

**Temple Planning Board
Minutes
Tuesday February 7th, 2023
7:00 pm, Temple Town Hall
*Zoom Recording available***

Present: Christine Robidoux, Chair; Bruce Kullgren, Jr., Vice Chair; Murray Collette, Secretary; Keith Charlton; Alan Fox; George Willard, ex officio, Select Board; Russ Huntley, Alternate; Rev. Olivia Holmes, Clerk (for January minutes only)

Absent: Brian Kullgren

The meeting was called to order at 7:01pm.

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

Approval of Draft Minutes

Olivia presented the January minutes for discussion and approval:

- a. January 3rd, 2023, Meeting & Hearings
- b. January 17th, 2023, Meeting

Both sets of minutes were discussed and approved by roll call vote with all in favor except Murray who abstained.

Olivia excused herself from the table for the rest of the meeting.

Invitation for Public Comment

No public comment at this time.

New Business:

Update on New Hampshire Building Codes for Zoning Enforcement: Ken Caisse

Ken Caisse presented his findings on building codes and code enforcement officers as informed by the town attorneys. According to the town attorneys: The State of NH has adopted updated “zoning books” for all structures and properties except for one- and two-family housing. Ken recommends that the town adopt the same, to enable a code enforcement officer to act upon the appropriate code instead of involving the SB and legal teams - plus enable Fire Dept. to perform inspections.

- NFPA 101 (Life Safety Code)
- NFPA 96 (Ventilation Control and Fire Protection of Commercial Cooking Operations)
- NFPA 1 (Fire Code) rev. 2018
- International Building Codes (IBC) 2018 (2018 has been adopted with allowances for some construction in process to be grandfathered to the 2015 version)

Should the planning board wish to adopt these as part of the zoning ordinance, the board would present the option to adopt at the 2024 town meeting. This action can be integrated into the planned zoning regulatory review.

Old Business

1. Update on Doug Guy Minor Subdivision (Map 2B Lot 71)
HCRD accepted the check for the LCHIP fees but had to re-record the plan in order to do that. The new plan number is 41687, recorded on 1/24/2023. The new plan number has been filed in the town office.
2. Update on Rowe/Thompson Subdivision (Map 5A Lot 24)
Everything has been recorded and filed at HCRD.
3. InvestNH Housing Opportunity (HOP) Grant
Grant was awarded to the Town to perform:
 - a. Needs Analysis and Planning
 - b. Regulatory Audit
 Southwest Regional Planning Commission (SWRPC) was planned to be the consultant for this effort but indicated that they are not able to perform these tasks at this time. A candidate team presented their offer to support this effort:

Special Guests: Ivy Vann, Professional Municipal Planner (via zoom)

Carol Ogilvie, Land Use Consultant

- a. Ivy Vann, Professional Municipal Planner, former Temple resident.
- b. Carol Ogilvie, Land Use Planner with 35 years' experience.
- c. Both Ivy & Carol are approved consultants for the State of NH HOP grant analysis
- d. Bruce: indicated the board is trying to have three housing forums monthly April, May, June in coordination with the Charrette results.
 - i. Topics mentioned include "Zoning 101" followed by community input on housing.
- e. Ivy: recommends lots of public engagement to understand what the town wants to inform code audits.
- f. Carol: sees the value of public engagement so the town sees that the planning board is involved and leading the discussion.
- g. Christine: Where would the data for housing needs analysis come from?
 - i. Ivy: Would look at available housing, historical records (building permits), census and the future housing needs assessment as it becomes available plus surveys of residents
- h. Christine: Do you anticipate forming a committee to help? Discussion around including representatives from other town boards to get their input on master plan updates.

- i. Timeline: The board had planned to start in January with SWRPC. Carol indicated they could support Spring '23 to about Spring '24.
 - j. Regulatory Audit review is intended to review regulations that were last reviewed in a 2012 audit, look for inconsistencies between town and state regulations, investigate for best practices, incorporate input from residents and propose regulation updates.
 - k. Vision Statement discussion: Focus on what the town wants to be in 10 years to inform any updates to the 2018 vision statement.
 - l. Ivy: Try to keep the master plan limited to what the planning board can act on. Recommend including an implementation plan that provides a roadmap/action for the board to consider acting on (also recommended by the HOP Grant review committee).
 - m. Hear what the town wants, code review relative to those wants, then develop regulations. Grant only funds the first two steps (Survey the town / Needs analysis and Code review). Survey efforts would include attending housing forums and town events to get a sense of what the town wants.
 - n. Alan: What do you recommend for looking 50 years into the future? Ivy: Recommends working in about 10-year increments.
 - o. Keith: how to handle short term rentals with the State regulations being in limbo - what do other towns do? Ivy: Most towns are waiting; Carol: some towns have enacted an interim permitting / inspection processes.
 - p. Public comments/questions:
 - i. Pam Kingston: Pleased that community involvement is important. Wants to ensure the community involvement is inclusive to hear what the public wants.
 - ii. Connie Kieley: The town has typically worked with SWRPC. Asked for examples of master plans that Ivy and Carol have worked on. Ivy: Tuftonboro & Middleton, NH. Ivy is also currently working with Lebanon. https://www.tuftonboronh.gov/sites/g/files/vyhlf5096/f/uploads/tuftonboro_master_plan_2022_final_0.pdf Middleton available by request.
 - iii. Jim Kingston: where are the public records of the grant application? The Board Assistant at the town office has copies.
 - q. Alan: How do you engage with folks that are mostly disenfranchised with planning processes, folks who don't get engaged and folks who are very engaged? Ivy: go where people are and show up to engage the public at community events.
 - r. Decision on selection tabled until next meeting February 21.
4. Planning Board Clerk job description review
- a. Oliva: This is a detailed administrative job with additional hours required to catch up on case files.

- b. Alan: recommends compensation be included in job advertisements.
5. NFIP – Preliminary FEMA Flood Maps
 - a. Ordinance Development Planning
Introductory webinar available for viewing on NH OPD’s YouTube page:
<https://www.youtube.com/watch?v=rghP8steK2I&list=PLi5c6uHqQNVxZFLR5BQW22HhwTxlM6YiZ>
 6. Driveway Regulations - No update
 7. Tax Map Updates – No update, take action after town meeting.
 8. Master Plan Natural Resources Inventory – No update

New Business

1. Housing Forum(s) Planning (covered in old business above)
2. Zoning Enforcement - alternatives to lawsuits (covered prior to old business)

Other Business

1. Upcoming Webinars/Conferences
“Navigating the Planning and Zoning Board Handbooks: What’s New in the 2022 Editions?” on Thursday February 16, 2023 from 12 to 1:00 P.M.
<https://www.nh.gov/osi/planning/planning-training.htm>

Adjourned at 8:22pm

Next meeting: Tuesday, February 21st at 7:00pm, Temple Town Hall

Minutes were taken by Murray Collette