine will be at the Town Hall to answer questions for part of the day and welcomes members to join her.

- b. The lawyer also suggested that amendment #2 on building and fire code enforcement needs to be more robust, and referenced the town of Dummer as an example. What we have now is sufficient, however we should clarify who is responsible for enforcement and add references to the Fire Chief and establishing penalty fees. George noted that the Select Board currently gets involved in enforcement only if there is a complaint. We will continue working on this in conjunction with the Select Board.
3. **Tax Map Updates:** Keith shared that CAI completed the updates and sent them to Carole Singelais. We are still waiting for CAI to correct an earlier mistake that they made. Keith advised that the biennial updates are working well for Temple. Carole will store all of the updated files that she receives from the Registry of Deeds in a separate folder, so they will be ready to send to CAI for the next update.
4. **GIS Mapping Conversion:** We are waiting to hear from Moosewood Ecological; Christine will follow up with them.
5. **Natural Resources Inventory:** Cathy Joly shared that Jeff Littleton from Moosewood Ecological attended the last Conservation Commission meeting. Jeff has completed the field survey work and found lots of interesting habitats as well as some conservation species. Jeff will present the results on April 17th, 2024 at 6:00 PM in the Town Hall.
6. **Driveway Regulations:** Murray spoke with Joe Driscoll about how to comply with RSA 153:5 VI. Joe suggested that we consider requiring that new driveways greater than 150' long be at least 12' wide; typically, driveways will be 12' wide to accommodate construction vehicles. Murray will reach out to the Merrimack Representative who created this RSA to understand the intent. Keith wondered if the Fire Chief's approval is required or recommended, and Murray offered that he would seek the Temple Fire Department's recommendation.
7. **Site Plan Regulations Audit Results:** This is tabled until the Subdivision Regulations are finished.
8. **NFIP-FEMA Flood Maps:** No update.

## New Business

1. **Regional Impact Update: New Ipswich Subdivision Application, Brook Haven Farm LLC Appleton & Maki Roads, Map 6 Lots 20 & 20-9:** Christine sent them a response (attached) and attended the meeting. They are very early in the process and have not accepted the application. Their discussions included an adjacent flood control dam and the significant slopes on the property, and it sounds like they are seriously considering requesting a traffic study. Christine shared Kent Perry's comments at the meeting: he was not concerned about damage to roads but he has heard complaints about construction vehicles. All plans are available on the New Ipswich Planning Board's web page. Their next meeting is February 8th.

## Work Session

1. **Subdivision Regulations — Legal Review Discussion of October 5, 2023 version** (attached): The document includes comments from a legal review and also NH Office of Planning & Development.
  - a. Section 2.1: Keith suggested that we choose “conceptual” or “preliminary” but not both.
  - b. Section 2.1 C: Specify that this is referring to the Design Review Phase.
  - c. Section 2.1 E: For the preliminary design phase, public notice of the meeting is required, but a notice to abutters is not required. Was the reviewer confused about which phase this referred to?
  - d. Section 2.2 A 3: Remove the “10%” because it is not in the statute.
  - e. Section 2.2 A 4-6: The reviewer seems confused about the phase. In #5 switch from 4 paper copies to 2 paper copies and 1 electronic copy.
  - f. Section 2.2 A 8: Agreed with the reviewer's comment. Move this to section 2.2 B because this applies to the hearing.
  - g. Section 2.2 A 9-10: Leave as is, they should be optional.
  - h. Section 2.2 B: #1 covers everything, and #3 through #5 are repetitive, so remove 3 through 5.
    - i. #1: George wondered if “next regularly scheduled meeting” should be “hearing”. Is this saying that at the next meeting we decide whether we're ready to hold the hearing?
    - ii. Regarding #5, this is not based on a date but rather how many changes have been made.
  - i. Section 2.3 B: Strike the second half of the first sentence. Ideally the application would be consistent with the design review, but the design review is optional. Russ shared that he often submits a preliminary plan followed by the final plan,

or sometimes he just submits the final plan. The design review is valuable for a large subdivision but not for simple lot line adjustments or small subdivisions.

- j. Section 2.4 B: Agreed; receipt date is variable.
- k. Section 2.5 A: Refer to the “appropriate checklist” in section 4.
- l. Section 2.5 B: Move these into a new section C.
- m. Section 2.6: These should remain here so that applicants know what their options are.
- n. Section 2.9: Remove.
- o. Section 3.1 A: This refers to the state subdivision regulations. List them as “including but not limited to....”
- p. Section 3.1 C: Remove.
- q. Section 3.3: Russ explained that historically reserve strips were used to prevent future subdivisions, and many towns have this language. A reserve strip wouldn’t meet Temple’s current lot requirements. Murray pointed out that we have subdivisions that use open space as an effectual reserve strip. Leave it for now.
- r. Section 4.1 C: Change the semicolon to a period.
- s. Section 4.1 D: This a formatting issue. Perhaps have separate sections for subdivisions, lot line adjustments, etc with the complete list of requirements for each so that the reader doesn’t have to refer to multiple sections? Or maybe have the first item in each list indicate which other lists to refer to; for example move the text in 4.2 C to be the first item in section 4.2. Russ will try different formats for the next meeting.
- t. Section 4.2 D 7: Remove; this is not critical to approval.
- u. Section 4.3 B 4: Russ noted that easements are not always in the property’s deed; sometimes it is only noted in the deed of the property which is granted the easement. Leave it as “all easements.”
- v. Section 4.3 C: Remove “at its discretion.” This is here to remind readers to read section 5.
- w. Section 5.1 A: This section applies to any subdivision, not just PRDs. Our zoning ordinance for PRDs requires at least 40%. Russ will clarify the wording.
- x. Section 5.1 B: We need to clarify which section of the zoning ordinance we’re referring to; and add the reference to the Registry of Deeds.
- y. Section 5.2: Russ noted that a “landscape plan” is more specific than “tree planting” however we do not define the contents of a landscape plan. George thought this was added in the 1980s when Temple was concerned about commercial developers clearing the land. Perhaps refer to our zoning sections on riparian buffers? Keep it simple.
- z. Section 5.3: We mention stormwater management for mountain district conservation development, large wind energy, wetlands protection, and

conditional use permits, however none of these sections are detailed. We can review this later after the Natural Resources Regulatory Audit is complete.

- aa. Section 6.1 A: This is tricky because the Select Board and the town vote on roads.
  - i. The road map in our zoning ordinance has not been updated since 1972, and we have a few new roads since then. We can reference the Master Plan's updated Road Index map, or Jeff Littleton may create a new map as part of his work.
  - ii. Christine will check if Temple has road specifications documented anywhere else.
  - iii. Regarding the "extension of street patterns": Murray explained that when two subdivisions are created side by side, this sentence allows us to require them to connect to each other via their internal roads.
- bb. Section 6.1 D: This is the only resource.
- cc. Section 6.1 D 2: Christine questioned if we should use "roadway" or "right of way"? Murray noted that 1 and 2 define the right of way as the access, whereas the roadway is the paved part. However Kent Perry did not want us to require paved roads: when a new road joins a paved road then then new road should be paved, whereas a new road joining a dirt road should remain dirt.
- dd. Section 6.1 D 3: We removed the "Typical Cross Section" from our Driveway Regulations. Christine will check with Carole on how this is defined.
- ee. Section 6.1 D 4: The text in b should be a second paragraph within a.
- ff. Section 6.1 D 5: Leave this here to inform the reader.
- gg. Section 6.1 D 6: Kent wanted this text to be added, so change the text color to black.
- hh. Section 6.1 D 7: Clarify that the "Board" is the Planning Board. Replace "in its judgement" with "when."
- ii. Section 6.2: Murray noted that for a new road, it shall be 20' wide or greater depending on traffic. However for existing road upgrades, there's a table that specifics the numbers. These should be consistent.
- jj. Russ will make these changes in the document. We will continue reviewing this at the next meeting, starting with section 7.

## **Other Business:**

1. **2024 Budget:** Christine shared that the budget was approved by the Budget Advisory Committee and the Select Board. It will be presented to voters as requested by the Planning Board.
2. **Filing Project:** No update.

### 3. Webinars & Trainings

- SWRPC Winter Meeting - February 13th, 2024 at 5PM at the Keene Library “2024 NH Legislative Session: A Focus on Planning with Natch Greyes from NHMA” (Registration is required)
- Local Solutions to the State’s Housing Crisis Webinar Series: “Our Housing Shortage” Thursday, February 15, 2024, from 12 to 1:00 P.M. (See attached) [https://us06web.zoom.us/webinar/register/WN\\_6XNR6itpTZuizbStbebu\\_g#/registration](https://us06web.zoom.us/webinar/register/WN_6XNR6itpTZuizbStbebu_g#/registration)

George motioned to adjourn the meeting and Russ seconded. Approved by a roll call vote with all in favor. Adjourned at 9:04 pm.

Next Planning Board Meeting:

Tuesday, February 20th, 2024 at 7:00pm, Temple Town Hall

Temple Candidates Night – March 7<sup>th</sup>, 2024

Temple Town Elections and Voting – March 12<sup>th</sup>, 2024

Temple Town Meeting – March 16<sup>th</sup>, 2024

Minutes respectfully submitted by Cathy Joly.

#### Attachments:

1. 2024 Proposed Zoning Amendments Ballot Language
2. 2024 Proposed Zoning Amendments Detail
3. New Ipswich Brook Haven Farm Regional Impact Response
4. Subdivision Regulations Legal Review
5. Local Solutions to the State’s Housing Crisis Webinar Series