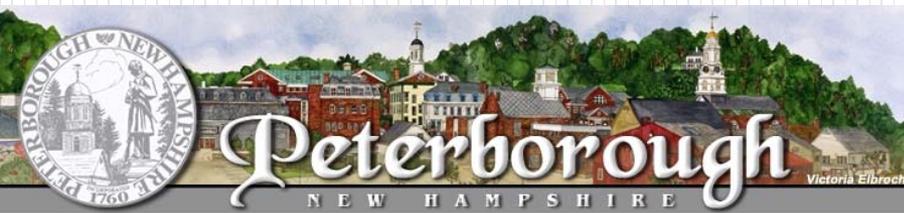


June 11, 2011

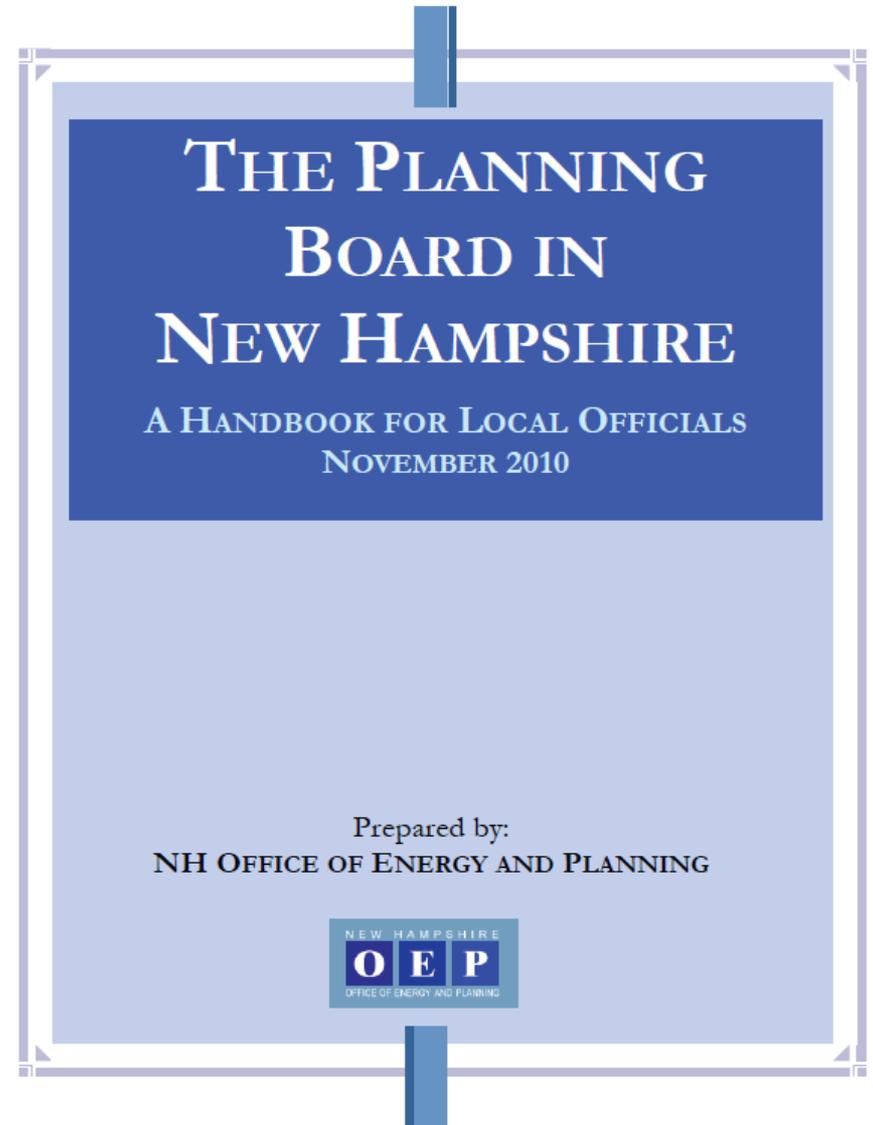
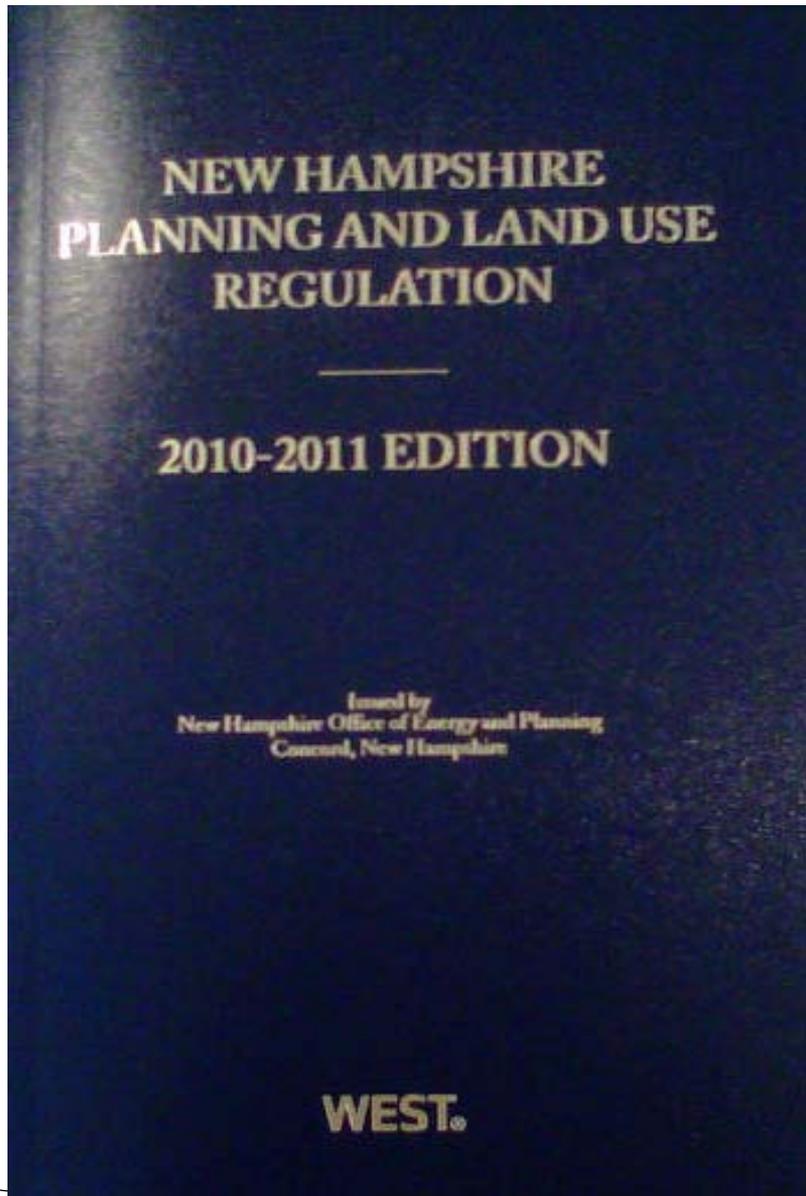
Planning Board Roles and Responsibilities

Part 1



Carol Ogilvie, Director
Office of Community Development
Town of Peterborough

Resources



Basic Responsibilities

1. Master Plan (RSA 674:2) - Required
2. Subdivision (RSA 674: 35 & 36)
3. Site Plan Review (RSA 674: 43 & 44)
4. Excavation (RSA 155-E)
5. Driveway Regulation (RSA 236:13)
6. Scenic Roads (RSA 231: 157 – 158)
7. Capital Improvements Program (RSA 674:5)
8. Zoning (RSA 674:16)

Innovative Land Use Controls (RSA 674:21)

- Incentive Zoning
- Performance Zoning
- Floating Zone
- Environmental Zoning
- Transfer of Development Rights
- Accessory Apartments
- Impact Fees
- Cluster Development (aka Open Space or Conservation Subdivisions)
- Planned Unit Development
- Phased Development
- Growth Management

1. The Master Plan

The Foundation of Land Use Regulations

“Planning is really hard; especially when it’s about the future.”

Yogi Berra

What is a Master Plan?

- Guide to development
- Contains the Planning Board's recommendations for desirable development
- Public participation essential
- Is not a regulatory document, but:
 - Zoning **MUST** be based on at least two sections of a master plan (RSA 674:18)
- Should provide the framework for zoning

Master Plan Statements

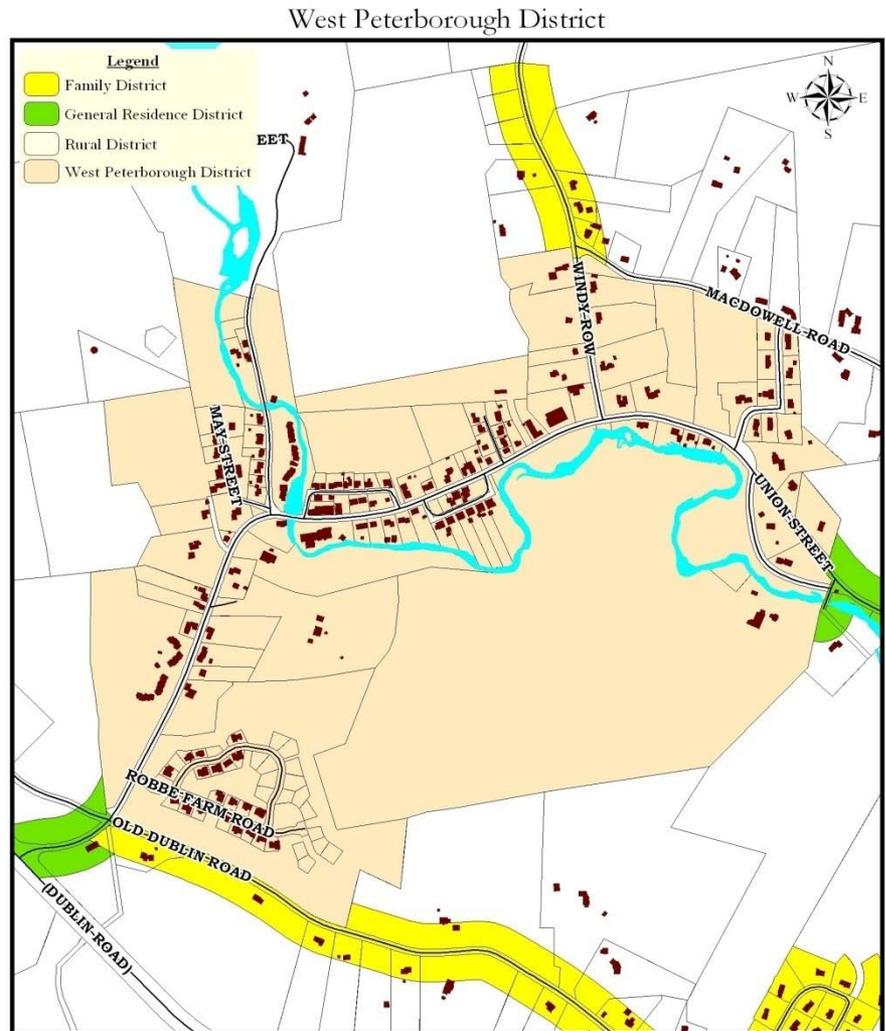
- Encourage the redevelopment of traditional neighborhoods and villages...

Example: West Peterborough District

Purpose and Intent: ...to preserve the historic development pattern; to implement the Master Plan Vision...

Goals:

- Concentrate development
- Allow a mix of uses
- Encourage infill and higher densities



NOTE: This map only serves as a guide to Peterborough's Land Use Regulation Chapter 245. Written descriptions are the official Zoning Delineations.

Master Plan Components

Required (for Master Plan and for Zoning)

- Vision Section
- Land Use Section

Optional

- Transportation
- Community Facilities
- Economic Development
- Natural Resources
- Natural Hazards
- Recreation
- Utility and Public Services
- Cultural and Historic Resources
- Regional Concerns
- Neighborhood Plans
- Community Design
- Housing
- Energy
- Implementation*

How often should a Master Plan be updated?

- RSA 674:3 recommends every 5 to 10 years
- Office of Energy and Planning recommends every 5 years
- Rule of thumb:
 - When land use conditions have changed significantly since last update
 - When zoning is being considered that is not consistent with Master Plan Vision
- Adoption by Planning Board vote

Questions to ask during the process:

1. What kind of town do you want?
2. What DON'T you want?
3. What would your town look like if the current zoning ordinance were fully implemented?

Is this really what you had in mind?



Master Plan Implementation

PETERBOROUGH MASTER PLAN

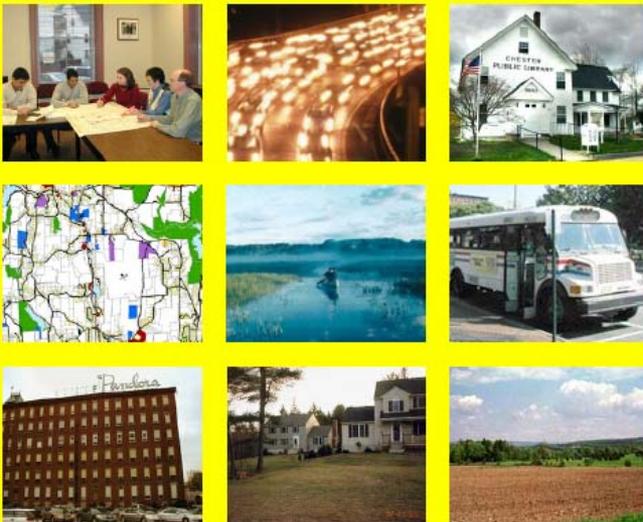
Implementation Strategies

Recommendation	Responsible Town Party and/or Cooperating Entities	Required Action (Regulatory and Non-regulatory)	Status of Action
<p>Overall Recommendation: Establish a permanent Master Plan Steering Committee, whose task it would be to monitor, update, and amend the Master Plan at regular intervals. <i>Accomplished by vote of the Select Board in May of 2004.</i></p>			
<p>ECONOMIC VITALITY</p>			
<p>GOAL 1 – Promote economic vitality by encouraging new businesses and retaining established businesses in Town.</p>	<ul style="list-style-type: none"> ▪ Economic Development Authority ▪ Office of Community Development ▪ Select Board ▪ Chamber of Commerce 	<ol style="list-style-type: none"> 1. Encourage an affordable tax structure. 2. Develop marketing programs to advertise the various businesses and the positives of our Town and Region. Include campaigns and participation in on-going regional marketing efforts. 3. Designate a single entity to provide outreach to businesses. 	<ol style="list-style-type: none"> 1. On-going. 2. In place, implemented through cooperation with the Monadnock Economic Development Corporation. 3. In place, implemented through cooperation with the Monadnock Economic Development Corporation.
<p>GOAL 2 – Examine and understand the relationship between the tax base and economic vitality.</p>	<ul style="list-style-type: none"> ▪ Planning Board ▪ Economic Development Authority 	<ol style="list-style-type: none"> 1. Provide property-zoned land to accommodate these identified businesses. 2. Maintain a healthy balance of taxable land between commercial, residential, and open space uses. 3. Identify those types of commercial entities that would deliver the most cost-effective dollars to the tax base and be acceptable to voters, and work to attract them to Peterborough. 	<ol style="list-style-type: none"> 1. Addressed in part through business zoning amendments at 2004 Town Meeting. 2. On-going. 3. On-going.
<p>GOAL 3 – Examine and improve the regional components essential for economic vitality.</p>	<ul style="list-style-type: none"> ▪ Select Board ▪ Economic Development Authority ▪ Monadnock Connect ▪ ConVal ▪ Chamber of Commerce 	<ol style="list-style-type: none"> 1. Support and/or facilitate efforts to provide adequate service in these areas: <ul style="list-style-type: none"> • Affordable housing/child care • Labor supply (quantity and quality) • High speed internet capability • Reliable cell phone service 	<ol style="list-style-type: none"> 1. Planning Board is reviewing new workforce housing legislation. 2. Cell towers are located at the Monadnock Country Club on High Street and on Route 202 north in the Commerce Park. 3. Wi-Fi is available at the Town House.

Master Plan Resources

PREPARING A MASTER PLAN FOR YOUR COMMUNITY

A Handbook for Planning Board
Members, Planners and
Volunteers



MASTER PLANNING

Spring 2007

Contents:

Introduction.....1

Content of the Plan.....1

The Planning Process.....2

- Primary Data Collection -
The Visioning Process
- Data Collection and
Inventory
- Data Analysis and
Evaluation
- Plan Preparation
- Plan Implementation
- Plan Adoption and Review

*Some Final Pointers on9
Master Plans*

*What Makes a Good9
Master Plan?*

INTRODUCTION

Land is a municipality's most basic resource. The use of land determines to a large extent the character and quality of life within the community. The rate, location and type of growth, and protection of unique features affect not only the municipality's physical appearance but also its need for public services and facilities. A municipality that plans wisely for its land use will be far better equipped to anticipate and deal with future demands and problems. The master plan provides a fundamental planning tool to help a community meet the challenge of making sound decisions related to its development.

The master plan is both a *reference* and policy document. It contains appropriate maps, charts, and supporting text that presents the recommendations of the planning board and offers guidelines for community decision makers. The plan should be the most complete source of information about current conditions and trends within the municipality. By developing coordinated policies within the master plan and addressing such topics as future development, transportation, environmental protection, community facilities, and fiscal management, the plan should help a community meet change responsibly, guiding its growth in an orderly, constructive manner. As stated in RSA 674:2: "The purpose of the master plan is to set down as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the planning board, to aid the board in designing ordinances that result in preserving and enhancing the unique quality of life and culture of New Hampshire, and to guide the board in the performance of its other duties in a manner that achieves the principles of smart growth, sound planning, and wise resource protection."

Preparation of a master plan is the major responsibility of the planning board (RSA 674:1), and it should serve as an aid to the planning board in the performance of its other duties (RSA 674:2). The board may elect to undertake the job itself or may engage professional assistance in completing some or all of the planning elements.

CONTENT OF THE PLAN

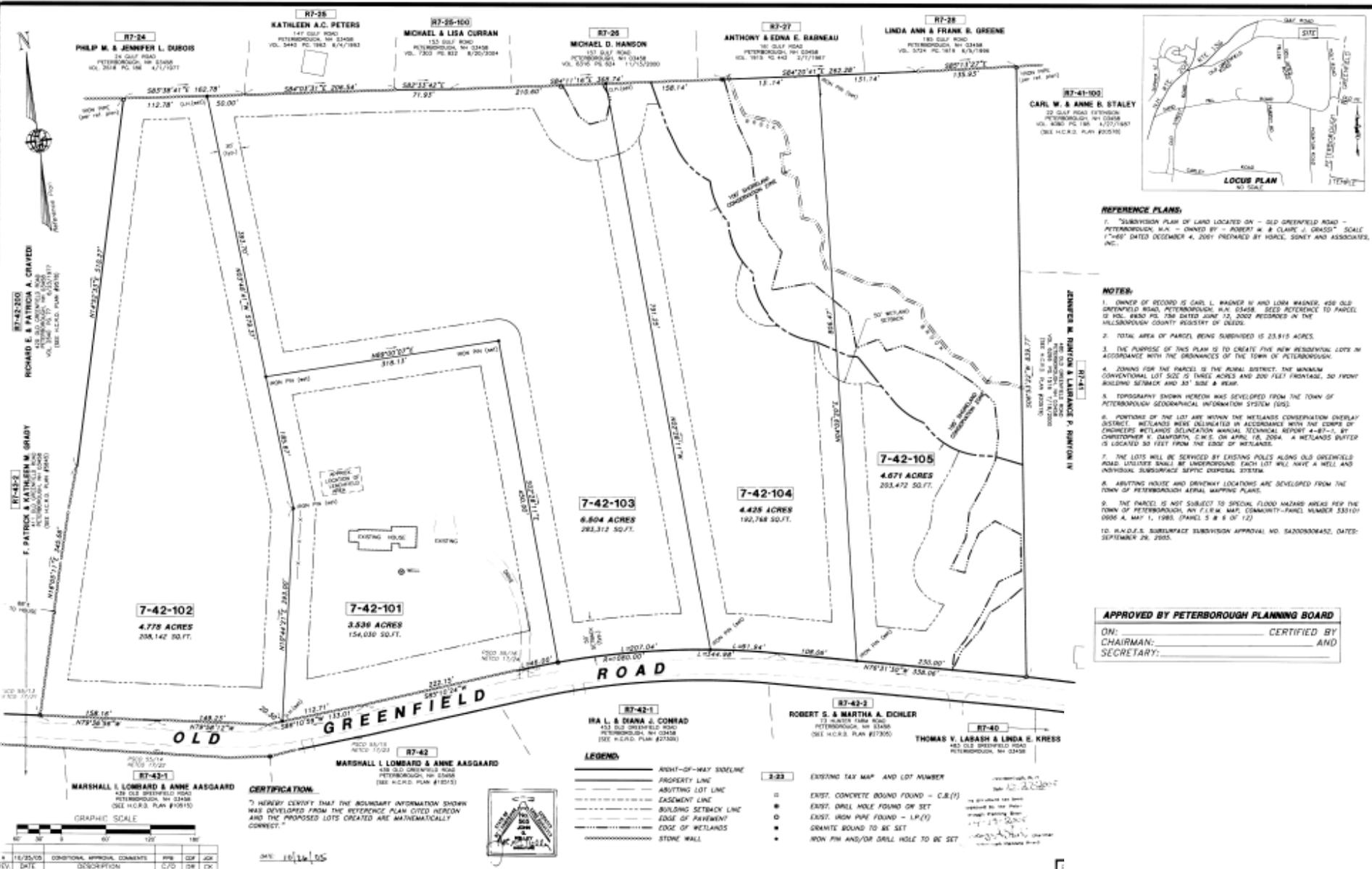
The actual content of a master plan may vary from community to community. The determination of what is needed in the plan should be based in part on past experience, estimates of change in the com-

NH Office of Energy and Planning
4 Chenell Drive
Concord, NH 03301
Voice: 603-271-2155
Fax: 603-271-2615
Web: www.state.nh.us/oep

2. Subdivision Regulations

- Govern divisions of land (including condominium development or conversion)
- Municipality must authorize (by ordinance or resolution) the Board to regulate subdivisions
- Planning Board adopts and amends regulations after duly-noticed public hearing(s)

Typical Subdivision Plat

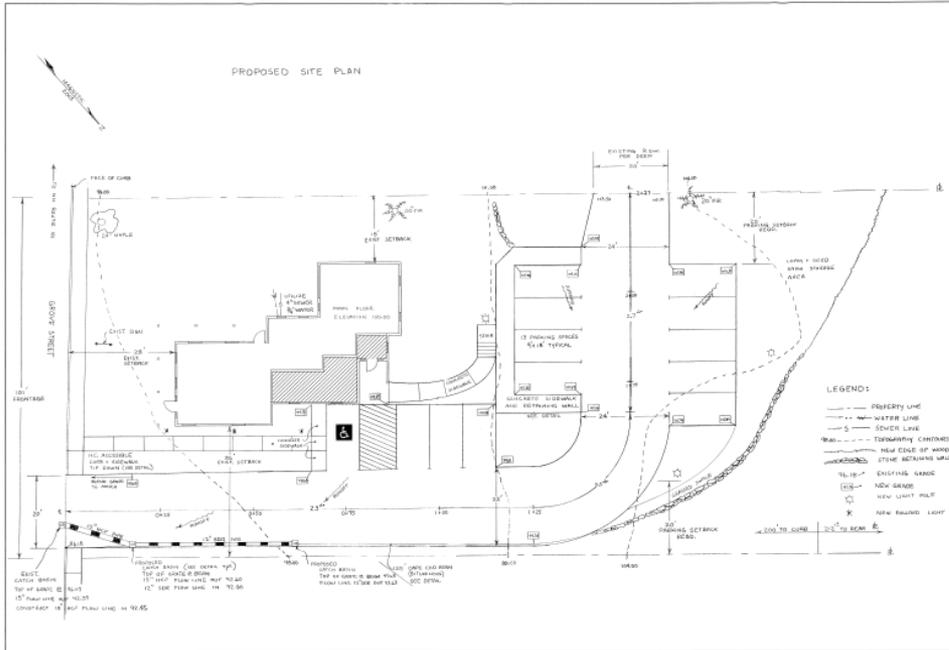


3. Site Plan Review Regulations

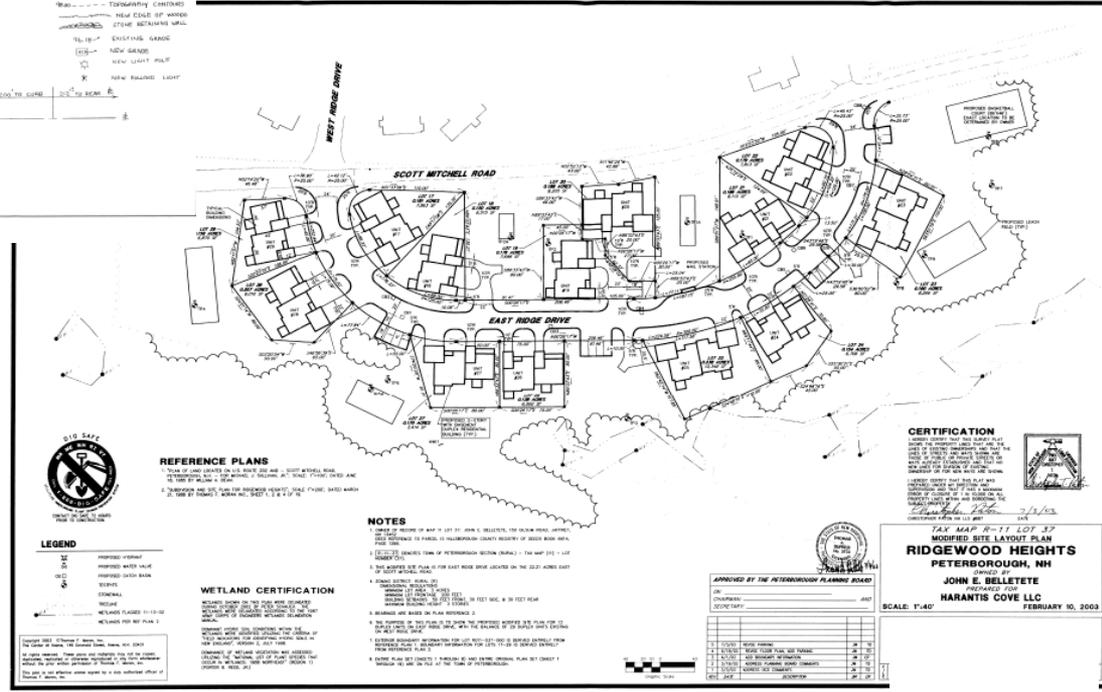
- Govern non-residential uses and multi-family dwelling units (three or more)
- Town must have a zoning ordinance
- Municipality must authorize (by ordinance or resolution) the Board to regulate subdivisions
- Planning Board adopts and amends regulations after duly-noticed public hearing(s)

Typical Site Plans

Non-Residential



Multi-Family



LEGEND

---	PROPERTY LINE
---	WATER LINE
---	SEWER LINE
---	STORMWATER LINE
---	EXISTING DRIVE
---	NEW DRIVE
---	EXISTING GARAGE
---	NEW GARAGE
---	NEW LIGHT POLE
---	NEW SIGNAL LIGHT

REFERENCE PLANS

1. TOWN OF CONTOURVILLE, 100 SOUTH WATERS ROAD, CONTOURVILLE, VERMONT, 05602, 1998.

2. TOWN OF CONTOURVILLE, 100 SOUTH WATERS ROAD, CONTOURVILLE, VERMONT, 05602, 1998.

WETLAND CERTIFICATION

NO WETLANDS ARE SHOWN ON THIS PLAN. THE DESIGNER HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS DETERMINED THAT THERE ARE NO WETLANDS PRESENT ON THE SITE.

NOTES

1. OWNER OF RECORD OF LOT 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.
2. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF CONTOURVILLE, VERMONT, 05602, 1998.
3. THE PROPERTY LINE IS FOR EAST RIDGE DRIVE LOCATED ON THE 2021 ADJACENT DISTRICT MAP.
4. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF CONTOURVILLE, VERMONT, 05602, 1998.
5. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF CONTOURVILLE, VERMONT, 05602, 1998.
6. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF CONTOURVILLE, VERMONT, 05602, 1998.
7. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF CONTOURVILLE, VERMONT, 05602, 1998.
8. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF CONTOURVILLE, VERMONT, 05602, 1998.
9. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF CONTOURVILLE, VERMONT, 05602, 1998.
10. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE TOWN OF CONTOURVILLE, VERMONT, 05602, 1998.

CERTIFICATION

I, JOHN E. BELLETETE, being duly sworn, certify that the above is a true and correct copy of the original plan as shown to me by the applicant, and that the same is a true and correct copy of the original plan as shown to me by the applicant.

TAX MAP 2-11 LOT 37
MODIFIED SITE LAYOUT PLAN
RIDGEWOOD HEIGHTS
 PETERBOROUGH, NH
 PREPARED BY
JOHN E. BELLETETE
 REGISTERED PROFESSIONAL ENGINEER
HARANTIS COVE LLC
 FEBRUARY 10, 2003

APPROVED BY THE INTERMEDIUM PLANNING BOARD

DATE: _____
 CHAIRMAN: _____
 SECRETARY: _____

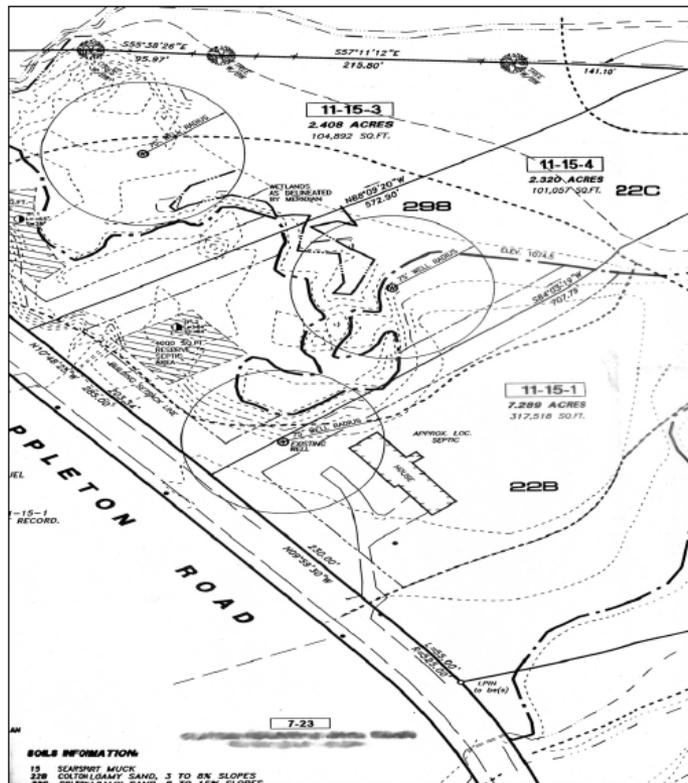
1. OWNER	2. DATE
3. TITLE	4. SCALE
5. SHEET NO.	6. TOTAL SHEETS
7. PROJECT NO.	8. DRAWING NO.
9. CLIENT	10. ADDRESS
11. PHONE	12. FAX
13. E-MAIL	14. WEBSITE
15. COMMENTS	16. REVISIONS

Procedures and Administration

- RSA 676-4 – Boards Procedures on Plats
 - Filing and submission deadlines
 - Requirements for notifications and posting
 - Process for determining complete application
 - Process for preliminary and expedited review

Subdivision/Site Plan Review Resources

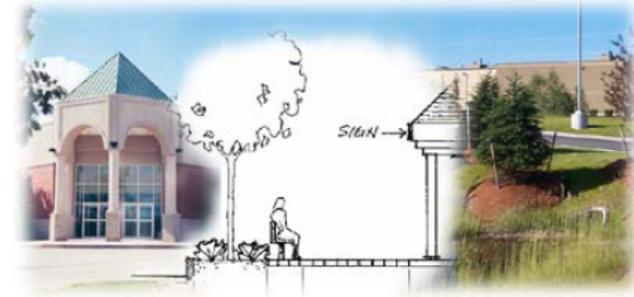
SUBDIVISION AND SITE PLAN REVIEW HANDBOOK



PREPARED BY THE SOUTHWEST REGION PLANNING COMMISSION
DECEMBER 2001

MODEL NON-RESIDENTIAL SITE PLAN REGULATIONS

JUNE 2002



Prepared by the



NASHUA REGIONAL PLANNING COMMISSION

with funding by New Hampshire Department of Environmental Services

This document was prepared by the Nashua Regional Planning Commission with financial assistance from the New Hampshire Department of Environmental Services. The contents of this document reflect the views of the Nashua Regional Planning Commission which is solely responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views of the above agencies. This document does not constitute a standard, specification or regulation.

4. Excavation Regulations

- RSA 155-E authorizes Planning Board as Regulators
- Sets forth process for permitting
 - Provides for certain exemptions for a permit
- All excavations must follow standards for operating and for reclaiming excavation sites
- Statute authorizes Planning Board to adopt regulations
- Board is responsible for regulating, whether or not regulations have been adopted

Some Issues to Consider

- What is and what is not an excavation?
- How much information should the applicant provide?
- What are reasonable conditions to place on a project?
- What about reclamation?

Process and Administration

- Process for adopting and amending regulations same as for Subdivision and Site Plan Review
- Regulations provide framework for processing applications
- Grandfathered operations may require special attention

Excavation Resources

RSA 155-E: THE LAW GOVERNING EARTH EXCAVATIONS

*A HANDBOOK FOR NEW HAMPSHIRE
MUNICIPALITIES*



SOUTHWEST REGION PLANNING COMMISSION
1999



United States
Department of Agriculture
Natural Resources Conservation Service

Technical Note
PM-NH-26
May 1991
Revised April 2000

Gravel Pit and Other Sandy And Droughty Site Renovation Trials and Experiences in New Hampshire

Theodore Kelsey

Natural Resources Conservation Service
(Formerly Soil Conservation Service)
State Office
Durham, New Hampshire



Technical Note
PM-NH-21

Rev April 1991
Rev April 2000

Vegetating

New Hampshire

Sand and Gravel Pits



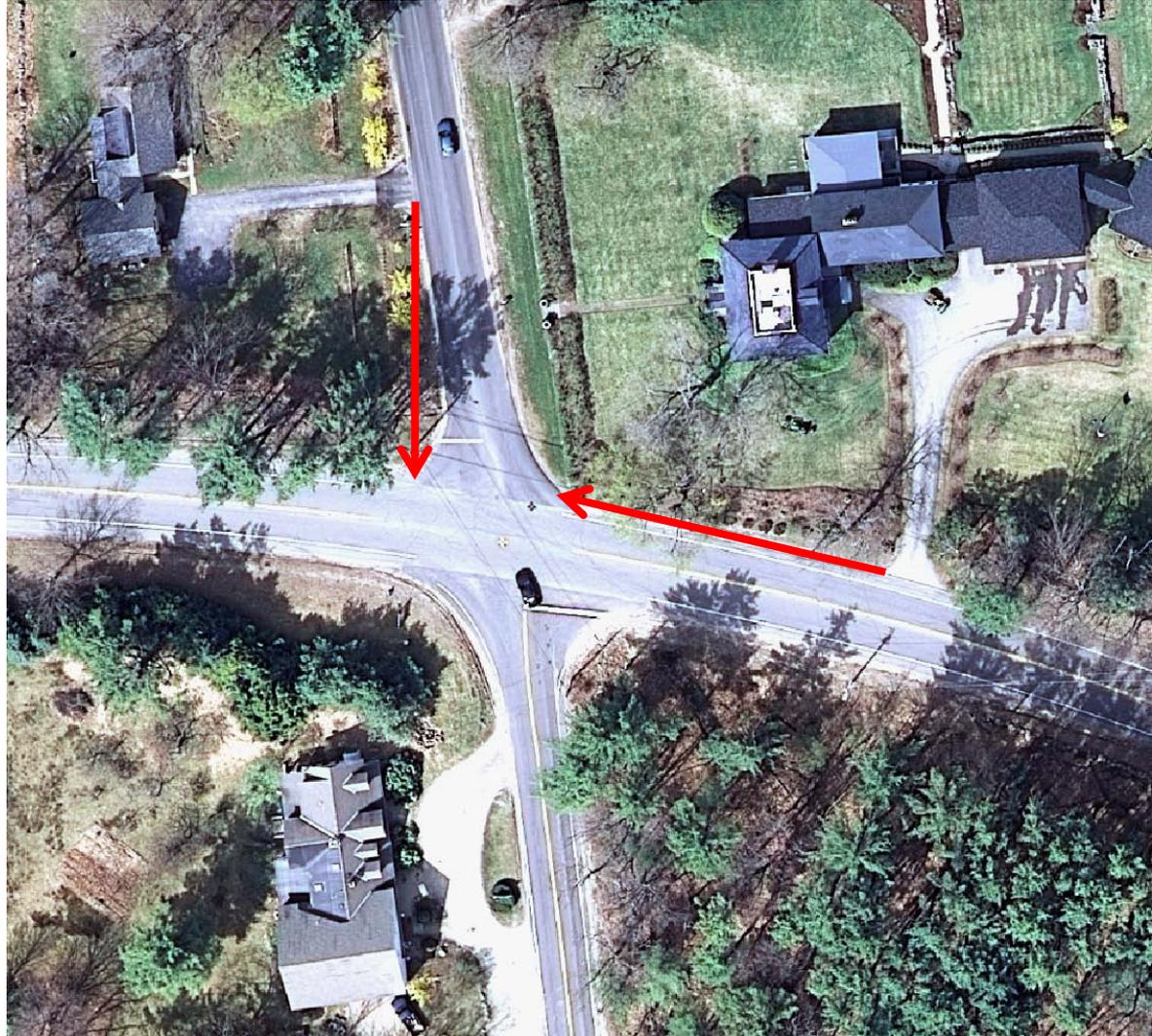
5. Driveway Regulations

- Statute authorizes Board to adopt and amend regulations for driveways and access points onto town and state roads
- Intention is to assure safe passage for all and no damage to town or state roads



● Regulations can include standards that address such things as:

- Width
- Angle of entry
- Surfact treatment
- Vertical clearance
- Length
- Passing lanes or turnarounds
- Slopes
- Side setbacks
- Distance from an intersecting road



Process and Administration

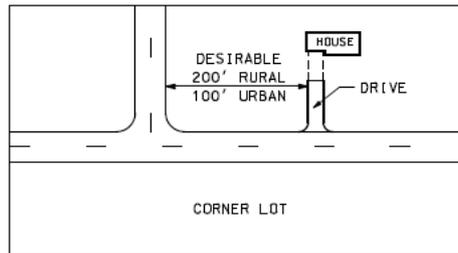
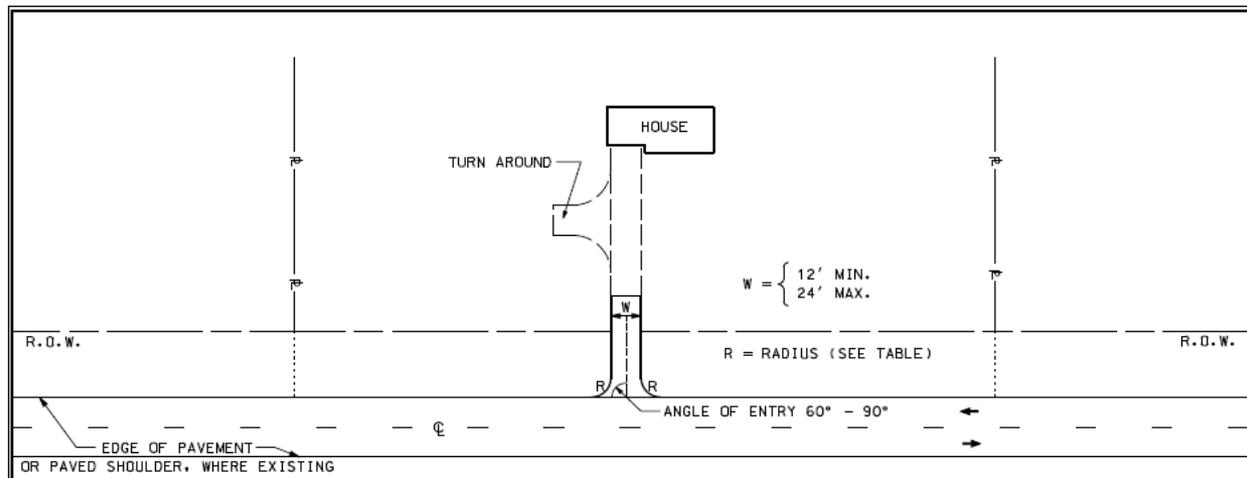
- Process for adopting and amending regulations same as for Subdivision and Site Plan Review
- Planning Board typically designates Road Agent/DPW Director as Administrator

Driveway Resources

POLICY FOR THE PERMITTING OF DRIVEWAYS AND OTHER ACCESSES TO THE STATE HIGHWAY SYSTEM



NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY MAINTENANCE



VALUES OF R (RURAL)

ANGLE OF ENTRY	W = DRIVE WIDTHS						
	12'	14'	16'	18'	20'	22'	24'
90°	15'	10'	10'	5'	5'	5'	5'
75°	20'	15'	10'	10'	5'	5'	5'
60°	20'	20'	15'	15'	10'	5'	5'

EVERY EFFORT SHOULD BE MADE TO CONSTRUCT NEW DRIVES AND TO REDIRECT EXISTING DRIVES TO AN ANGLE OF ENTRY OF 75° OR MORE

- 1) IN MOST CASES, URBAN R VALUES WILL BE LARGER.
- 2) CURBING, IF PRESENT, COULD BE FLARED TO FIT DRIVE, OR ENDED AS SHOWN ON FIGURE X.
- 3) NO PART OF ANY DRIVE SHALL BE CONSTRUCTED OUTSIDE OF APPLICANT'S FRONTAGE.

DATE
11/27/2006

RESIDENTIAL DRIVE -- RURAL/URBAN

DGN
Figure1

6. Scenic Roads

- What are they?
 - Town roads that are designated as Scenic Roads
- Once designated, no town or utility work is allowed in the ROW without Planning Board public hearing (unless it's an emergency)



Process and Administration

- Designation requires Town Meeting vote
- Process for adopting and amending regulations same as for Subdivision and Site Plan Review
- Statute allows Boards to develop specific regulations for roads designated as Scenic

Local Scenic Road Regulations

- Regulations may treat scenic roads differently than other town roads, for example:
 - Width of traveled way
 - Height of tree canopy
 - Tree removal standards
 - Stone wall removal standards



7. Capital Improvements Program

- *What is it?*
 - A recommended program of municipal improvements projected over at least a six-year period

- *What is its purpose?*
 - To aid the Selectmen and Budget Committee in the preparation of the annual budget

CIP

- Board can determine the minimum requirements to qualify as a capital project (e.g., minimum of 5 or 10 years life span and a cost of at least \$5- or \$10,000)
- Typical projects are highway, fire, and police vehicles & equipment, road & bridge projects, and municipal building improvement and/or construction

Example Spreadsheet

Spreadsheet #1: CIP Committee Recommended Capital Improvements Program FY 2012 - 2017

1. COMMUNITY DEVELOPMENT	FY11 TM Approved	FY12	FY13	FY14	FY15	FY 16	FY 17	TOTAL	Method of Financing
Professional Services (GIS)					\$ 75,000			\$ 75,000	Capital Reserves; Taxation
GIS Capital Reserve Fund		\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000	\$ 15,000	\$ 75,000	Taxation
Land Acquisition Capital Reserve	\$ 10,000	\$ 5,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 130,000	Taxation
Water Quality Assessment				\$ 69,595				\$ 69,595	Taxation
Sub-Total	\$ 10,000	\$ 20,000	\$ 40,000	\$ 109,595	\$ 100,000	\$ 40,000	\$ 40,000	\$ 349,595	
Minus Revenues	\$ -	\$ -	\$ -	\$ (40,124)	\$ (65,000)	\$ -	\$ -	\$ (105,124)	
Net Total	\$ 10,000	\$ 20,000	\$ 40,000	\$ 69,471	\$ 35,000	\$ 40,000	\$ 40,000	\$ 244,471	
2. FIRE DEPARTMENT	FY11 TM Approved	FY12	FY13	FY14	FY15	FY 16	FY 17	TOTAL	Method of Financing
Ambulance 1							\$ 230,000	\$ 230,000	Participating Towns, Taxation
Ambulance 2			\$ 115,000	\$ 115,000				\$ 230,000	Participating Towns, Taxation
Command Vehicle			\$ 40,000					\$ 40,000	Capital Reserve
Engine 1 (Lease/Purchase Payments)	\$300,000	\$ 130,000	\$ 130,000					\$ 260,000	Capital Reserve, Taxation
Engine 2								\$ -	Capital Reserve
Squad 2				\$ 25,000				\$ 25,000	Taxation
Utility/Brush Truck						\$ 125,000		\$ 125,000	Capital Reserve
Station Generator			\$ 30,000					\$ 30,000	Taxation
Parking Lot		\$ 60,000							Taxation
Equipment Capital Reserve				\$ 250,000	\$ 300,000	\$ 300,000		\$ 850,000	Taxation
Sub-Total	\$ 300,000	\$ 190,000	\$ 315,000	\$ 390,000	\$ 300,000	\$ 425,000	\$ 230,000	\$ 1,850,000	
Minus Revenues	\$ (300,000)	\$ -	\$ -	\$ (55,000)	\$ -	\$ (125,000)	\$ (230,000)	\$ (410,000)	
Net Total	\$ -	\$ 190,000	\$ 315,000	\$ 335,000	\$ 300,000	\$ 300,000	\$ -	\$ 1,440,000	
3. INFORMATION TECHNOLOGY	FY11 TM Approved	FY12	FY13	FY14	FY15	FY 16	FY 17	TOTAL	Method of Financing
Technology Plan	\$ 53,100	\$ 52,600	\$ 58,600	\$ 55,100	\$ 54,600	\$ 53,100	\$ 58,300	\$ 332,300	Taxation
Sub-total	\$ 53,100	\$ 52,600	\$ 58,600	\$ 55,100	\$ 54,600	\$ 53,100	\$ 58,300	\$ 332,300	
Minus Revenues								\$ -	
Net Total	\$ 53,100	\$ 52,600	\$ 58,600	\$ 55,100	\$ 54,600	\$ 53,100	\$ 58,300	\$ 332,300	

Process and Administration

- Requires authorization by Town for either:
 - Planning Board prepare the CIP; or
 - Allow the Selectmen to appoint a committee
 - Committee must have at least one Planning Board member
- Document is advisory only

8. Zoning Ordinances

- Allows towns to regulate and restrict lot sizes, size of yards, height of buildings, location and use of buildings and land
- Purposes are to promote health and the general welfare
- Must be adopted by the voters after public hearing(s) held by the Planning Board
- Must be based on at least two sections of the Master Plan (Vision and Land Use)
- Towns may have only one district, or multiple districts
- Many forms of zoning possible, e.g. innovative land use controls, natural resource overlays
- All zoning MUST be based on valid public purpose