

## Raymond Planning Board

February 11, 2009

### Jordan Small Middle School Broadcast Studio Minutes\*

**ATTENDANCE:** Chairman Patrick Clark, William Priest, Greg Foster, and Virginia Wallace. Absent: Vice Chairman Robert O'Neill and Sam Gifford.

**STAFF:** Planner Hugh Coxe and Karen Strout, Recording Secretary.

**OTHERS:** Christine McClellan, Selectman Michael Reynolds (until 8pm), Wayne Holmquist, Jim Stephenson, and Richard Dodson.

**CALL TO ORDER:** At 7:14 pm Chairman Patrick Clark called the meeting to order and a roll call was done for Planning Board and the Comprehensive Plan Implementation Committee. Clark declared a quorum. Clark stated the meeting's purpose as a combined meeting between the two groups in order for CPIC to share the work they had done.

**INTRODUCTION:** CPIC had requested an opportunity to share their draft of the Design Guidelines for the Commercial District. This document, which had been put together with the assistance of Terry DeWan Associates and Raymond's Contract Planner Hugh Coxe, was the product of several months work and was driven by the Town of Raymond 2004 Comprehensive Plan. Coxe who was asked by Chairman Clark to facilitate the agenda started by showing an aerial view of the Town of Raymond with an overlay of the commercial corridor during which time he continued to outline the goals and process of the Commercial Corridor planning. He added that this document could become part of a proactive marketing sales piece for developers to show what Raymond would like to see. There would be flexibility within the document, as it was not set up as ordinance regulations. There would be, however, some ordinances written around signage.

**CONTENTS OF THE DRAFT DESIGN GUIDELINES:** Hugh reviewed the major components of the Design Guidelines, which are largely in form of suggestions, with visuals (this document is available on the website).

Handouts were provided two of which outlined the proposed Land Use Ordinance changes intended to implement the guidelines and the related work. A third handout contained explanatory comments embedded in the current draft ordinance amendments (these are included as an attachment).

#### **DISCUSSION OF ORDINANCE AMENDMENTS:**

Chairman Pat Clark offered his draft copy with his mark ups to Planner Hugh Coxe to share with CPIC. He questioned the naming of the document and some of the language because the document was not one of regulatory standards, but suggested guidelines. Hugh added that there will be some ordinance language written that would make enforcement in some areas easier. The question was raised as to whether or not this document needed Town Meeting approval. Hugh said he would check with Chris Vaniotis. Consensus was that it would be politically correct to get approval, but that the ordinance language needed to pass as well.

#### OTHER TOPICS DISCUSSED:

- ◆ The need for separate warrant article for Design Guidelines

- ◆ Ordinances to support guidelines
- ◆ Enforcement from a legal perspective
- ◆ Too many intangibles in Guidelines
- ◆ Indexing of guidelines to ordinances or visa versa
- ◆ Shared parking issues/problems
- ◆ Making future changes in the brochure for Design Guidelines
- ◆ The need for guidelines
- ◆ Business owner rights
- ◆ Shared septic for businesses
- ◆ Requiring hook-up to public water
- ◆ o setbacks ( problem if 302 expands)

Consensus of the Board was that there were many intangibles and many questions as to how this document would work with the ordinances. They could foresee an endless stream of potential issues and impacts.

**DISCUSSION OF HOW DESIGN GUIDELINES GET APPLIED BY BOARD AND STAFF:**

Hugh stated that he was writing ordinance language that would make it easier to enforce Design Guidelines and will get legal review for the language.

**AREAS OF CONCERN:**

- ◆ Shared parking
- ◆ Off site parking
- ◆ Public water hookup
- ◆ o set backs and residential abutting property
- ◆ Signs

**SITE PLAN REVIEW DOCUMENT:**

Planner Hugh Coxe reviewed document for the board. If adopted small projects would be reviewed by staff, code office, and planner. Staff would have the opportunity to bring in peer review. The Design guidelines would come into play as well. A 24,000 sq ft. project would go to minor site plan review, maybe peer review as well. Chairman Clark's comment was that the planning board won't be seeing many of these site plans. Any addition would not come to PB. He proposed a smaller trigger for major site plan review.

**short break**

At 9:09 pm the Planning Board reconvened its meeting to finish its workshop discussion. It was decided to have a workshop on March 11 on the analysis of the map and to prepare for the Public Hearing on the 25th.

**Upcoming meetings:**

March 5<sup>th</sup> CPIC Public Workshop with Terry DeWan  
 March 11<sup>th</sup> PB Workshop on Zoning Map analysis  
 March 25 PB Public Hearing for Town Meeting

**ADJOURNMENT:** moved by Wallace and seconded by Foster to adjourn at 9:25 pm. Vote: 4/0 motion carried.

*\* Meetings are broadcast live on the public access channel and rebroadcast at a later time. The DVD is the official legal record of the meeting . Copies may be signed out at the Town Office .*

*Karen G. Strout  
 Recording Secretary*