

**Lancaster Planning Board
Minutes of Meeting**

Meeting held upstairs in Town Hall

Wednesday August 10, 2016

The meeting was called to order by Chairman Mark M. St. Pierre at 6:30 P.M. Followed by the Pledge of Allegiance.

Initial Business:

Roll Call:

Regular members:

Present: Chairman Mark M. St. Pierre, Vice Chairman Mark Frank, Selectmen's Representative Leo Enos, Andy Nadeau, and Ben Southworth.

Absent: Rusty Scott and Justin Carter.

Alternate members:

Present: Rick McCarten and Penny Noyes.

Absent: Barbara Pealsee-Smith, Donald Doolan and Greg Westcott.

Others attending: Planning/Zoning Coordinator Benjamin Gaetjens-Oleson and North Country Council Planner Kaela Gray.

To review and approve the minutes of the July 13, 2016 meeting.

A motion was made by Leo Enos and seconded by Mark Frank to accept the minutes as written.

A vote was called for and the motion carried.

Ben Southworth arrives at 6:35PM.

Appointment(s):

Kaela Gray, Planner at North Country Council, was in attendance to discuss and get input from the Planning Board on the Resilient Economies Toolkit (**a copy is attached to the minutes**). Ms. Gray handed out the draft copy to the Board and explained this project is part of a national initiative to survey municipalities and businesses to determine what are the best environments to help businesses thrive. North Country Council (NCC) has chosen a few communities and businesses to speak to in order to find a survey that is relevant to the area. The planning staff at NCC is surveying the Planning Boards and NCC's economic development planners are speaking with the businesses. Information gathered from both parties will be used to create a checklist appropriate for local municipalities to use to make themselves more attractive for business recruitment and retention.

The Planning Board answered and discussed each question in the draft toolkit questionnaire. Ms. Gray commented that the Town appeared to have a majority of the items identified as being assets to attract and retain businesses.

Ben Southworth left at 7:40PM.

Ms. Gray thanked the Board for their participation on this project. Andy Nadeau asked what the purpose of the questionnaire and discussion was. Ms. Gray explained they are trying to develop a model relevant to the area for municipalities to use to see if they have an environment suitable for businesses. The information from towns and businesses will be used to see what that model will be. There was more discussion around what may be suitable for local towns to consider to attract

businesses. Ms. Gray thanked the Board for their participation and honest discussion. The Board thanked Ms. Gray for coming and felt the process and discussion was very beneficial.

Kaela Gray left at 7:55PM.

Submission of Application(s): None

Public Hearing(s): None

Other Business:

Commercial Building Permit(s): None

Voluntary Merger(s):

Benjamin Gaetjens-Oleson passed around information and explained a lot merger for John and Sonya Gilbert at 65 Prospect Street. He stated that Ben Southworth had purchased Francis Roy's property off Burnside Street (Tax Map P10 Lots 081 & 085). The property was two lots with one off Burnside Street (081) that held the house and the other (085) backed up to the Gilbert's and their neighbors next door. The Gilberts bought the back lot from Mr. Southworth and his partner and are merging it with the future plan of completing a lot line adjustment with their neighbors Rick and Kim Force.

A motion was made by Leo Enos and seconded by Andy Nadeau to approve the merger of Tax Map P10 Lot 081 and Tax Map P10 Lot 085 for John and Sonya Gilbert. A vote was called for and the motion carried.

Recent Zoning Decision(s): None

Announcement(s)/Correspondence(s):

Mr. Gaetjens-Oleson announced that he has spoken with Rob Scott and Patsy Ainsworth from the High School about having a student representative to the Planning Board. They were both very receptive to the prospect and once school starts they will identify some individuals who may be suitable for the position. He is hoping there will be at least two that are interested in case one cannot make a meeting due to school work or activities. He is also hopeful the individuals interested will be Lancaster residents but as they will not have a vote he thinks as long as they are from the district it will have the same effect.

Noting that there was nothing further to come before the meeting a motion was called for to adjourn.

A motion was made by Mark Frank and seconded by Leo Enos to adjourn. A vote was taken and the meeting adjourned at 8:05 P.M.

Respectfully,



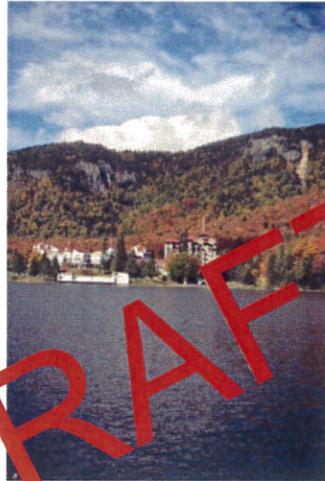
Benjamin S. Gaetjens-Oleson – Clerk Pro Tem

Approved: 9/14/16



Mark M. St. Pierre - Chairman

RESILIENT ECONOMY TOOLKIT



DRAFT

The intent of the North Country Council Resilient Economy project is to work with communities like yours to support sustainability and resilience within our local and regional economy.

This will result in a meaningful shift in the economic development projects receiving funding in Northern New Hampshire.

The goal is to assist our region with economic development planning to get projects funded that are sustainable and will provide livable wage employment.

Does your community assist sustainable businesses in being successful?
This toolkit helps you identify if you are promoting success or creating barriers.

TAKE A STEP FORWARD IN STRENGTHENING YOUR LOCAL ECONOMY!

Funded by the Jane's Trust Foundation & the Neil and Louise Tillotson Fund

WHAT IS A SUSTAINABLE BUSINESS?

Promoting sustainability within the region is directly connected with the sustainability of a business and of the regional and local economy in which we live, work and play. Increasing the level of sustainability within a region can be achieved in various ways for example: regional cooperation, policies & planning, and changes in infrastructure. In turn having these recommendations in place will assist communities like yours in promoting positive business growth. This toolkit will assist your municipality in taking stock of what you are already doing, and provide guidance for how to further promote sustainable business in your community.

A sustainable business gives consideration to the natural environment, economic vitality and healthy community impacts of business practices. Businesses that manage the triple bottom line take into consideration the blending of these three components into their unique operations in order to have a sustainable business. The triple bottom line is refers to:

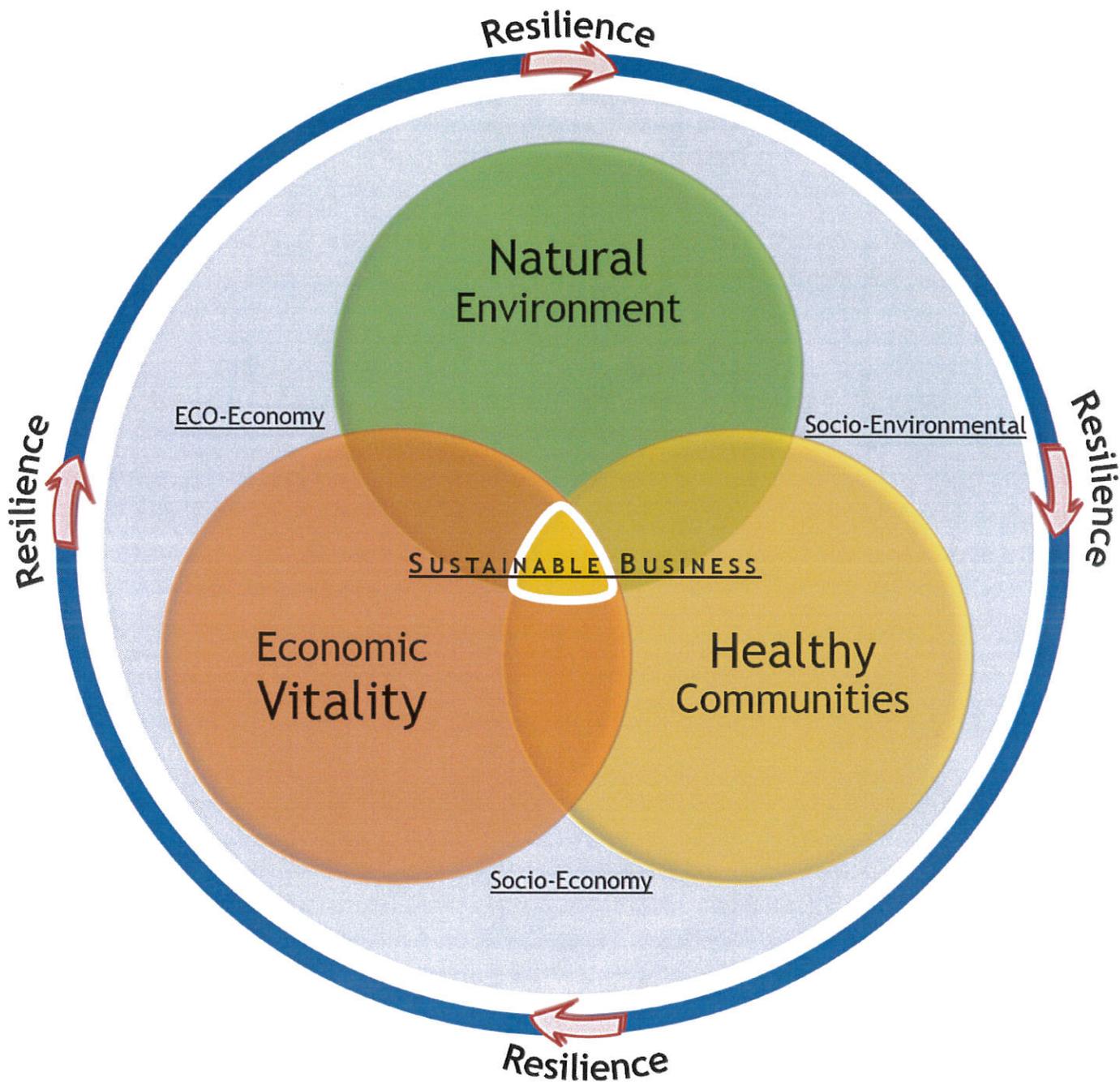
- *Healthy Communities* consider relationships with employees, the local community, consumers and stakeholders.
- *Natural Environment* focuses on use of resources, impacts and efficiency that may involve energy, pollution, waste, water and land stewardship.
- *Economic Vitality* looks at the financial aspects of a business: the profitability, management potential growth.

Resiliency is incorporated into all components of a sustainable business. It is how a business prepares so they are able to recover quickly from the potential impact of a natural or man-made disaster.



ABOUT THIS TOOLKIT

This toolkit is to assist your municipality in determining if the practices that you have in place are designed to promote positive sustainable business growth within your community. As you go through the toolkit answering the various questions concerning your community you will see that some categories contain two levels of questions. Level 1 questions are first steps, and Level 2 dive deeper into a topic. The toolkit is intended to start the process in your community and help guide your discussion.



North Country Council, is the regional planning and economic development district in Northern New Hampshire. Staff is available to help communities directly about any of the topics discussed in the toolkit. Contact us by phone at: 603.444.6303, by email at: nccinc@nccouncil.org, or check out the resources page on our website at: www.nccouncil.org/resources/

GETTING STARTED

How to use this toolkit

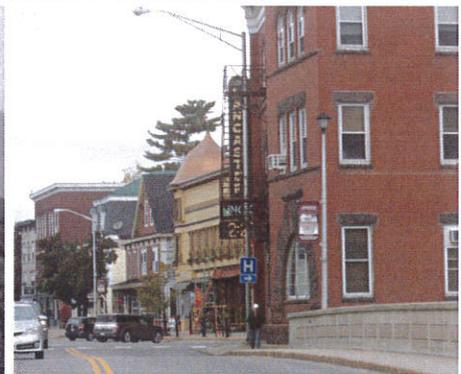
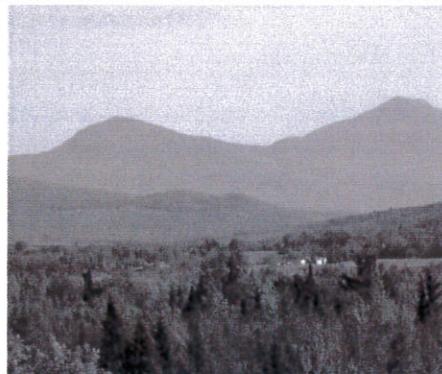
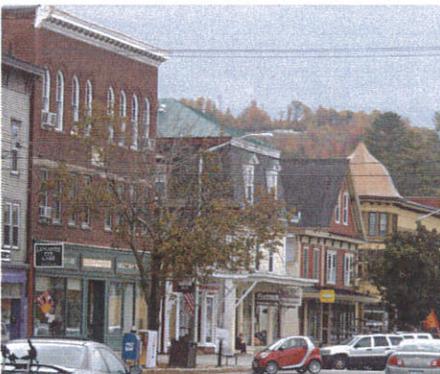
This toolkit presents a wide range of practices used by many different communities to support sustainable business growth and development. Not all actions may be applicable in your municipality.

Use the notes section for each action to reflect on your community's current activities, possible new policies, and the relevance of that action in your area. For example: "not applicable," "interested in learning more," "adopted," etc. are all welcome and informative replies. This toolkit is designed to promote conversations about sustainable & resilient businesses in your community.

ZONING, SITE PLAN & MASTER PLANNING

LEVEL 1

Does your community have a Zoning Ordinance? Is it enforced? <i>Zoning provides some predictability about what will be acceptable now and in the future, and what uses will be nearby.</i>	<i>Comments:</i>
Does your community have site plan review regulations? <i>Businesses will know up front what is needed to comply for approval.</i>	<i>Comments:</i>
Does your community have a Master Plan? Is it current? <i>Tells businesses that the community has a way of keeping infrastructure current and when various improvements are planned.</i>	<i>Comments:</i>
Does your community utilize Capital Reserve funds to budget for infrastructure upgrades and maintenance? <i>Stable tax rates help businesses plan for future expenditures.</i>	<i>Comments:</i>
Additional Comments:	



ON THE GROUND: Lancaster Zoning Map

The town of Lancaster has created designated zones for both "Commercial Development", and "Commercial / Industrial Development." Delineating these districts helps that community to keep new projects located in areas best suited for a specific type of development. In addition Lancaster's maps are posted online, allowing any developer to identify potential location from the very start of their planning.

ZONING, SITE PLAN & MASTER PLANNING

LEVEL 2

<p>Are commercial zones specifically delineated? <i>Separates land uses, and helps businesses to identify potential location.</i></p>	Comments:
<p>If not, are businesses allowed in mixed use zones, or in other zones by Special Exception or another defined review/ approval process? <i>Provides opportunity for business to locate in a community, even if specific commercial zones do not exist, but can make the process unpredictable if criteria are not explicitly defined.</i></p>	Comments:
<p>Are mixed use zones delineated? <i>Helps business to have a mix of uses nearby, for example residential uses provide potential customers.</i></p>	Comments:
<p>Does zoning provide for industrial, business park development and/or business incubators where businesses can share and collaborate? Is there space for this? <i>Promotes clustering and concentrating of business activity for collaboration and sharing of services and resources.</i></p>	Comments:
<p>Is there an expedited process for minor changes to site plans? <i>Simplifies process for small changes to already approved site plans.</i></p>	Comments:
<p>Does your Zoning Ordinance limit business types to a restricted list? <i>Helps businesses to know if their activity is welcome in a community, but can also impede future growth and change needed to keep up with changing markets.</i></p>	Comments:
<p>Do site plan regulations address walkability and human mobility issues? <i>Helps attract workers and customers. Walkable downtowns and villages are more attractive to young workers.</i></p>	Comments:
<p>Has the municipality incorporated environmental criteria and priorities into zoning, land use planning, permitting policies, and development of new projects (e.g. by targeting redevelopment/ cleanup of Brownfield sites)? <i>Promotes cleanup and reuse of previously tainted land instead of converting open land and forests for development..</i></p>	Comments:

Additional Comments:

INFRASTRUCTURE

LEVEL 1

Does municipal water and/or sewer infrastructure exist in locations where commercial development is allowed? <i>Provides for wider array of potential commercial activity (especially manufacturing).</i>	Comments:
If water and sewer infrastructure exists, is there capacity to handle business development and/or expansion? <i>Tells the community if they are reaching their limit on commercial development.</i>	Comments:
Are commercial sites available for purchase and development? <i>A business can locate faster if sites are available and ready for development.</i>	Comments:
Is high-speed broadband readily available for businesses and their workers? <i>Critical for today's businesses and workers.</i>	Comments:
Has the community adopted its own Building Code? <i>Offers defined framework for new construction and/or renovation. Provides some measure of assurance about the safety of buildings to be purchased.</i>	Comments:
If the community does not have its own Building Code, does it enforce the State's Building Code? <i>See above.</i>	Comments:
Additional Comments:	

ON THE GROUND: Littleton Industrial Park

The Littleton Industrial Park was created in the 1970's. Previously, the town had struggled to find suitable places for businesses to develop or relocate where the owners could know the full cost of construction including water, power, sewer and road infrastructure. Open space was available but the needed infrastructure was not. The LIDC worked with the town Selectman to build that infrastructure, and create a space for businesses to develop. Now there are 17 businesses in the park, providing over 1,200 jobs.



TRANSPORTATION & HOUSING

LEVEL 1

<p>Do zoning and Master Plan encourage a variety of transportation for workers, customers, and goods transport? <i>Transportation options can attract workers, customers and suppliers.</i></p>	<i>Comments:</i>
<p>Does zoning allow for a variety of housing options? <i>Will increase the opportunity for a diverse workforce.</i></p>	<i>Comments:</i>
<p>Does zoning encourage “in-fill” development, particularly in downtowns or village centers? (before expanding the development district, has as much growth occurred there as it possible?) <i>Promotes smart growth and potentially quicker business establishment.</i></p>	<i>Comments:</i>
<p>Does zoning allow for upper level development for housing in downtowns and village centers? <i>Promotes more vibrant downtowns and opportunity to live near work. For the business, nearby residents support retail and services.</i></p>	<i>Comments:</i>
Additional Comments:	

LEVEL 2

<p>Does your community have enough parking? <i>Essential for vibrant village/ downtown.</i></p>	<i>Comments:</i>
<p>Has your municipality adopted a “complete streets” policy? <i>Walkable downtowns and villages are more attractive to young workers.</i></p>	<i>Comments:</i>
<p>Are a variety of housing options available in the community? <i>Will help a business attract a broader array of workers.</i></p>	<i>Comments:</i>
Additional Comments:	

ON THE GROUND: Swanzey Complete Streets

Swanzey, NH recently adopted a Complete Streets policy. The goal of the complete streets policy is to use streets as a true public space, a resource for all members of a community, not just for moving people from Point A to Point B. Many complete street projects can be achieved with minimal increase in costs, and can be combined with scheduled road maintenance. Complete Streets are shown to provide many benefits to communities: including increased property values, safer streets for walkers & bikers, move opportunities for exercise and healthy lifestyles, and economic benefits.

CLIMATE & ENERGY

LEVEL 1

<p>Are provisions and/or incentives provided for renewable energy systems in zoning ordinance (e.g. solar)?</p> <p><i>Helps to reduce operating costs.</i></p>	Comments:
<p>Are provisions and/or incentives provided for renewable energy systems in Site Plan Review (e.g. solar)?</p> <p><i>Many businesses want to be proactive in this area to reduce energy costs.</i></p>	Comments:
<p>Does zoning address climate change threats?</p> <p><i>Could help a business avoid potential problem areas when siting a facility.</i></p>	Comments:
<p>Does the community require energy and water efficient commercial structures for both new construction and renovated existing buildings?</p> <p><i>Can help to reduce operating costs in addition to conserving resources.</i></p>	Comments:
Additional Comments:	

LEVEL 2

<p>Do local ordinances and regulations promote/encourage waste reduction (e.g. scrap recycling, process water recycling, etc.)?</p> <p><i>Provides opportunity to minimize cost of waste disposal.</i></p>	Comments:
<p>Does community provide recycling and composting opportunities?</p> <p><i>See above.</i></p>	Comments:
<p>Does the community actively try to reduce energy costs via mechanisms such as an Energy Committee, bulk purchase agreements, energy code, etc.?</p> <p><i>See above.</i></p>	Comments:
Additional Comments:	

ON THE GROUND: Solarize Ammonoosuc

Solarize Ammonoosuc was an initiative developed by the Ammonoosuc Regional Energy Team (ARET) in Franconia to help area residents go solar. ARET gathered interested area residents over a five month period in 2016, then teamed up with a local solar installer to negotiate a lower price for the installation of all the systems. The initiative has three main goals: to educate area residents about solar energy, to encourage people to take advantage of a free solar consultation at their homes, and to provide a additional financial incentive for residents to install residential solar systems.

COMMUNITY CHARACTER

LEVEL 1

<p>Does zoning encourage Agricultural land uses and related activities (e.g. farmer's markets, agritourism, etc.)? <i>Promotes a diversity of business types.</i></p>	Comments:
<p>Is zoning flexible regarding the siting/establishment/expansion of agricultural, forestry, and energy related activities (e.g. shared processing, co-marketing, etc.) <i>Provides the ability to adapt to changing processes and markets and cooperate on economies of scale.</i></p>	Comments:
<p>Has the community formed an Agricultural Commission? <i>Provides an additional level of support for local agriculture.</i></p>	Comments:
<p>Does the community have a Historic District and/or Heritage Commission? <i>Can attract businesses that prefer a historic location. Also shows stewardship of community character and quality of life.</i></p>	Comments:
<p>Has the municipality adopted "context sensitive" zoning and accompanying regulations? <i>Helps a business know if they would be welcome in a particular area.</i></p>	Comments:
<p>Does the community have an active Conservation Commission? <i>Conserved lands make a community desirable for businesses and workers, and shows stewardship of community character and quality of life.</i></p>	Comments:
Additional Comments:	

LEVEL 2

<p>Do higher education opportunities exist in the community, or in a reasonably close proximity? <i>Provides professional development opportunities for workers, and the opportunity for business to partner with training opportunities.</i></p>	Comments:
<p>Are local schools and training programs of high enough quality to produce and attract a young well-trained workforce? <i>Critical for businesses to have access to trained workers.</i></p>	Comments:
<p>Does the community dedicate a majority of the property transfer tax to a conservation fund? <i>Helps to provide funds for purchasing/preserving land. Open space can be an attractive amenity to workers who want to settle in an area.</i></p>	Comments:
Additional Comments:	

ON THE GROUND: Context Sensitive Zoning in Dover

The city of Dover has incorporated context sensitive zoning surrounding their downtown core. Context Sensitive Zoning places more importance on community character & the impact of development on the public than traditional zoning. Dover's goals in this change were to create a visual based code that was easier to understand, to encourage development and redevelopment downtown, to encourage reuse of existing infrastructure, and to promote downtown as a walkable place with many housing options.

BUSINESS SUPPORT

LEVEL 1

<p>Does the municipality encourage business development through the use of TIF districts, HUB Zones and/or Community Redevelopment Districts? <i>Provides revenue for municipal improvements, as well as potential tax incentives for business.</i></p>	<i>Comments:</i>
<p>Does the municipality provide for flexibility in siting and operation of "green" businesses? <i>Encourage this type of business to come to a community.</i></p>	<i>Comments:</i>
<p>Is your community active with the Chamber of Commerce? <i>Helps businesses network and collaborate.</i></p>	<i>Comments:</i>
<p>Does your community advertise or market to encourage new businesses to locate there? <i>Helps support the local economy by combining efforts.</i></p>	<i>Comments:</i>
Additional Comments:	



ON THE GROUND: Coos County HUBZone

The whole of Coos County, and neighboring Essex & Orleans in VT, are a federally qualified HUBZone. A HUBZone is a "Historically Underutilized Business" Zone. The goal of the HUBZone is to incentivize the federal government to contract with businesses that create jobs and employ residents in areas of economic need.

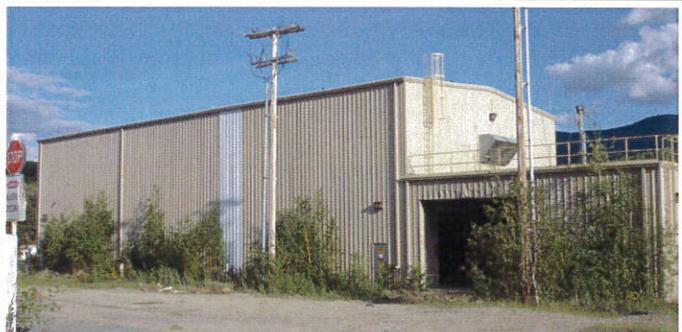
ON THE GROUND: Former Brown Paper Company Brownfield

The city of Berlin as part of the Brownfield Coalition Assessment Program, worked with partners to clean up the environmental contaminants at the former Brown Paper Company Research & Development building site. This Coalition Program used EPA grant funding through the NHDES to help reclaim the site. They took on the Northern Forest Heritage Park re-use plans for the building as park of their mission, in 2011 they worked with PSU students to create a large mural on the building that depicts the area's past.

HEALTH & SAFETY

LEVEL 1

<p>Has the community adopted a Hazard Mitigation Plan as a part of the Master Plan? <i>Helps ensure a safer environment for business to locate and operate as well as avoiding spikes in property taxes associated with disaster recovery.</i></p>	<i>Comments:</i>
<p>Has the community implemented its Hazard Mitigation Plan? <i>See above.</i></p>	<i>Comments:</i>
<p>Does zoning limit development in areas of high hazard vulnerability (i.e. flood-plains or high erosion potential areas "no build" provisions)? <i>See above.</i></p>	<i>Comments:</i>
<p>Does the community participate in Mutual Aid Programs? <i>Helps ensure cost effective assistance is available quickly in any emergency.</i></p>	<i>Comments:</i>
Additional Comments:	



ON THE GROUND: Northumberland Hazard Mitigation

The town of Northumberland created and adopted a Hazard Mitigation Plan with the help of North Country Council in 2011. In 2016 the community is updating that plan to reflect what work they have accomplished over the past 5 years to reduce the town's vulnerability to natural hazards, and to see what new actions might need to be added. The development and continued review of a Hazard Mitigation Plan helps that community protect the investments of residents and business owners in town.

NATURAL SYSTEMS

LEVEL 1

Does the community proactively protect its current and future water supplies (e.g. via an aquifer protection overlay district)?

Clean and available water is critical to businesses and residents alike. Protection

Comments:

Do Site Plan Review and local codes require proactive green infrastructure practices for new development?

Resource conservation benefits businesses and the community as a whole.

Comments:

Additional Comments:

ON THE GROUND: Madison Groundwater Protection

In the 1990's Madison was looking at a large development of new homes in the Eidelweiss Community. The large development brought concerns from residents about protecting the groundwater for that community. At the time a project spreading sludge was proposed in the area. That project did not go forward but it brought awareness of ground water protection to the table, and in 2000 a groundwater protection ordinance was passed.

INNOVATION & PROCESS

LEVEL 1

Do municipal officials meet with surrounding community counterparts to coordinate sustainability plans and efforts?

Sustainability and resilience are not specific to one community. Sharing will promote the concept on a more regional scale.

Comments:

Does the municipality demonstrate regional cooperation through participation in the RPC, CEDS Committee, RDC?

Collaboration benefits individual communities & businesses.

Comments:

Additional Comments:

ON THE GROUND: North Country

Many communities through out the North Country collaborate with regional groups like the CEDS committee, and NCC. Those regional cooperative efforts continually strengthen our sustainability and resiliency and work to attract, grow and retain our businesses.

Sources Used

- STAR Community Rating System

- The DES Guide to Groundwater Protection

- Plan for Health website. A. Norcross, "Adopting a Complete Streets Strategy: Lessons Learned from Swansey"

- City of Berlin, NH Brownfield Coalition Update April 2011.

- Plymouth Magazine. Elizabeth Cheney, "Students Honor Berlin's Past through Art",

- Littleton Chamber of Commerce website

- US Small Business Administration website