



MADBURY PLANNING BOARD

13 Town Hall Road, Madbury, NH 03823

Tel: 603 742-5131 • Fax: 603 742-2502

Approved 2/19/2025

OFFICIAL BUSINESS

Minutes of: January 8, 2025

Meeting Convened: 7:00 pm

Members in Attendance:

Marcia Goodnow - Chair

Mark Avery - Ex Officio

Doug Hoff

Bill Courtemanche

Michael Card

Andrew Losee

Greg Merrell, Alternate

Support Staff:

Elizabeth Durfee - Contract Planner

Daphne Chevalier - Recording Secretary

Meeting Attendees:

Eric Fiegenbaum, 6 Moharimet Dr

Justin Corrow, 22 Nute Rd

John Vanasco, 96 Hayes Rd

Deena Peschke, 81 Old Stage Road

Brenda Worden, 222 Calef Hwy, Lee

Andrew Engebretson, 78 Perkins Rd

1. Call to Order

Chair Goodnow called the meeting to order at 7:00 pm and welcomed the public.

2. Seating of Alternates

Alternate Merrell was seated in Vice Chair Jordan's absence.

3. Approval of Minutes - December 18, 2024

Strike extraneous word "all" from item 4 and correct spelling of Mr. Corrow's last name.

***Motion** by Member Hoff to **accept** the minutes for December 18, 2024 as amended.*

Seconded** by Member Card. **Motion passed unanimously (7-0-0).

4. Public Hearing: Proposed Changes to Madbury Zoning Ordinance Article V Section 4 (Accessory Apartments)

*The revised language seeks to redefine Accessory Apartments (Accessory Dwelling Units) and to modify the requirements and limitations under which Conditional Use Permits may be granted for them in Madbury.**

**Note: this public hearing is a legal requirement prior to including this recommended change on the town warrant in March.*

Chair Goodnow opened the public hearing at 7:05pm. She explained the procedure for the public hearing and the background behind the proposed changes. Member Courtemanche explained his

process for determining what changes should be considered, including reviewing state requirements and ordinances used by other NH municipalities.

Chair Goodnow read the notice of public hearing into the record and invited those members of the public who wish to speak in support of the proposed changes.

Andrew Engebretson, 78 Perkins Rd, stated he is in support of the proposed changes. He asked about the missing language regarding short-term rentals; Chair Goodnow explained that the board still has work to do on the short-term rental ordinance and cannot reference short-term rentals in the ADU ordinance until that work is done, which the board will address.

Justin Corrow, 22 Nute Road, spoke in favor of the proposal. As the building inspector, he thinks the ADU proposal is great and is looking forward to the short-term rental ordinance language as well.

Deena Pashki, 81 Old Stage Road, shared she supports the change as it is badly needed to meet the needs of the town today.

John Vanasco, 96 Hayes Rd, spoke in support of the proposed changes.

No member of the public spoke in opposition to the proposed changes.

Member Courtemanche noted the formatting of the ordinance needs to be adjusted so the bullet points are sequential. Chair Goodnow provided an overview of the proposed changes to the ordinance and explained the reasons behind those changes. She invited the public to speak to any concerns about the specific language in the proposal.

Ms. Worden had questions about the process for the ordinance being approved. She asked once a conditional use permit is submitted, what is an appropriate timeline for follow-up? Chair Goodnow explained it happens fairly quickly and that there is typically one meeting a month dedicated to applications. Chair Goodnow stated one of the biggest stumbling blocks can be issues around the septic and the driveway. Selectperson Avery explained much depends on how complete the materials are that are submitted with the application. Chair Goodnow said they like to receive applications by the 1st meeting of the month for applicants to be heard on the first meeting of the following month. Ms. Worden asked if there was a way to preliminarily review the application with a condition on the application pending approval at Town Meeting in March. Chair Goodnow explained that a public hearing on the application is required. Ms. Durfee explained Ms. Worden could start the work and get all the materials together and then submit the materials once the proposed changes are accepted at Town Meeting. Selectperson Avery said Ms. Worden could ask for a preliminary review for the board to determine if all materials are there

and to ask for guidance. Chair Goodnow explained abutters need 14 days notice so theoretically a public hearing on an application could be held on April 2 if everything is ready to go out once the ordinance is approved by the town.

Mr. Engebretson asked if a good place to start could be to meet with Mr. Corrow with plans for a barn and then come back with a second application to add the plans for living space. The board said there shouldn't be a problem with that.

Mr. Vanasco asked what would happen to his daughter-in-law's bakery if they sold the house. Selectperson Avery said a conditional use permit stays with the property but a home occupation stays with the business owner not the property.

Ms. Worden asked what number is used to determine the 50% maximum given cathedral ceilings. Mr. Corrow explained cathedral ceilings do not impact the square footage of living space.

Ms. Durfee noted the board doesn't have a list of all the places where "accessory apartments" are written in the ordinances and will need to be changed to accessory dwelling unit should the proposal be adopted. Member Hoff said he sees that as more of an administrative change and noted that every place accessory apartment is written in the ordinances will need to be changed to accessory dwelling unit after the proposed language is adopted by the town.

Selectperson Avery noted a few editorial changes needed to the proposal, including making the language consistent throughout, some punctuation changes, and addressing section A needing two parts. Member Courtemanche noted he has those changes in his electronic copy of the proposed changes.

Chair Goodnow closed the public hearing at 7:46pm.

Mr. Fiegenbaum said the Department of Revenue Administration (DRA) needs to review the warrant. Chair Goodnow read the language for the proposed warrant article. Selectperson Avery noted the language of the warrant will need to be amended to include a note about updating other ordinances from "accessory apartment" to "accessory dwelling unit."

Ms. Durfee said the board could include a short summary of the changes in the language of the warrant article and recommended including a note that detached units will be allowed under the new ordinance.

Member Merrell thanked Member Courtemanche for all his work on this issue. Chair Goodnow thanked the public for attending the meeting.

MOTION by Selectperson Avery that the draft updated ADU as discussed tonight be placed on the warrant for town meeting. **SECONDED** by Member Hoff. **Motion passed unanimously (7-0-0).**

Selectperson Avery **MOVED** the Chair develop the warrant language for the ADU update. **SECONDED** by Member Hoff. **Motion passed unanimously (7-0-0).**

5. Housing Academy (round 2 update) - Liz

Ms. Durfee offered to send the link to the schedule and see if a board member or two could attend. There is a stipend for attending. She stated she participated in a HOP webinar recently which was mostly about administration of the grant.

6. Coming Board Changes

Chair Goodnow shared she will miss the first meeting in February, and explained it is custom that officers are elected after Town Meeting. Vice Chair Jordan will also need to miss a few meetings as he attends to family obligations. She encouraged the members of the board to consider what leadership roles they would be willing and able to take on, to recruit new members and alternates, and to consider creative options including potentially co-chairs or using the minute-taker to complete some of the secretarial tasks. Alternates should be recruited with the understanding that they come to all the meetings, even if not seated.

She noted that for those whose terms are up, they will need to be appointed by the Select Board again.

7. Adjournment

Motion to adjourn by Member Card. **Seconded** by Chair Goodnow. **Motion passed unanimously (7-0-0).**

Meeting adjourned: 8:15 p.m.

Respectfully submitted by Daphne Chevalier.