

**Temple Planning Board
Minutes
Tuesday, February 21, 2023**

Present:

Christine Robidoux, Chair;
Bruce Kullgren, Jr., Vice Chair;
Keith Charlton;
Alan Fox;
George Willard, ex officio, Select Board;
Russ Huntley, Alternate

Absent:

Brian Kullgren
Murray Collette

The meeting was called to order at 7:00 pm.

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

Christine presented the February 7, 2023 minutes for discussion and approval:
The minutes were reviewed.

Motion to approve February 7, 2023 Minutes as presented

Motion: Bruce Second: George

Approved by roll call vote with all in favor

Public Comment

There were no public comments.

Old Business

1. InvestNH HOP Grant

- A. Christine recognized the email from Pam Kingston and asked if the members had any comments. (Appendix I) - No comments
- B. Christine recognized the email from Southwestern Regional Planning Commission and asked if the members had any comments. (Appendix II)
 - The board discussed the fact that SWRPC is not available for the near future to work with us.
 - Alan indicated that we should take what we can get

C. Discussion regarding Ivy & Carol

- Christine indicated she had spoken with Murray, and he is in favor of Ivy & Carol
- Bruce said that considering we are moving forward with forums and there being a concern with Ivy & Carol that we need to ensure the planning board leads the meeting and recognize that Ivy & Carol are consultants, but that the board will decide what ideas to use. He also indicated that we don't make the laws, the board researches and proposes regulations that they feel will benefit the Town and the Towns people vote and choose what they would like.
- Keith said that we have to move forward, and that Ivy and Carol are professionals.
- Christine spoke with Ivy and Carol and shared that some members of the community have concerns with them. They were aware and understood. If we hire them, they will do the job that they were hired to do. We should make sure that they are invited to listen to all forums and the Town meeting. We need to ask for a letter of Commitment and a Contract and invite them to our next meeting.
- George asked if Ivy & Carol are getting paid. Christine indicated "yes". We have a grant to cover their fees.
- Keith & Bruce asked if the Select Board should review the contract. Christine answered that they are not required, but that it would be a good idea. George Willard & Christine will review the contract and share it with Peter Allen.

Motion to approve Ivy & Carol as Consultants for the Invest NH HOP Grant

Motion: Bruce Second: George
Approved by roll call vote with all in favor

2. *Planning Board Open position*

Discussion

- Christine indicated that there had been a little interest, but no one moving forward
- Keith indicated we should refresh the web page, to re-post the position.
- Alan: We should post on the Facebook page
- Bruce: We should put an ad on Facebook and in the local newspaper

Call for a motion to put add in local newspaper and on the Town Facebook page

Motion: Bruce Second: Keith
Approved by roll call vote with all in favor

3. *Housing Forums*

- Bruce spoke with Jessica Hipp, CAC member, about helping with the forum. They will meet in the next week or so to plan for the first forum in April. It will be an education forum titled "Zoning 101". The board will have an opportunity to see the plan before the 1st forum.

A. Discussion 2020 Survey results

- Christine: Pam's email indicates that there were a lot of questions that the towns people have in conjunction with the questionnaire/survey, the Master Plan & the Charrette.
- Russ indicated that Pam's Email provided a link to the survey results.

B. Discussion on ADU's

- Christine asked Russ to discuss the email sent to the board regarding ADUs
- Russ said he had been contacted by a couple clients to do projects with an ADU involved in other towns. One client provided that towns ADU regulations and Russ forwarded a copy to the board as a potential source for ideas for our regulations. He indicated he would continue to forward ideas in the future. (Appendix III)

C. Discussion on upcoming forums

- Keith: We should review the Vision statement from the Master Plan.
- Christine: NFIP is better discussed this fall.
- Bruce: April, May & June are scheduled for forums. However, if applications presented to the planning board they will take priority.
- Keith: We should resend the surveys.
- Christine: Ivy and Carol plan to send surveys after the forums, as part of the Needs Analysis and Planning phase.
- Bruce: Jessica has good ideas to use visual aides and graphics for Zoning 101 Forum.
- Keith: Offered to help with graphics.
- Alan: We should do a physical representation on the common of various zoning dimensional requirements.
- Christine: We should promote the forums at Town meeting.
- Bruce: We should announce the forum dates at town meeting. Provide something on paper.

4. *NFIP*

- Christine indicated the discussion to wait until after Town meeting.

5. *Driveway regulations*

- Christine indicated Murray has a handle on them and will present soon.

6. *Tax Map Updates*

- Christine indicated the discussion to wait until after Town meeting.

7. *Master Plan Natural Resources Inventory update*

- Christine indicated there is no update from the Conservation Commission at this time.

Other Business

1. *Office Filing Project*

- Christine indicated there are no updates on the office filing project.

2. *Reformatting Zoning ordinance*

- Keith would like to wait until after Town meeting to continue formatting Zoning ordinance to make it word searchable on the website.

3. *Planning Board Web Page Review*

- Christine indicated the discussion and review about the Planning board web page should wait until after Town Meeting.

New Business

1. Webinars and conferences

- Christine reminded the board we have been copied via email on all upcoming Webinars and conferences.
- George indicated he is attending the upcoming Planning & Zoning Spring 2023 Conference. Registration has not opened yet.

2. Planning and Land use Regulation books

- Christine asked if anyone would be willing to go to Keene to SWRPC and pick up our 2022-2023 Planning books.
- Russ volunteered.

3. Zoom Meeting Issue

- Keith advised the board that someone has logged into the Zoom meeting for tonight's meeting anonymously on the Annex User account and that no one should be able to as the password is not public.
- The board asked the Zoom member to identify themselves, but they logged off.

*Call for a motion to close the meeting
Motion: George Second: Bruce
Approved by roll call vote with all in favor*

The meeting was recorded and is available at <https://www.templenh.org/> through the YouTube Meetings Archive.

Minutes taken by Russ Huntley.

Appendix I

From: pam [kingston-assoc.com](mailto:pam@kingston-assoc.com) <pam@kingston-assoc.com>
Date: Thu, Feb 9, 2023 at 7:20 PM
Subject: To Consider
To: Templeplanning@templenh.org <Templeplanning@templenh.org>

To the Temple Planning Board,

As a follow up to my comments from Tuesday's (2/7/2023) PB meeting and in regards to topics for the upcoming forums being planned for this spring, the 2020 Survey responses (linked here)(https://www.templenh.org/sites/g/files/vyhlf5071/f/uploads/2020_tpb_survey_results_final.pdf) could guide the agenda's for those forums. This would show the community how meaningful the surveys were and that the Planning Board is wanting to hear/learn more from the community, while also allowing the PB to educate the community on the topics that received a high percentage in regards to "learn more".

Perhaps the board's feeling is "*that is what we did with the charrette*". But that is NOT what came across from the charrette. The words, WORKFORCE HOUSING were heard loud and clear from the slide presentations to the speakers, when residents at the round tables weren't even asked to discuss workforce housing. Fancy slides created to support very new and different styles of communities/housing within Temple appeared to swing the pendulum too far too fast. The event felt like a bait and switch if I'm being honest.

By utilizing the actual questions and responses from the 2020 survey as a guide, you are meeting the community where they are at and where the Planning Board had left them - that is, prior to the charrette. This could create an atmosphere of "we are in this together" versus how folks felt after the charrette. Perhaps there wouldn't be as much resistance to new ideas with an approach such as this. Please don't assume that because the results of the survey have been on the town's website for all to see, that the majority of the town has read them or took the initiative to look up the information to "learn more" on their own.

Examples of where the responders to the 2020 survey were asking to be educated:

1. Aware of Tax Credits for Senior Citizens, Veterans and Persons of Disability - 45% said NO - GREAT TEACHING MOMENT AT UPCOMING FORUMS
2. Existing Zoning Regulations - 39% Learn More - I BELIEVE THIS IS WHAT BRUCE WAS RECOMMENDING FOR FORUM #1
3. Overlay Zone/District - 39% Learn More - focused on at charrette
4. Innovative Land Use - 41% Learn More - focused on at charrette
5. Middle Housing - Support - 39%, Not Support 35%, Learn More 26% - focused on at charrette
6. Walkable Communities - Support 60%, Not Support 17%, Learn More 23% - VERY INTERESTING THE HIGH PERCENTAGE OF SUPPORT WITH THIS TOPIC BUT NOT OTHERS
7. Agrihoods - Support 56%, Not Support 15%, Learn More 29% - WOW! THIS TOPIC GOT A HIGH LEVEL OF SUPPORT - DISCUSS
8. Affordable Housing Options - Support 49%, Not Support 17%, Learn More 31% - focused on at charrette

Lastly, my concern with having Ivy and Carole come in to facilitate or even be present during these forums, sends a message that the "hidden agenda" again, is solely workforce housing. Both women are directly linked to the charrette, which unfortunately played out as a "hidden agenda for pushing workforce housing in Temple" even if that wasn't the intent. It wouldn't be fair to them.

Respectfully submitted,

Pam Kingston

Appendix II

From: **Tim Murphy** <tmurphy@swrpc.org>
Date: Fri, Feb 17, 2023 at 9:50 AM
Subject: RE: Temple HOP Grant
To: Christine Robidoux <cearobidoux@gmail.com>

Hi Christine,

It was nice to speak with you as well. Allow me to provide some context. At SWRPC, we take great pride in being available to assist our member communities and to do our best in addressing local and regional planning challenges and opportunities. With respect to your question, the irony is palpable. At the very juncture we are provided unprecedented opportunity with programs such as InvestNH, and many more funded through the American Rescue Plan Act in response to the Covid pandemic, we find ourselves hamstrung due to a shortage of qualified personnel. With many opportunities available to provide enhanced technical assistance, SWRPC has been in perpetual recruitment mode for over a year. With nearly 40 years in the profession, I have never experienced such a dearth in available qualified candidates for employment. During our ongoing recruitment efforts over recent months to fill 2-3 positions, our record is having hired two qualified planners; while over this same period, two members of our professional planning staff have moved on to other opportunities – we are essentially treading water.

We are not alone in this dilemma as our partner regional planning agencies, municipalities, state agencies, and others are facing the same issue and we find ourselves competing for scarce individuals possessing a similar skill-set. And we know from our work on the economic development front that the workforce shortage extends well beyond the planning and community development sector.

At this time, SWRPC is at capacity in meeting it's many work program requirements – the majority driven by existing contracts with set deliverables and due dates which we are already committed to. We've been creative in seeking extensions on a couple of our larger contracts as a means to navigate the situation, and our recruitment techniques have extended well-beyond what is customary. We spoke to a candidate just yesterday – very favorable with college graduation in May of this year – and we will have a virtual presence at a UNH-sponsored Job Fair next week.

As I described when we spoke earlier this week, if we are to have success in attracting additional staff in the near-term, realistically speaking, SWRPC's capacity to take on additional work would not be realized until mid-Summer 2023. This said, we have no guarantees and the crystal ball is a bit foggy. If the timeline for the work through Temple's HOP award suggests it begin soon, I encourage the Town to give serious consideration to available and qualified consultants at its disposal today. This advice is along the lines of "a bird in the hand is worth several in the bush."

In closing, we've discussed this matter extensively at the SWRPC staff-level and, as you know, it has come up with our Board of Directors. There is nothing that would please us more than to commit to assist the Town of Temple (and Sullivan) in implementing the work scope through HOP awards. But, for reasons described above, we are not able to make this commitment at the present time.

As always, feel free to contact me to discuss further. As a member of the SWRPC Board, you will certainly be kept apprised of our progress on the staff recruitment front.

Sincerely,

Tim

Tim Murphy, Executive Director
Southwest Region Planning Commission
37 Ashuelot Street
Keene, NH 03431
[\(603\) 357-0557](tel:(603)357-0557)

Appendix III

From: **Russell Huntley** <Russ@huntleysurvey.com>
Date: Thu, Feb 16, 2023 at 9:02 AM
Subject: ADU ideas
To: templeplanning@templenh.org <templeplanning@templenh.org>

Hey All,

A friend of mine contacted me about doing a survey and septic design for his place in Westmoreland. He wants to do an ADU. He sent me their current regs on ADUs, which I've included here. I think they have some good ideas, so I thought I would pass it along. C, D, F, & K seem like they might be something to look at.

*SECTION 407
SECTION 407.1
SECTION 407.2*

Dwellings on Lots

There shall be only one residential building on a lot. Accessory Dwelling Units (ADU)

Definition: Pursuant to the authority granted under RSA 674:71, as used in this ordinance, "accessory dwelling unit" means a residential living unit that is within or attached or detached to a single-family dwelling, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

2022 10

Purpose

For the purpose of providing expanded housing opportunities and flexibility in household arrangements to accommodate family members or non-related people of a permitted, owner occupied, one family dwelling, while maintaining aesthetics and residential use compatible with homes in the neighborhood. Accessory Dwelling Units (ADU) shall be permitted by Special Exception granted by the Zoning Board of Adjustment in all zones providing the following conditions are met:

- A. Only one ADU shall be allowed per lot. The ADU shall be located within the primary dwelling or a new or existing, attached or detached accessory building that also has a non-residential, accessory purpose.*
- B. An ADU shall be secondary and accessory to a one family dwelling.*
- C. In granting a Special Exception, the Board of Adjustment must find that the ADU is developed in a manner which does not alter the character or appearance of the lot as a one family residential lot.*
- D. The person or persons who own the lot shall reside in either the accessory dwelling unit or the primary dwelling; except for temporary absences.*
- E. Two means of egress from the ADU shall be provided. If the ADU is in the primary dwelling, there shall also be an interior door connecting the two spaces. Any necessary additional entrances or exits shall be located to the side*

or rear of the building whenever possible.

F. The area of an ADU shall not be less than 300 square feet or be greater than 900 square feet.

G. Adequate provisions shall be made for water supply and sewage disposal to the ADU. The existing or proposed septic system must be certified by a licensed septic designer or engineer as adequate to support the ADU and primary dwelling unit in accordance with New Hampshire RSA 485-A:38.

H. Adequate off-street parking shall be provided to serve the combined needs of the primary dwelling unit and the ADU, minimum three (3) parking spaces to serve both the primary dwelling unit and the ADU.

I. Adequate provision must exist or be made for motor vehicle ingress or egress and turning of vehicles within the site.

J. A building permit for an ADU must be approved and issued prior to its construction. An ADU shall have an interconnected fire alarm system and shall meet all fire safety and building codes.

K. Accessory Dwelling Unit Certificate of Occupancy: If a property containing an approved ADU is conveyed and the new owner wishes to maintain the accessory unit, the new owner shall apply for a Certificate of Occupancy for the ADU. The purpose of this section is to ensure that one of the two dwelling units is owner-occupied.

Russ

Russell J. Huntley,
NH Land Surveyor & Certified Wetland Scientist
NH Septic Designer
Vermont Land Surveyor

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<https://www.huntleysurvey.com>

<https://www.facebook.com/Huntleysurvey/>

"People today recognize fewer than 10 plants but over 1000 corporate logos"

"Even if for a lifetime the fool stays with the wise, he knows nothing of the Dhamma-- as the ladle, the taste of the soup. Even if for a moment, the perceptive person stays with the wise, he immediately knows the Dhamma-- as the tongue, the taste of the soup." -Dhammapada

