



**TOWN OF MADISON  
PLANNING BOARD  
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**APPROVED MINUTES  
JUNE 7, 2017**

**MEMBERS PRESENT:** Vice-Chairman Noreen Downs, David Cribbie, Paul Marks & Selectmen's Rep. John Arruda. Also present was Substitute Administrator Melissa Arias.

**MEMBERS EXCUSED:** Chairman Marc Ohlson, Paul Littlefield, Andrew Smith, Alternate Philip LaRoche, Administrator Colleen King.

**OTHERS PRESENT:** Madison TV Videographer Carol Dandeneau.

**POSTING DATE and LOCATIONS:** 5/30/17 at Madison Town Hall - upper and lower levels, Madison and Silver Lake Post Offices.

**CALL TO ORDER:** Vice-Chairman Downs called the meeting to order at 7:03pm.

**APPOINTMENT OF ALTERNATES:** A quorum was present with no alternates to appoint.

**APPROVAL OF AGENDA:** Cribbie made a motion to approve the June 7, 2017 Agenda, seconded by Marks. All approved.

**APPROVAL OF THE MAY 3, 2017 DRAFT MINUTES:** Marks made a motion to approve the May 3, 2017 meeting minutes as presented, seconded by Cribbie. All approved.

**PUBLIC COMMENT:** None.

**OLD BUSINESS:**

**Accessory Dwelling Unit Ordinance**

Downs brought up the proposed changes to the existing Accessory Dwelling Unit (ADU) section of the Madison Zoning Ordinance. Although the existing Regulation is fine, the proposed additions and modifications tighten it up by citing the recently adopted State Statute (RSA 674:71-73), requiring the lot to meet (rather than exceed) the minimum lot standards, and adding four additional requirements under section 11.4 (items g-j). Downs asked the members to read and compare any other municipal Accessory Dwelling Unit Ordinances they can find before the topic is discussed as a group again. Cribbie said Effingham's ADU Checklist should also be reviewed and modified to assist the Madison Code Enforcement Officer with future applications. Cribbie questioned not only the ability to enforce, but also the difficulty in monitoring the

requirement that either the primary residence or the ADU must be owner-occupied. Although the regulation requires the owner to sign and have recorded an initial Restrictive Covenant document at the time of establishment, it could be difficult or impossible to determine residency in the future. Downs said the pros and cons of the owner-occupied clause should be considered by the Board. Arruda said the Planning Board Attorney will need to review the proposed language prior to the Public Hearing and might be able to help with the wording of this clause. Cribbie would like Code Enforcement Officer Bob Boyd to attend the Planning Board meeting when the proposed revisions are discussed so he can answer questions and give input. Marks would also like to ensure language is included that requires all mechanical components to meet code when part of a structure is being converted into an ADU. Marks said consistent language should be used in the regulation (*primary* dwelling unit instead of *principal* dwelling unit). This change will need to be made to the marked-up regulation for recirculation to the members. The Board decided to continue discussion at the September meeting in the hopes King is back from medical leave. In the meantime, Downs will email the Ossipee and Sandwich ADU Regulations to Arias to share with the members, along with Effingham's Checklist and marked-up version of the proposed changes to the Madison ADU Regulation.

#### **NEW BUSINESS:**

##### **Capital Improvement Program (CIP)**

Downs said it's time to draft the Department Head letters regarding the 2019-2024 CIP. Downs will work with Arias to format and distribute the letters and worksheet before the next meeting.

##### **Solar & Alternative Energy Sources**

Downs said the Board needs to start thinking about potential interest in community solar arrays that could impact permitting and the Town Regulations. A property owner in Hollis, NH spent over a year waiting for town approval to install a large community solar array in his field that could feed up to 20 homes. There was no solar regulation in place at the time of his application. Arruda said a solar operation that size should be considered a commercial business and questioned if zoning restrictions would apply. Downs passed out a copy of Hollis' new Solar Regulation for the members to review independently. Downs said the State of Maine has a great system in place for community solar operations but New Hampshire doesn't yet. Although this isn't a pressing matter, it may be one that surfaces in the future so forethought should be given. Marks mentioned considering wind, geothermal and other forms of energy at the same time.

##### **Master Plan Update**

Arruda said the existing Master Plan should be studied to determine whether modifications need to be incorporated for solar and other energy sources. The vision of the Master Plan may need to be broadened as technology advances. Downs said a taxpayer/resident survey might help determine the need for updating certain sections. If an update is needed the Board might consider assembling a sub-committee to see the project through. Marks and Cribbie asked for a copy of the most recent Master Plan. Marks would also like a small color-coded Zoning Map.

#### **CHAIRMAN'S REPORT:**

Downs attended the Town of Ossipee's Planning Board hearing last night on the proposed gas station and store at the corner of Routes 16 & 41. Downs said it was ultimately approved with 13 conditions. One key condition is the Dept. of Environmental Services must approve all mitigated soil issues before any construction takes place. Geologists and soil monitors will be on

site during excavation. It's believed they only have to mitigate the subject parcel rather than chasing contamination onto adjoining parcels. Downs said there will be four 10,000 gallon tanks, including diesel, and 16 pump stations. The large convenience store will be open 24-hours a day with a drive-through coffee shop. Access will be from both Routes 16 & 41, although no traffic corrections are being required. A traffic light is scheduled to be installed at the main intersection in 2019. It is unknown at this time whether the decision will be appealed.

#### **SELECTMAN'S REPORT:**

Arruda said the Town is putting the old police cruiser out to bid, as well as a brake lathe. The antique fire truck has also been advertised for bid but has been met with much resistance. Arruda said the issue is not having the space to store an antique truck that is only used in parades. He expects discussion on this at the June 13<sup>th</sup> Selectmen's Meeting. Ted Colby was recently sworn in as the new Police Chief. He takes the place of Jamie Mullen who will stay on as a full-time patrolman. Richard Clark was recently sworn in as Fire Chief. He is also the Emergency Management Director and has been with the Fire Department in various capacities for many years. A small "Meet the Chiefs" gathering was held last night with about 25 attendees. Arruda said both transitions are expected to be seamless.

#### **ADMINISTRATION:**

Arias said King had been working with NH Municipal Association (NHMA) to get a full-day training held in Madison this September as part of the Municipal Law Lecture Series. Given King's medical leave and the NHMA requirements of setting up the Elementary School gym, Arias determined it will be too difficult to coordinate this year. There are other area municipalities that would have the proper equipment to accommodate 75-100 participants in classroom style.

Arias said there will likely be a formal application before the Board next month for a subdivision and boundary line adjustment off East Madison Road. The next meeting is July 5, 2017.

#### **ADJOURNMENT**

Cribbie made a motion to adjourn, seconded by Marks. All approved. The meeting adjourned at 7:55 pm.

Respectfully submitted,

Melissa S. Arias  
Substitute Land Use Administrator

**These minutes were APPROVED at the July 5, 2017 meeting.**