

**Pembroke Planning Board
Meeting Minutes
(Approved February 23, 2021)
February 9, 2021**

MEMBERS PRESENT: Brian Seaworth, Chairman; Robert Bourque, Vice Chairman; Ann Bond, Selectmen's Rep.; Kathy Cruson; Brent Edmonds; Kevin Foss

ALTERNATES PRESENT:

EXCUSED: Holli Germain

STAFF PRESENT: Carolyn Cronin, Town Planner; Susan Gifford, Recording Secretary

Chairman Seaworth called the meeting to order at 6:36 p.m. after technical issues at Pembroke Academy. He read the legal notice required for remote meetings under the Governor's Emergency order. The Planning Board is utilizing Go to Meeting platform and a physical presence at Pembroke Academy. The public has access to listen or participate as stated on the public notice of meeting. Six members were present. Chairman Seaworth noted the meeting is being recorded on Zoom and at Pembroke Academy.

Public Hearing

1. Adoption of the Master Plan

Chairman Seaworth opened the public hearing on Adoption of the Master Plan at 6:40 p.m.

Mike Tardiff, CNHRPC, gave a presentation highlighting the core chapters of the Master Plan (Vision and Land Use) and the additional chapters. The Master Plan is a Planning Board advisory document that provides the basis for zoning modifications. It is the place where town projects start, such as the future of Route 3. Mike Tardiff stated that his and his staff's favorite chapter to work on was Community and Sense of Place. The Master Plan is a blueprint summarizing comments heard from residents through surveys and vision sessions. There is wide support for mixed uses in appropriate locations. There is great interest in continuing to have a dynamic Suncook Village. Each chapter contains many objectives, goals and recommendations. Some of these include future land use, Suncook Village revitalization, Class VI roads and range roads, alternatives to Pembroke Street, parking, tax relief incentives through RSA-79E for the village and incentives to improve commercial base, active Economic Development Committee, and future sewer capacity.

Each recommendation has an implementation timeline ranging from ongoing, short term, medium term and long term. The responsible town bodies can pick a project from this laundry list and run with it. The rail trail is ready to connect with Salem, Manchester and Concord. The Route 3 Pembroke Street Corridor Study should be started as soon as possible. The final chapter is about conserving energy and making municipal

buildings as energy efficient as possible. Residents have access online to read and peruse all of the individual chapters.

Chairman Seaworth noted we are recording this meeting on Zoom, and cameras are facing the audience at Pembroke Academy. If you would like to speak, please state your name and street for the record. After we take comments, it is up to the Planning Board to adopt the 2020 Pembroke Master Plan. After the comment session tonight, when you have had time to digest what is presented please email, send a letter or talk to Carolyn Cronin, Town Planner on the phone. Participants can raise their hand on Zoom or unmute themselves to talk. Persons at Pembroke Academy can stand up and speak into the microphone.

Susan Burt asked, what is the vision for mixed land use? Mike Tardiff said that relative to mixed use, there is potential for small scale commercial use mixed with housing in certain geographic locations. Chairman Seaworth said the town has been working on allowing mixed use since a proposal for housing units on farm land came in several years ago. Traffic concerns for a development without good road access arose. A more valuable use of land could be an example on the corner of Pembroke Street and Academy Road. It has been awhile since the Planning Board has had discussion on that parcel. Innovative zoning can benefit the town. Mixed use request would be driven by the land owner. The idea of mixed uses is looking at the big picture. The Architectural Overlay District runs along Pembroke Street itself but we do not have a map available tonight. Mike Tardiff noted that in aspirational input sessions, residents expressed hope for future mixed uses, small commercial and housing, on one lot. More than one person brought this idea up. Kathy Cruson, as a resident, remembers having small grocery stores located around town. She would love to see that type of business again. Kathy Cruson would like to see mixed use at 8th Range Road and North Pembroke Road, where residents do not have convenience stores available.

Member Cruson thanked Mike Tardiff and Central New Hampshire Regional Planning Commission for a really good job on preparing the 2020 Pembroke Master Plan. There are many goals and recommendations the town can implement over the next few years.

James Canon spoke about a conceptual development of 110 units. Has an impact study been done on how that development would affect town services? It could be a significant impact to the town if 220 people move in. Needing one extra ambulance staffed and operating would be a significant cost. Chairman Seaworth stated that the Master Plan is a big picture document. There is no application to the Planning Board for the specific development Mr. Canon speaks to. The time for asking questions on a specific proposal would be at public hearing when an application is filed. Chairman Seaworth said the Master Plan guides development in town, but cannot restrict development of a certain size. There is a process to determine whether the town can provide services needed for a proposed development, and how to ascertain the cost the project should absorb. Impact studies by residential use of services are a prerequisite

to charging impact fees. A lot depends on how close the town is to the limits of services provided.

Member Cruson noted that is why we have zoning regulations for certain geographical areas in town. Chairman Seaworth said one of the biggest tools to define uses in parts of town is zoning. Modifying zoning regulations or existing zones must tie into the Master Plan. Susan Burt asked about the town's priority for gaining additional sewer capacity. Mike Tardiff stated that limited sewer capacity has definitely been identified as a key, ongoing, long term issue. It is an important topic. Chairman Seaworth noted that sewer capacity is beyond the scope of the Master Plan. One of the first questions the Planning Board has about a proposed development is does it have sewer allocation. The Board of Selectmen and the Sewer Commission make sewer capacity a priority at all times. Vice Chairman Bourque agreed that the first question of a large development proposal is whether sewer capacity is available. If not, the alternative of individual septic systems can be too costly to be feasible. Lack of sewer capacity deters residential and commercial units. However, the Planning Board has no input to resolving the capacity issue.

Chairman Seaworth noted that a letter dated January 31, 2021 was sent to Planner Cronin from Dana Carlucci. He suggests that language be added to section 6.6 to mention Rail to Trail improvements through the Village as an alternative to the bridge. Member Cruson agrees that it is important to keep in mind passive recreation. As the town adds more people, we need places to walk and observe in other areas of town.

Chairman Seaworth again invited all participants to review the Master Plan online and get their comments to Carolyn Cronin by email, letter or phone. Chairman Seaworth would like to allow time for more feedback on the Master Plan before taking a vote to adopt. We have not had a chance to make the changes requested by Dana Carlucci. Member Cruson said in view of the weather, I agree that we should wait until another meeting before voting in case anyone has comments or questions. Vice Chairman Bourque agreed with Member Cruson that people may like to read or peruse the Master Plan document. Planner Cronin noted the business agenda for the February 23, 2021 meeting is lighter than usual.

Chairman Seaworth closed the public hearing on Adoption of the Master Plan at 7: 33 p.m. If this matter is not completed tonight, it will be continued to a future meeting and will not be renoticed. Please check with the Planning Department or the town website for future agendas.

MOTION: Vice Chairman Bourque moved to continue the public hearing on Adoption of the Master Plan to the February 23, 2021 meeting. Seconded by Member Foss.

VOTE: B. Seaworth – Y K. Foss – Y K. Cruson – Y
 B. Edmonds - Y R. Bourque – Y

MOTION TO CONTINUE MASTER PLAN PUBLIC HEARING TO FEBRUARY 23, 2021 PASSED ON A 5-0 VOTE.

Chairman Seaworth thanked everyone who took time to participate. Chairman Seaworth thanked Mike Tardiff and his team at CNHRPC for all of the work they have done on the Master Plan and for the presentation tonight.

Miscellaneous

1. Correspondence – Planner Cronin noted that Holli Germain is leaving the Planning Board effective March 1, 2021.
2. Committee Reports – Chairman Seaworth noted that Roads Committee was rescheduled due to weather. Vice Chairman Bourque noted that ZBA will meet February 22, 2021 and Tri Town meets February 10, 2021.
3. Other Business
4. Planner Items – Planner Cronin noted that Dana Pendergast, Pembroke Code Enforcement Officer is leaving on February 12, 2021. There is a vacancy for CEO. The February 23, 2021 meeting has one lot line adjustment, and a Q&A session on the development at the old Village School.
5. Board Member Items – Chairman Seaworth noted that with Holli Germain leaving, there is a full member vacant seat to fill.
6. Audience Items

MOTION: Member Cruson moved to adjourn the meeting. Seconded by Member Edmonds.

Without objection the meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Susan Gifford, Recording Secretary